

Curriculum Committee Minutes
April 22, 2016
Ware Student Commons Room 207

PRESENT: Deborah Vess, Becky Burton, Tamara Clunis, Claudie Biggers, Toni Gray, Judy Isbell, Kelly Prater, Mark Rowh, Dan Ferguson, Debby Hall, Diane Brice, Jodi Lindseth, Karen Taylor, Victoria Taylor-Gore, Wade Olsen, Terry Smith, Judy Massie, Shawna Lopez, Kim Hays, Kristin McDonald-Willey, Richard Pullen, Megan Eikner, Tamra Rocsko, Jill Gibson, Sarah Davis as recorder.

ABSENT: Frank Sobey, Jason Norman, Kim Crowley, Kristin Edford, and Edie Carter

WELCOME: Dr. Vess welcomed everyone.

- I. **Minutes** reviewed. Motion made to approve as presented, seconded and approved by all.
- II. Presentation of Curriculum Revision Requests:

TECHNICAL EDUCATION CHANGES

A. Aviation Maintenance Technology – Terry Smith

- 1) Aerospace Manufacturing: Revise Curriculum for Aerospace Manufacturing Associate (AERM.AAS.AERO)
- 2) Aerospace Manufacturing: Revise Curriculum for Aerospace Manufacturing Certificate (AERO.CERT)

Presented by Terry Smith, Aviation Tech Program Coordinator. Presented requested changes to the above mentioned degree and certificate.

These changes will align the manufacturing programs with career aviation maintenance, and create Aerospace Mfg. academia to meet industry needs. These changes to the Aerospace Manufacturing degree will align the program with airframe and power plant programs.

Open Discussion of the changes:

Motion made to approve the requested revision for Aerospace Manufacturing AERM.AAS.AERO, seconded and approved by all.

Motion made to approve the requested revision for Aerospace Manufacturing AERO.CERT, seconded and approved by all.

HEALTH SCIENCES CHANGES

B. EMSP – Wade Olsen

- 1) Add HPRS 1204 to Inventory
- 2) Add EMSP 1401 to Inventory
- 3) Revise Curriculum Emergency Medical Services Professions Degree (EMSP.CERT)
- 4) Revise Curriculum Emergency Medical Services Professions Degree (EMSP.CERT.AEMT)
- 5) Revise Curriculum Emergency Medical Services Professions Degree (EMSP.MKT)

Wade Olsen presented the above request for changes. The HPRS 1204 is needed to provide the EMT-Basic dual credit course over two semesters. This course will be the last six weeks in the fall semester, teaching the initial chapters of didactic and psychomotor skills in the EMT curriculum. The EMSP 1401 is needed to provide the EMT-Basic dual credit course over two semesters. The course will be taught in the spring semester after HPRS 1204 course in the fall.

The requested revision to the Curriculum Emergency Medical Services Professions Degrees are to align with the EMSP.AAS degree plan that has previously been approved.

Discussion followed:

Motion to approve adding HPRS 1204 and EMSP 1401 to inventory with the modification, they have to be taught in 16 week term rather than 8 week term in the Dual Credit areas. Motion seconded and approved by all.

Motion made to accept revisions of Curriculum for EMSP. CERT, EMSP.CERT.AEMT and EMSP.MKT, seconded and approved by all.

C. Medical Data Specialist – Judy Massie

- 1) Delete POFI 2301 from Inventory
- 2) Delete POFI 2340 from Inventory
- 3) Delete SPNL 1201 from Inventory
- 4) Add BCIS 1305 to Inventory
- 5) Add HITT 1249 to Inventory
- 6) Revise Medical Data Specialist Certificate (MDSP.CERT) Curriculum

Judy Massie presented revisions requested as shown above. These changes will offer more skills needed by students in the workforce and recommended by advisory committee. Other considerations may include lack of transferability and enrollment.

Discussion followed:

Motion made to approve with consideration that these are changes and not deletions. Motion seconded approved by all.

D. Nuclear Medicine – Tamra Rocsko

- 1) Add NMTT 1311 to Course Inventory
- 2) Delete NMTT 1301 from Course Inventory
- 3) Delete NMTT 1201 from Course Inventory
- 4) Delete NMTT 2166 from Course Inventory
- 5) Delete NMTT 2201 from Course Inventory
- 6) Update Lecture/Lab Hours: NMTT 2301; 2209
- 7) Update Practicum Hours: NMTT 2266; 2267
- 8) Update Titles: NMTT 1266, 1267, 2266, 2167, 2267 (Practicums 1-3, 5-6)
- 9) Update Co-Requisites/Pre-Requisites: NMTT 1266, 1311, 2301, 1313, 2267, 2266, 2235, 2274, 2167, and 2267

Tamara Rocsko presented the requested changes

Discussion:

Motion made to approve as presented, seconded, approved by all.

E. Pharmacy Technology – Shawna Lopez

- 1) Update Existing Course Description to Align with WECM: PHRA 1404, PHRA 1102
- 2) Update Existing Course Description and Title to Align with WECM: PHRA 1345

Pharmacy Technology request to change wording for course descriptions presented by Shawna Lopez.

Discussion: Titles and course descriptions cannot be changed.

Proposal made and all agreed to table this request until further discussion and state rules can be reviewed.

SCHOOL OF CREATIVE ARTS CHANGES

F. Arts – Victoria Taylor-Gore

- 1) Delete Course from Inventory: ARTS 2324
- 2) Delete Course from Inventory: ARTS 2327
- 3) Delete Course from Inventory: ARTS 2334
- 4) Delete Course from Inventory: ARTS 2342
- 5) Delete Course from Inventory: ARTS 2349
- 6) Delete Course from Inventory: ARTS 2367

Victoria Taylor-Gore presented request for the course deletions.

Discussion:

Motion made to approve, seconded, approved by all.

G. Graphic Design – Victoria Taylor-Gore

- 1) Revise Art-Graphic Design (ARTC.AAS) Print Track Curriculum

Victoria Taylor-Gore presented request for revision.

Discussion:

Motion made to approve, seconded, approved by all.

H. Photography – Victoria Taylor-Gore

- 1) Revise Photography Applied Science (PHTC.AS) Curriculum

Victoria Taylor-Gore presented request for revision.

Discussion:

Motion made to approve, seconded, approved by all.

I. Drafting – Victoria Taylor-Gore

- 1) For DFTG 1333, change DFTG 1305 from pre-requisite to co-requisite
- 2) For DFTG 1317, remove INDS 1311 as pre-requisite and leave only DFTG 1305 as pre-requisite
- 3) Revise Drafting Certificate (DFTG.CERT.DT) Degree
- 4) Revise Drafting Associate (DFTG.AAS) Degree

Victoria Taylor-Gore presented items 1, 2, and 3 changes requested for the Drafting Program.

Discussion:

Motion made to approve:

For DFTG 1333, change DFTG 1305 from pre-requisite to co-requisite

For DFTG 1317, remove INDS 1311 as pre-requisite and leave only DFTG 1305 as pre-requisite

Revise Drafting Certificate (DFTG.CERT.DT) Degree

Motion approved as proposed, seconded and approved by all

Victoria Taylor-Gore presented item 4, to revise the Drafting Associate Degree.

Discussion:

Motion made to approve to Drafting AAS, seconded and approved by all.

J. **Mass Media** – Victoria Taylor-Gore

- 1) Add Course to Inventory: MUSC 1120
- 2) Add Course to Inventory: MUSC 1220
- 3) Add Course to Inventory: MUSC 1327
- 4) Add Course to Inventory: MUSC 2327
- 5) Revise Mass Media Certificate (RTVB.CERT) Degree

Jill Gibson presented the request to add courses and changes to the RTVB.CERT.

Discussion of Media options and employment opportunities followed.

Motion made to approve adding courses and revision, seconded, approved by all.

III. Retention Committee

Administrative Drop Policy Proposal

Dr. Vess presented the proposal.

Students who do not attend class on or prior to census date will be administratively dropped

Discussion: This is for drops only, not withdrawal. Faculty only need to let the Registrar's office know and they will take it from there.

Motion made to approve Policy, seconded and approved by all.

IV. Considerations for Discussion:

1. How much total credit by experience can be earned towards a degree
Dr. Vess presented consideration. Do we want to award an entire degree when they have only taking one or two courses from AC?
DISCUSSION:
Motion made to approve no more than 36 credits for an associate can be earned by licensure/credit by exam/experience, seconded and approved by all.
Certificates will be added to next meeting agenda.
2. How much of the major is earned in residence
Total credit for major: Proposing one third needs to be earned at AC in the major.

Discussion: Certificates 25% of major has to be earned at AC. The current computer program cannot be set to a percentage. Presently, the policy will not post a credit unless the student has established a course attendance. We could limit it to how many credits before posting.

Proposal will be added to next meeting agenda.

3. Whether credit for prior learning counts as residence (it does now).

Prior Learning cannot be applied to 18 hour residency for an Associate Degree, must earn at least 9 in the major.

Discussion:

EMSP programs with licensure come yearly. Clinical and Practicums will be credited. Catalog does not address certificates.

Motion made for clinical and practicums to be credited, seconded, approved by all.

V. Next Meeting: May 20, 9:30 – 12:00 pm

VI. Adjourned at 4:30 pm

Considerations for next meeting:

1. How much total credit by experience can be earned towards a certificate?
2. How much of the major is earned in residence for a certificate?

April 22, 2016

To: Curriculum Committee Members 2015-2016

From: Retention Committee Members

Re: Administrative Drop Policy Proposal

Dear Curriculum Committee Members:

The Retention Committee Members, April Sessler, Jason Norman, Dr. Tamara Clunis, Dr. Dan Ferguson, Dr. Richard Pullen, Maria Juarez, Dr. Kim Hays, Toni Gray, Ernesto Olmos, Joel delaFuente, Tina Babb, Renee Vincent, Samantha Jewett, and Mark Rowh, in collaboration with Diane Brice, Registrar, and Kelly Prater, Director of Financial Aid, are seeking approval to instill an Administrative Drop Policy for students at Amarillo College.

The Retention Alert Committee was formed to-- CREATE AN EARLY ALERT SYSTEM WITH EFFECTIVE PROCESSES AND PROCEDURES DESIGNED TO ALERT, TRACK AND RETAIN STUDENTS BEFORE THEY DROP A COURSE OR WITHDRAW FROM AC.

In addition, the charge enabled the committee to focus on the college vision to "ensure a 70% completion rate by 2020."

Proposed Statement: **Students who do not attend class on or prior to the census date will be administratively dropped from the classes they have not attended.**

Rationale:

- An Administrative drop policy, as proposed, will help improve completion rates for Amarillo College if we do not have to count students who never attended classes.
- This will reduce the number of students who could potentially owe funding back to the College for courses in which they never attended, but received federal financial aid funds.
- It will also prevent students with extensive early absences from receiving a failing grade when they are not able to get caught up.

We appreciate your consideration.

Sincerely,

The Retention Committee Members