

ACADEMIC AFFAIRS COMMITTEE
February 15, 2008
Minutes

Present: Paul Matney, Bob Austin, LaVon Barrett, Diane Brice, Lynda Barksdale, Ann Hamblin, Judy Jackman, Michael Kopenits, Shawna Lopez, Jerry Moller, Ed Nolte, Jim Powell

Absent: Robert Boyd, Toni Gordy, Duane Lintner, Courtney Milleson, Rathna Prabhakar

Others:

Announcements: Matney shared with the Committee that Dr. Jones has been diagnosed with cancer. He plans to travel to M.D. Anderson for treatment soon.

ALLIED HEALTH
Medical Data Specialist

Massie submitted Medical Data Specialist program changes based on WECM updates. The changes include:

Delete

MDCA 1220: Admin Proc I

MDCA 1221: Admin Proc II

MDCA 1242: Med Insurance I

MDCA 1243: Med Insurance II

Add

MDCA 1321: Administrative Procedures

POFM 1327: Medical Insurance

HITT 1341: Coding and Classification Systems

HITT 1342: Ambulatory Coding

Also submitted is a request to remove ENGL **1301: Freshman Comp I** from the curriculum and replace it with **POFT 1301: Business English**.

The changes increase the total number of hours required for the program from a Level 1 certificate to a Level 2 certificate. The change to a Level 2 will require students to meet TSI requirements.

Barrett moved, seconded by Barksdale to request Moore and Brice craft wording in the catalog for Level 2 Certificates to require compliance with TSI.

Austin moved, seconded by Kopenits to approve the changes in the Medical Data Specialist program as submitted. The motion carried.

NURSING
LVN

Barrett submitted a request to change the wording in the LVN program description from “Board of Nurse Examiners for the State of Texas” (BNE) to “Texas Board of Nursing” (BON). She also submitted a request to change the ATI (Assessment Technologies Institute) fees from the course level to the program level. Brice will check with the Business Office to verify how the fees will be collected.

Powell moved, seconded by Nolte to approve the change to “Texas Board of Nursing (BON)” and move the ATI (Assessment Technologies Institute) fee assessment from the course level to the program level. The motion carried.

ADN

Mueller submitted a request to change the wording in the ADN program description from “Board of Nurse Examiners for the State of Texas” (BNE) to “Texas Board of Nursing” (BON). She also submitted a request to increase the fees for MEDS Total Curriculum Support (TCS), add fees to **RNSG 1105: Nursing Skills I** and remove fees from **HPRS 1206: Essentials of Medical Terminology** and **RSPT 1137: Basic Dysrhythmia Interpretation**.

Austin moved, seconded by Kopenits to approve the change to “Texas Board of Nursing (BON)”, add fees to RNSG 1105: Nursing Skills I and remove fees from HPRS 1206: Essentials of Medical Terminology and RSPT 1137: Basic Dysrhythmia Interpretation. The motion carried.

SCIENCES & ENGINEERING **Mathematics**

Wetzel submitted a request to update the course description of MATH 0302: Beginning Algebra and MATH 0303: Intermediate Algebra and require a graphing calculator for MATH 0303.

Austin moved, seconded by Brice to approve updated course descriptions for MATH 0302: Beginning Algebra and MATH 0303: Intermediate Algebra and add a graphing calculator requirement to MATH 0303. The motion carried.

Moller moved, seconded by Jackman to propose that Brice and Moore craft a new statement to include Accuplacer scores in course pre-requisites. The motion carried.

Mortuary Science

After discussion the Mortuary Science curriculum revision request was tabled.

Moller moved, seconded by Brice to table the issue and request that Shawna

Lopez and LaVon Barrett meet with Preston Childress to provide counsel and assistance regarding his curriculum revision request. The motion carried.

Student Outcomes

Matney explained that the Assessment Committee determined, based on the recommendation of Jeff Seibert, to remove Aesthetic Awareness and Ethics, Integrity & Diversity from the list of General Education competencies in the catalog. At this point AC doesn't have a means of measuring outcomes for these competencies.

Austin moved, seconded by Hamblin to approve changes in the General Education competencies listed in the catalog. The motion carried.

Student Success

Matney requested the Committee table the request to revise the curriculum to delete **STUD 0211: Student Success** and **STSU 0211: Student Success** and add **PSYC 1100: Learning Framework**. He asked that Milleson and Sessler present the issue to the Committee and provide a syllabus for each course. Matney also requested that interested members of the Committee (Powell and Hamblin) attend the First Year Experience meetings.

Powell moved, seconded by Kopenits to table the request. The motion carried.

Nolte asked if there is a policy in identifying courses within a program, such as "Major Course Requirements" and "Related Course Requirements".



Amarillo College

ACADEMIC AFFAIRS COMMITTEE

Friday, February 15, 2008

Library 112, 9:00am

- ALLIED HEALTH
 - Medical Data Specialist
- NURSING
 - LVN
 - ADN
- SCIENCES & ENGINEERING
 - Mathematics
 - Mortuary Science
- STUDENT OUTCOMES
- STUDENT SUCCESS

Attachments for

Academic Affairs Committee

Meeting:

February 15, 2008

Medical Data Specialist Program Curriculum Revisions Fall 2008

The following courses are being submitted to Academic Affairs Committee for consideration. Four courses were deleted from the WECM inventory and need to be replaced with current courses.

- MDCA 1321 Administrative Procedures replacing MDCA 1220 Administrative Procedures I
 - POFM 1327 Medical Insurance replacing MDCA 1221 Administrative Procedures II
 - HITT 1341 Coding and Classification Systems replacing MDCA 1242 Medical Insurance I
 - HITT 1342 Ambulatory Coding replacing MDCA 1243 Medical Insurance II
 - POFT 1301 Business English for ENGL 1301 Freshman Composition I
-

CURRENT CURRICULUM

MEDICAL DATA SPECIALIST

Program Advisor: Judy Massie, 354-6068 (massie-je@actx.edu) or contact the Allied Health Division, 354-6055

CERTIFICATE OF COMPLETION

Major Code - MDSP.CERT

Contact the Testing Center or the Program Advisor for testing requirements. Testing requirements are based on the unique needs of the certificate program.

This curriculum prepares the student as a Medical Data Specialist (MDSP). The Medical Data Specialist schedules patients, files insurance, codes for federal and state reimbursements and collections, types correspondence, transcribes from medical dictation, maintains telephone communication and collates all files to maintain the patient's record. Upon completion of this curriculum, a certificate will be awarded.

A grade of C or higher is required for satisfactory completion of all courses.

To continue in the program a student may repeat a required course only one time, and may repeat no more than two required courses while enrolled in the program. The term "repeat" shall be interpreted to mean re-enrollment following withdrawal, drop or an unsatisfactory grade from a class.

A student seeking entry into the Medical Data Specialist program must file a specific program application and complete additional admission procedures as required.

SEMESTER HOURS

MAJOR REQUIREMENTS.....	32
SPNL 1201: Health Care Spanish	
HPRS 1205: Medical Law/Ethics for Health Professionals	
MDCA 1220: Administrative Procedures I	
MDCA 1224: Administrative Procedures II	
MDCA 1242: Medical Insurance I	
MDCA 1243: Medical Insurance II	
MDCA 1264: Practicum	
MDCA 1302: Human Disease/Pathophysiology	
MRMT 1307: Medical Transcription Fundamentals	
HITT 1305: Medical Terminology II	
HITT 1349: Pharmacology	
HITT 1303: Medical Terminology II	
MRMT 2333: Advanced Medical Transcription	

RELATED REQUIRED COURSES.....9

ENGL 1301: Freshman Composition I	
SPCH 1318: Interpersonal Communication	
POFI 2301: Word Processing	

TOTAL.....41

PROPOSED CURRICULUM

MEDICAL DATA SPECIALIST

Program Advisor: Judy Massie, 354-6068 (massie-je@actx.edu) or contact the Allied Health Division, 354-6055

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A student seeking entry into the Medical Data Specialist program must file a specific program application and complete additional admission procedures as required.

SEMESTER HOURS

MAJOR REQUIREMENTS.....	36
SPNL 1201: Health Care Spanish	
HPRS 1205: Medical Law/Ethics for Health Professionals	
<u>MDCA 1321: Administrative Procedures</u>	
<u>POFM 1327: Medical Insurance</u>	
<u>HITT 1341: Coding and Classification Systems</u>	
<u>HITT 1342: Ambulatory Coding</u>	
MDCA 1264: Practicum	
MDCA 1302: Human Disease/Pathophysiology	
MRMT 1307: Medical Transcription Fundamentals	
HITT 1305: Medical Terminology II	
HITT 1349: Pharmacology	
HITT 1303: Medical Terminology II	
MRMT 2333: Advanced Medical Transcription	

RELATED REQUIRED COURSES.....9

<u>POFT 1301: Business English</u>	
SPCH 1318: Interpersonal Communication	
POFI 2301: Word Processing	

TOTAL.....45

Medical Data Specialist Program

Curriculum changes

MDCA 1220: Administrative Procedures I
Prerequisite: Previous completion of or concurrent enrollment SPCH 1318
A course in medical office procedures, including appointment scheduling, medical records creation and maintenance, phone communications, transcriptions, coding billing, collecting, third party reimbursement, credit arrangements, and use of the computer in the medical office.
(2 sem hrs; 2 lec)

MDCA 1221: Administrative Procedures II
Administrative Procedures II (Medical Insurance) A Continuation of Administrative Procedures I. A course in medical office procedures, and maintenance, transcriptions, billing, collecting, third party reimbursement, and use of computer in the medical office.
(2 sem hrs; 2 lec)

MDCA 1242: Medical Insurance I
Corequisite: HITT 1305
Emphasizes accurate ICD-9 and CPT Coding of office procedures for payment/reimbursement by patient or third party. Additional topics may include managed care or medical economics.
(2 sem hrs; 1 lec, 2 lab)

MDCA 1243: Medical Insurance II
Emphasizes accurate ICD-9 and CPT Coding of office procedures for payment/reimbursement by patient or third party. Additional topics may include managed care or medical economics.
(2 sem hrs; 1 lec, 2 lab)

MDCA 1321: Administrative Procedures
Prerequisite: Previous completion of or concurrent enrollment SPCH 1318
Medical office procedures including appointment scheduling, medical records creation and maintenance, phone communications, financial processes, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office.
(3 sem hrs; 3 lec)

POFM 1327: Medical Insurance
Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues.
(3 sem hrs; 3 lec)

HITT 1341: Coding and Classification Systems
Corequisite: HITT 1305
Application of basic coding rules, principles, guidelines, and conventions.
(3 sem hrs; 3 lec)

HITT 1342: Ambulatory Coding
Application of basic coding rules, principles, guidelines, and conventions with emphasis on ambulatory coding.
(3 sem hrs; 3 lec)

RATIONALE: Four (2) semester hour courses deleted from the WECM inventory and will be replaced with current four (3) semester hour courses listed in the inventory.

FACULTY AND STAFF REQUIREMENTS: None

FACILITIES: None

SUPPORT SERVICES: None

INCOME PROJECTIONS: There will be an increase due to 4 courses that were 2 semester hours that will become 3 semester hours.

PROGRAM PROMOTION AND RECRUITMENT: No charges

EFFECTIVE: Fall 2008

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51.0713

Active
in
SP 2008
8/31/07

Medical Data Specialist Program

Curriculum changes

PAGE 2

~~ENGL 1301*: Freshman Composition I~~

~~Prerequisite: Scores on a state approved test indicating college level reading and writing skills or a grade of C or higher in RDNG 0331 and ENGL 0302~~

~~principles of effective writing, emphasizing organization of materials to produce a unified essay which supports convincingly a thesis statement. Review of conventional elements of writing and introduction to rhetorical analysis. (3 sem hrs; 3 lec, 1 lab) (ENGL 3043)#~~

POFT 1301: Business English

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

(3 sem hrs; 3 lec) (BUS 3653, POFT 1302)#

RATIONALE: Business English will provide the fundamental writing skills necessary for the Medical Data Specialist certificate graduate.

FACULTY AND STAFF REQUIREMENTS: None

FACILITIES: None

SUPPORT SERVICES: None

INCOME PROJECTIONS: None

PROGRAM PROMOTION AND RECRUITMENT: No charges

EFFECTIVE: Fall 2008

AMARILLO COLLEGE
NURSING DIVISION

PROPOSED CURRICULUM REVISIONS
TO ACADEMIC AFFAIRS COMMITTEE

1. Name of Program: Vocational Nursing (L.V.N)
2. Prepared by: LaVon Barrett
3. Request:
 - A. Chang wording in program description from Board of Nurse Examiners for the State of Texas (BNE) to Texas Board of Nursing (BON).
 - B. Change statements regarding fees charged for ATI costs for Level I and Level II.
4. Rationale:
 - A. The name change reflects the new name of the Board of Nursing.
 - B. Fees for ATI will no longer be attached to individual courses but will be attached to each program Level. Students are charged for the ATI program as a whole package and not by individual courses.
5. Effects of Revision
 - A. Faculty and Staff: no effect
 - B. Facilities and equipment: no effect
 - C. Support areas: no effect
 - D. Income projections: no effect
 - E. Program promotion and recruitment: No effect
 - F. Tech Prep Program: No effect
6. Effective Date: Fall 2008

Current	Proposed
<p>Completion of the VN program of study provides graduates the opportunity to take the national licensure examination (NCLEX-PN) and apply for licensure as a licensed vocational nurse. Certain conditions, such as criminal convictions, a history of disciplinary action, a history of mental illness, and treatment and/or addiction to alcohol or drugs may disqualify graduates from licensure as vocational nurses in the state of Texas. The licensing agency for vocational nurses, the Board of Nurse Examiners (BNE) for the State of Texas, maintains a process whereby individuals may petition the BNE to make decisions about licensure eligibility prior to entering or completing a vocational nursing program. An eligibility determination takes a minimum of 3-6 months, so individuals are strongly encouraged to petition the BNE for an eligibility determination prior to enrollment in the nursing program. The declaratory order (DO) petition and instructions to complete the process can be found on the BNE website at www.bne.state.tx.us or the BNE may be contacted at 512-305-6838 for additional information.</p>	<p>Completion of the VN program of study provides graduates the opportunity to take the national licensure examination (NCLEX-PN) and apply for licensure as a licensed vocational nurse. Certain conditions, such as criminal convictions, a history of disciplinary action, a history of mental illness, and treatment and/or addiction to alcohol or drugs may disqualify graduates from licensure as vocational nurses in the state of Texas. The licensing agency for vocational nurses, the Texas Board of Nursing (BON), maintains a process whereby individuals may petition the BON to make decisions about licensure eligibility prior to entering or completing a vocational nursing program. An eligibility determination takes a minimum of 3-6 months, so individuals are strongly encouraged to petition the BON for an eligibility determination prior to enrollment in the nursing program. The declaratory order (DO) petition and instructions to complete the process can be found on the BON website at www.bne.state.tx.us or the BON may be contacted at 512-305-6838 for additional information.</p>
<p>Level I.....\$33 Students enrolling in Vocational Nursing Level I will be charged \$33 per course for VNSG1423, 1138, 1304, 1500, & 1260</p> <p>Level II.....\$15 Students enrolling in Vocational Nursing Level II will be charged \$15 per course for VNSG 1230, 2160, 1234, 2161, 1409, 1361, 1410, 2163 for access to the Assessment Technologies Institute testing and tutorial software.</p>	<p>Students enrolled in a nursing course(s) in the Vocational Nursing program will be charged a non-refundable fee of \$145 in Level I and \$120 in Level II for access to the online ATI learning system and ATI review modules</p>

AMARILLO COLLEGE
NURSING DIVISION

PROPOSED CATALOG REVISIONS
TO ACADEMIC AFFAIRS



1. Name of Program: Associate Degree Nursing (ADN)
2. Prepared by: Sheryl Mueller
3. Request:
 - A. Revise program description section in 2008-2009 Catalog
 - B. Update General Fees-Other section for Nursing (Associate Degree)
 - C. Modify Laboratory Fees section Nursing (Associate Degree)
4. Catalog Listings
 - A. NURSING - ASSOCIATE DEGREE NURSING (ADN) - pages 81-82 in the Amarillo College 2007-2008 Catalog
 - B. GENERAL FEES - OTHERS for Nursing - (Associate Degree) - page 20 in the Amarillo College 2007-2008 Catalog
 - C. LABORATORY FEES for Nursing (Associate Degree) - page 19 in the Amarillo College 2007-2008 Catalog
5. Statements Concerning Overall Effects
 - A. Faculty and staff requirements: No effect
 - B. Facilities and equipment: No effect
 - C. Support areas: No effect
 - D. Income projections: The lab fee for RNSG 1105 is not being collected currently, so this will provide increased revenue. There has been a lab fee collected for HPRS 1206 and RSPT 1137. Neither of these courses has a lab component. HPRS 1206 has not been offered due to low enrollment for two semesters. RSPT is only offered during a summer session.
 - E. Program promotion and recruitment: No effect
 - F. Tech Prep Program: No effect
6. Rationale:
 - A. A change in the name of the nursing board in Texas and in the fee structure of the learning system used in the ADN Program has necessitated a revision of the program description in the catalog.
 - B. The increase in the cost of the on-line MEDS Total Curriculum Support beginning in fall 2008 requires a revision in the general fees that students enrolled in the ADN Program are required to pay.
 - C. A lab fee is not listed for RNSG 1105 even though the course has one lab hour attached. Two courses, HPRS 1206 and RSPT 1137, do not have lab hours and should be removed from this list.
7. Effective Date: Fall 2008

2008-2009 Catalog Revisions
NURSING - ASSOCIATE DEGREE NURSING (ADN)

Current (p 81-82)	Proposed
<p>Program Advisor: Sheryl Mueller, 354-6010 (mueller-ss@actx.edu) or contact the Nursing Division, 354-6009</p> <p>ASSOCIATE IN APPLIED SCIENCE MAJOR CODE - RNSG.AAS</p> <p>The following curriculum is designed for the student who wishes to enter the nursing profession directly upon the completion of the two year course of study. Accredited by Texas Board of Nurse Examiners and the National League for Nursing Accrediting Commission (NLNAC), (61 Broadway-33rd Floor, New York City, NY 10006, 1-800-660-1656.)</p> <p>Completion of the ADN program of study provides graduates the opportunity to take the national licensure examination (NCLEX-RN) and apply for licensure as a registered nurse. Certain conditions, such as criminal convictions, a history of disciplinary action, a history of mental illness, and treatment and/or addiction to alcohol or drugs may disqualify graduates from licensure as registered nurses in the state of Texas. The licensing agency for registered nurses, the Board of Nurse Examiners (BNE) for the State of Texas, maintains a process whereby individuals may petition the BNE to make decisions about licensure eligibility prior to entering or completing a registered nursing program. An eligibility determination takes a minimum of 3-6 months, so individuals are strongly encouraged to petition the BNE for an eligibility determination prior to enrollment in the nursing program. The declaratory order (DO) petition and instructions to complete the process can be found on the BNE web site at www.bne.state.tx.us or the BNE may be contacted at 512-305-6838 for additional information.</p> <p>The student must have a "C" in all required courses in order to progress to the next level of the program. Any nursing course with a required concurrent clinical course is integrated and inseparable; thus a student must pass both</p>	<p>Program Advisor: Sheryl Mueller, 354-6010 (mueller-ss@actx.edu) or contact the Nursing Division, 354-6009</p> <p>ASSOCIATE IN APPLIED SCIENCE MAJOR CODE - RNSG.AAS</p> <p>The following curriculum is designed for the student who wishes to enter the nursing profession directly upon the completion of the two year course of study. Accereditied The program is approved by the Texas Board of Nurse Examiners Nursing (BON) and accredited by the National League for Nursing Accrediting Commission (NLNAC), (61 Broadway-33rd Floor, New York City, NY 10006, 1-800-660-1656.)</p> <p>Completion of the ADN program of study provides graduates the opportunity to take the national licensure examination (NCLEX-RN) and apply for licensure as a registered nurse. Certain conditions, such as criminal convictions, a history of disciplinary action, a history of mental illness, and treatment and/or addiction to alcohol or drugs may disqualify graduates from licensure as registered nurses in the state of Texas. The licensing agency for registered nurses, the Texas Board of Nurse Examiners (BNE) for the State of Texas Nursing (BON), maintains a process whereby individuals may petition the BNE BON to make decisions about licensure eligibility prior to entering or completing a registered nursing program. An eligibility determination takes a minimum of 3-6 months, so individuals are strongly encouraged to petition the BNE BON for an eligibility determination prior to enrollment in the nursing program. The declaratory order (DO) petition and instructions to complete the process can be found on the BNE BON web site at www.bne.state.tx.us or the BNE BON may be contacted at 512-305-6838 for additional information.</p> <p>The student must have a "C" in all required courses in order to progress to the next level of the program. Any nursing course with a</p>

components in the same semester in order to be eligible to enroll in the next level.

To continue in the program, a student may repeat any nursing course or combination of concurrently enrolled nursing courses (class and concurrent clinical course) one time only, but may repeat no more than two different nursing courses or course combinations in total while enrolled in the program. The term "repeat" shall be interpreted to mean re-enrollment following withdrawal, audit, drop, or unsatisfactory grade.

A student seeking entry into the Associate Degree Nursing (ADN) Program must file a specific program application form and complete additional admission procedures as required. This includes providing documentation of immunization or immunity to measles, mumps, rubella, hepatitis B, tetanus and diphtheria as required by the Texas Department of State Health Services (DSHS) and submitting to a criminal background check. Refer to <http://www.actx.edu/nursing/>. Click on the Immunization, Certification and Background Check Requirements link or contact the Nursing Division Office at 806-354-6010.

Students enrolled in a nursing course(s) in the Associate Degree Nursing Program will be charged a non-refundable fee of \$75.00 per fall and spring semesters and \$29.00 per summer for access to the on-line MEDS Learning System.

required concurrent clinical course is integrated and inseparable; thus a student must pass both components in the same semester in order to be eligible to enroll in the next level.

To continue in the program, a student may repeat any nursing course or combination of concurrently enrolled nursing courses (class and concurrent clinical course) one time only, but may repeat no more than two different nursing courses or course combinations in total while enrolled in the program. The term "repeat" shall be interpreted to mean re-enrollment following withdrawal, audit, drop, or unsatisfactory grade.

A student seeking entry into the Associate Degree Nursing (ADN) Program must file a specific program application form and complete additional admission procedures as required. This includes providing documentation of immunization or immunity to measles, mumps, rubella, hepatitis B, tetanus and diphtheria as required by the Texas Department of State Health Services (DSHS) and submitting to a criminal background check. Refer to <http://www.actx.edu/nursing/>. Click on the Immunization, Certification and Background Check Requirements link or contact the Nursing Division Office at 806-354-6010.

Students enrolled in a nursing course(s) in the Associate Degree Nursing Program will be charged a non-refundable fee of ~~\$75.00~~ **\$90.00** per fall and spring semesters and ~~\$29.00~~ **\$36.00** per summer for access to the on-line MEDS Learning System. **Total Curriculum Support (TCS)**

Current (page 20)	Proposed
Nursing - (Associate Degree).....\$75.00 Students enrolled in a nursing course(s) in the Associate Degree Nursing Program will be charged a non-refundable fee of \$75.00 per fall and spring semesters and \$29.00 per summer semester for access to the on-line MEDS Learning System.	Nursing - (Associate Degree)..... \$75.00 \$90.00 Students enrolled in a nursing course(s) in the Associate Degree Nursing Program will be charged a non-refundable fee of \$75.00 \$90.00 per fall and spring semesters and \$29.00 \$36.00 per summer semester for access to the on-line MEDS Learning System. Total Curriculum Support (TCS)

Current (page 19)	Proposed
Nursing (Associate Degree).....\$12.00	Nursing (Associate Degree).....\$12.00
RNSG 1108-1110-1115-1209-1247-1248- 1251-1301-1331-2201-2213-2221-2307	RNSG 1105 1108-1110-1115-1209-1247- 1248-1251-1301-1331-2201-2213-2221-2307
HPRS 1206-2200	HPRS 1206 2200
RSPT 1137	RSPT 1137

Jack Stanley

1. DIVISION OF SCIENCES & ENGINEERING and the MATHEMATICS AND ENGINEERING DEPARTMENT, David Fike, Division Chairman, and Kathryn Wetzel, Department Chair, wish to modify the Mathematics, Engineering, and Computer Science Courses currently listed in the 2005-2006 Catalog.

2. STATEMENT OF REQUEST:

- a. Update course descriptions.
 - b. The requirement for a graphing calculator for Intermediate Algebra needs to be added.

3. RATIONALE:

The course descriptions of Beginning Algebra and Intermediate Algebra need updating to match the ACGM, page 130 (see attached). The requirement for a graphing calculator for Intermediate Algebra is necessary in order to teach the topics required by the ACGM.

4. AFFECTED CURRICULUM/COURSE DESCRIPTIONS:

- a. UPDATE:

MATH 0302 Beginning Algebra

Prerequisite: Placement by a THEA score of 180 or an equivalent score on state approved test, or a grade of C or higher in MATH 0301.

Operations with real numbers with an introduction to the complex number system; exponents and polynomials; operations with algebraic expressions; linear equations in one and two variables; linear inequalities in one variable; basic geometry; introductory graphing; systems of linear equations in two variables; factoring polynomials; applications. (3 sem hrs; 3 lec, 1 lab) **(This is a developmental course. It does not meet the elective or graduation requirements.)**

MATH 0303 Intermediate Algebra

Prerequisite: A THEA score of 230, or an equivalent score on a state approved test, or a grade of C or higher in MATH 0302 or consent of department chair.

A study of relations and functions; inequalities; factoring; polynomials; rational expressions; quadratics with an introduction to complex numbers; exponential and logarithmic functions; determinants and matrices; sequences and series. (3 sem hrs; 3 lec, 1 lab) **(This is a developmental course. It does not meet the elective or graduation requirements.)**

- b. INSERT:

MATH 0303: Intermediate Algebra

Insert calculator symbol

5. Semester change effective: Fall 2008

1. **DIVISION OF SCIENCES & ENGINEERING AND THE MORTUARY SCIENCE PROGRAM**, Jack Stanley, Division Chairman and Preston Childress, Program Director wish to modify the Mortuary Science, Associate in Applied Science and Mortuary Science Certificate Curriculum.

2. **STATEMENT OF REQUEST:**

1. Change MRTS: 1391 Special Topics in Funeral Service and Mortuary Science to MRTS: 1491 Special Topics in Funeral Service and Mortuary Science.
2. Change MRTS: 2179 National Funeral Service Board Review Class to MRTS: 1391 Special Topics/National Board Review.
3. Remove the following phrase: All students of the Mortuary Science program must pass the NBE during MRTS 2179 with at least a 75 pass rate as required by the Mortuary Science Department as a requirement to graduate.

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4. **AFFECTED COURSE DESCRIPTIONS:**

Change: MRTS 1491: Special Topics in Funeral Service and Mortuary Science
Prerequisites: MRTS 1211, MRTS 1301, MRTS 1310, MRTS 1342 or permission of the Program Coordinator.
Identification of the specific role and scope of the funeral director. Discussion and presentation of scenarios where funeral directing and embalming reflect commonalities. Emphasis on incorporation of state regulations and recognition of preservation process. (4 sem hrs; 3 lec, 3 lab)

Change: MRTS 1391: Special Topics in Funeral Service/National Board Exam Review
COREQUISITE: MRTS 2360 and MRTS 2447
Topics address knowledge and understanding of the completed MRTS curriculum. Overview of the National Board Examination for Funeral Service. Practice examinations for both arts and sciences. Computer lab requirements. Completion of the National Board Examination with a percentage rate of 75 or higher. Completion of three practice National Board Examinations with a passage rate of 80% for each section.

5. Pages referenced in the current catalog: Curriculum for Mortuary Science, MRTS.AAS and MRTS.CERT, on page 78-79 and course descriptions on pages 141-142.
6. **RATIONALE:** In order to emphasize the importance of taking AND passing the National Board Exam, the replacement of MRTS 2179 by MRTS 1391 will have a more serious impact on the student. The current requirement of taking and passing the National Board Exam as a requirement for graduation is being revised so that the student must now take three (3) practice Board Exams in class and must score at least an 80% on those three before they will be allowed to take the National Board Exam. Failure to complete the above requirements will make the student ineligible to take the National Board Exam and they will receive a grade of F in the class, forcing them to take the class again. Three hours of F will have more of an impact than one hour of F.

The replacement of MRTS 1391 with MRTS 1491 is necessary to allow MRTS 1391 to replace MRTS 2179; as well as allow the instructor to focus on more information vital to the learning of the Certificate students. This class focus's on industry trends, embalming, OSHA and FTC that funeral directors should be familiar with prior to meeting with a client family.

7. Semester changes effective: Fall 2008

MORTUARY SCIENCE

Associate in Applied Science Degree

MAJOR CODE - MRTS.AAS

Program Advisor: Preston Childress, 356-3631 (childress-pr@actx.edu) or contact the Sciences & Engineering Division, 371-5092

The Mortuary Science Program at Amarillo College is accredited by the American Board of Funeral Service Education, 3432 Ashland Ave., Suite U, St. Joseph, MO 64506 816-233-3747

Aims and Purposes: Provide prospective funeral service practitioners with the theoretical knowledge and the practical skills, which are currently demanded for success in the industry. Educate students concerning the responsibilities of the funeral service profession to the community at large. Emphasize high standards of ethical conduct. Provide a curriculum for advancement of funeral service education. Encourage student and faculty research in the funeral service industry.

Students seeking entry into the Associate of Applied Science degree

Mortuary Science must complete a specific program admission form and meet all admission requirements. Prior conviction of a felony may render the student ineligible to practice in the state of Texas. The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE web site (www.abfse.org). All students of the Mortuary Science Program must take the National Board Examination as required by the American Board of Funeral Service Education (ABFSE) as a requirement to graduate. ~~All students of the Mortuary Science program must pass the NBE during MRTS 2179 with at least a 75 pass rate as required by the Mortuary Science Department as a requirement to graduate.~~

SEMESTER HOURS

GENERAL EDUCATION REQUIREMENT*: 19

Communications

ENGL 1301: Freshman Composition I
SPCH 1321: *

Humanities/Fine Arts*

Mathematics/Natural Sciences

MATH 1333: Contemporary Mathematics (or any MATH*)
BIOL 2421: Microbiology

Social/Behavioral Sciences

PSYC 2301: General Psychology

MAJOR COURSE REQUIREMENTS: 39

MRTS 1211: History of Mortuary Science
MRTS 1301: Contemporary Funeral Service Practices
Orientation
MRTS 1310: Funeral Service Clinical

MRTS 1342: Mortuary Management I
MRTS 2335: Mortuary Jurisprudence
MRTS 2342: Mortuary Management II
MRTS 1360: Funeral Service Clinical I
MRTS 2380: Funeral Service Clinical II
MRTS 2432: Human Anatomy
MRTS 2445: Technical Procedures I
MRTS 2447: Technical Procedures II
MRTS 2179: National Funeral Service Board Review

MRTS 1391: Special Topics in Funeral Service/Board Review
MRTS 1325: Thanatochemistry

RELATED REQUIRED COURSES: 6

HPRS 2301: Pathophysiology
SOCI 1371: Sociology of Death and Dying

TOTAL 66

MORTUARY SCIENCE - TEXAS FUNERAL DIRECTOR

Certificate of Completion

MAJOR CODE - MRTS.CERT

Program Advisor: Preston Childress, 356-3631 (childress-pr@actx.edu) or contact the Sciences & Engineering Division, 371-5092

Contact the Assessment Center or the Program Advisor ~~Formatted: Strikethrough~~
requirements. Testing requirements are based on the unique needs of the certificate program.

The Certificate of Completion for funeral directing is offered to meet specific state or professional needs. The program is directed at the student desiring licensure as a funeral director only in the state of Texas. It does not include instruction in embalming, restorative art, microbiology, pathology, chemistry or anatomy; therefore, it is not accredited by the American Board of Funeral Service Education. Students completing this program are eligible to sit for the Texas State Board Examination only. Prior conviction of a felony or a misdemeanor involving funeral directing and/or embalming may render the student ineligible to practice in the state of Texas.

SEMESTER HOURS

MAJOR COURSE REQUIREMENTS: 24

MRTS 1211: History of Mortuary Science
MRTS 1301: Contemporary Funeral Service Practices
MRTS 1310: Funeral Service Clinical Orientation
MRTS 1342: Mortuary Management I
MRTS 2335: Mortuary Jurisprudence
MRTS 2342: Mortuary Management II
MRTS 1360: Funeral Service Clinical I
MRTS 1491: Special Topics in Funeral Service & Mortuary Science

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RELATED REQUIRED COURSES:	12
ENGL 1301: Freshman Composition I	
SOCI 1371: Sociology of Death and Dying	
PSYC 2301: General Psychology	
SPCH*	
TOTAL	36

MORTUARY SCIENCE

MRTS 1211: History of Mortuary Science

Prerequisite: None

The principles of funeral service and its professional history from the time of early Egyptians, c.4000 BC to the present form, the introduction to a career in funeral service.

2 sem hrs; 2 lec)

MRTS 1301: Contemporary Funeral Service Practices

Corequisites: Concurrent enrollment in MRTS 1211, MRTS 1310, MRTS 1342, or permission from the Program Coordinator.

This course surveys the major principles related to customs, religions, human relations, and the social behavior required of practicing morticians. The requirements for burial, cremation, anatomical donation, and burial at sea as modes of disposition are presented. Emphasis is placed on funeral counseling.

(3 sem hrs; 3 lec)

MRTS 1310: Funeral Service Clinical Orientation

Corequisites: Concurrent enrollment in MRTS 1211, MRTS 1301, MRTS 1342, or permission from the Program Coordinator.

Orientation to funeral directing functions is made possible by introducing students to equipment, procedures, and functions in the daily operation of a funeral home. Onsite observations and participation enable students to experience concepts presented in lecture.

(3 sem hrs; 2 lec, 4 clinic)

MRTS 1325: Thanatochemistry

Survey course of the basic principles of chemistry as they relate to funeral service. Especially stressed are; the chemical principles and precautions involved in sanitation, disinfection, public health, and embalming practice. Government regulation of chemicals currently used in funeral service is reviewed. Designed for non-science majors, allied students specifically mortuary science majors (3 sem hrs; 3 lec)

MRTS 1342: Mortuary Management I

Corequisites: Concurrent enrollment in MRTS 1211, MRTS 1301, MRTS 1310, or permission from the Program Coordinator.

This is a computer-intensive course directed at accounting and bookkeeping fundamentals, processing of survivor benefits, and various software applications with focus on mortuary operations, including the generating of numerous forms and documents related to disposal of human remains.

(3 sem hrs; 3 lec, 1lab)

MRTS 1360: Funeral Service Clinical I

Corequisite: Concurrent enrollment in MRTS 2445 or permission of the Program Coordinator.

Participation required in funeral directing and embalming activities under the direct supervision of the program faculty and assigned clinical supervisors in cooperation with area funeral homes. Focus and emphasis in this portion of clinical experience will be concentrated in the area of funeral home management and funeral directing.

3 sem hrs; 1 lec, 8 clinic)

~~MRTS 1391~~: MRTS 1491: Special Topics in Funeral Service and Mortuary Science

Prerequisites: MRTS 1211, MRTS 1301, MRTS 1310, MRTS 1342 or permission of the Program Coordinator.

Identification of the specific role and scope of the funeral director.
Discussion and presentation of scenarios where funeral directing and embalming reflect commonalities. Emphasis on incorporation of state regulations and recognition of preservation process. (4 sem hrs; 3 lec, 3 lab)

~~MRTS 2179~~: MRTS 1391: Special Topics in Funeral Service/National Board Exam Review

COREQUISITE: MRTS 2360 and MRTS 2447

Topics address knowledge and understanding of the completed MRTS curriculum. Overview of the National Board Examination for Funeral Service. Practice examinations for both arts and sciences. Computer lab requirements. ~~Completion of the National Board Examination with a percentage rate of 75 or higher.~~ Completion of three practice National Board Examinations with a passage rate of 80%.

~~(2 sem hrs; 3 lec, 1 lab)~~

MRTS 2335: Mortuary Jurisprudence

Prerequisites: MRTS 1211, MRTS 1301, MRTS 1310, MRTS 1342 or permission of the Program Coordinator.

Mortuary jurisprudence and business law applicable to at-need and pre-need aspects of a funeral home are surveyed in this course. Ethical behavior as an essential professional trait. The goal of this course is to enable the funeral service professional to practice in compliance with the various regulatory agencies. A writing-intensive course.

(3 sem hrs; 3 lec)

MRTS 2342: Mortuary Management II

Prerequisites: MRTS 1342 or permission of Program Coordinator.

A course in small business management. Introduction to concepts, techniques, and procedures necessary for the operation of a successful mortuary. Funeral service merchandising and marketing techniques.

(3 sem hrs; 3 lec)

MRTS 2360: Funeral Service Clinical II

Prerequisite: MRTS 1360, MRTS 2445

Corequisite: MRTS 2447 or permission of the Program Coordinator

A continuation of MRTS 1360. Participation required in funeral directing and embalming activities under the direct supervision of the program faculty and assigned clinical supervisors in cooperation with area funeral homes. Focus and emphasis in this portion of clinical experience will be concentrated in the area of embalming and restorative technique. A weekly one-hour seminar is held in conjunction with on-the-job training.

3 sem hrs; 1 lec, 8 clinic)

MRTS 2432: Human Anatomy

Corequisites: Concurrent enrollment in MRTS 1360, and MRTS 2445 or permission of the Program Coordinator.

The major systems of the human body with special emphasis on circulation are presented; prosection in the program lab is included.

(4 sem hrs; 3 lec, 4 lab)

MRTS 2445: Technical Procedures I

Corequisites: Concurrent enrollment in MRTS 1360 and MRTS 2432 or permission of the Program Coordinator.

Basic techniques of embalming through the study of the disinfection and preservation of deceased human remains. Included are instruments, treatment planning, and the practical application of modern embalming theory.

(4 sem hrs; 3 lec, 3 lab)

MRTS 2447: Technical Procedures II

Prerequisites: MRTS 1360, MRTS 2432, MRTS 2445, and concurrent enrollment in MRTS 2360 or permission of the Program Coordinator.

Basic techniques involved in restorative art procedures of deceased human remains are the fundamentals of this course. Included are facial and cranial anatomy, anatomical modeling, and familiarization with instruments and techniques. Color as involved in cosmetics and lighting will be explored. A continuation of MRTS 2445.

(4 sem hrs; 3 lec, 3 lab)

General Education

General education, as distinguished from professional or vocational education, provides a broad-based educational experience. General education courses promote those skills, understandings, attitudes, and values which will equip students for effective, responsible, productive living. The General Education program is structured so that all degrees require a core of courses with each of the following areas represented: Fine Arts/Humanities, Social/Behavioral Sciences, Natural Sciences/Mathematics. The courses required for the AA, AS, and AAT degrees constitute the core curriculum as required by the State of Texas.

General Education Competencies

Completion of a degree program at Amarillo College will demonstrate student competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computer as specified below:

Mathematical Skills: Students will analyze and solve mathematical problems using computational skills.

Application of Skills (Analytical Thinking, Critical Thinking,

Problem Solving): Students will analyze problems, acquire and evaluate information, organize concepts, and construct solutions.

Communication Skills (Reading, Writing, Speaking, Non-

Verbal): Students will evaluate, analyze, and communicate effectively through written, verbal, and non-verbal expression.

Technological Literacy: Students will demonstrate competency in using relevant technology.

Aesthetic Awareness: Students will demonstrate an awareness of the scope and variety of works in the arts and humanities and the aesthetic principles that guide these works.

Ethics, Integrity, & Diversity: Students will identify standards promoting academic, professional, and civic responsibility within a culturally diverse society.

CHANGE TO THIS:

General Education

General education, as distinguished from professional or technical education, provides a broad-based educational experience. General education courses promote those skills, understandings, attitudes, and values which will equip students for effective, responsible, productive living. The General Education program is structured so that all degrees require a core of courses with each of the following areas represented: Fine Arts/Humanities, Social/Behavioral Sciences, Natural Sciences/Mathematics. The courses required for the AA, AS, and AAT degrees constitute the core curriculum as required by the State of Texas.

AS?
also?

General Education Competencies

Completion of a degree program at Amarillo College will demonstrate student competence in oral communication, fundamental mathematical skills, and the basic use of computer as specified below:

Mathematics: Students will analyze and solve mathematical problems using computational skills.

Critical Thinking and Problem Solving: Students will analyze problems, acquire and evaluate information, organize concepts, and construct solutions.

Communication: Students will evaluate, analyze, and communicate effectively through written, verbal, and non-verbal expression.

Technology: Students will demonstrate competency in using relevant technology, primarily computer related.

2/26/08- Memo
-Index
-Noted in catalog

Danita reported we have to get the material in quickly - we have to prove student outcomes. We have to have at least a full-year of data. We have to be able to recommend something. We may get a warning if we cannot make a recommendation. If we are going to change the competencies we have to go

Student Success Department
Curriculum Revision
STUD 0211/STSU 0211: Student Success to PSYC 1100: Learning Framework

1. **Division:** Student Development
Department: Student Success

2. **Prepared by:** Courtney Milleson

3. **Requests:**

- ☐ Remove Student Success ~~Department~~ ^{Courses} from Catalog
- ☐ Remove course description for STUD 0211
- ☐ Change Student Success course (STSU 0211 or STUD 0211) to Learning Framework (PSYC 1100)
- ☐ Offer two learning opportunities for students
- ☐ Add reading pre-requisite
- ☐ ~~Add~~ courses ~~in~~ ^{Include} Sociology/Behavioral Science ~~section~~ ^{of the General Education course list.}

4. **Rationale:** This course revision will better serve students, meet standards set by Academic Course Guide Manual (ACGM), and support First Year Experience (FYE) efforts.

- Students will earn college-level credit for courses within PSYC rubric.
- Can be transferred as PSYC electives
- Offer students opportunities to enhance their academic skills by offering two courses (recommended in the following order):
 - PSYC 1100 – Psychology for Success
 - PSYC 1200 – Career Development & Capstone
- Meets standards set by ACGM
- Recommendation and rationale for changes developed and supported by the AC First Year Experience (FYE) Team

5. **Affected Curriculum/Course Descriptions:**

Listed in 2007-2008 Catalog as:

STUD 0211: Student Success Practical study designed to acquaint the student with college life; aid the student in acquiring skills needed for academic success; promote student development and personal growth; and encourage the student's acceptance of

responsibility and involvement in the learning process. (2 sem hrs; 2 lec)

Recommend the following changes to 2008-2009 Catalog:

- Remove Student Success Department from Catalog
- Remove course description for STUD 0211
- Add the following course descriptions under Psychology (PSYC)
 - **PSYC 1100: Psychology for Success** *Prerequisite: THEA reading scores of 201-229 or equivalent score on a state-approved test or a grade of C or higher in RDNG 0321* Psychological development as a student and life long learner through the study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs, become effective learners and continually draw from the theoretical models they have learned. (Cross-listed as EDUC 1100) (1 sem hrs; 1 lec)
 - **PSYC 1200: Career Development & Capstone** *Prerequisite: THEA reading scores of 201-229 or equivalent score on a state-approved test or a grade of C or higher in RDNG 0321* Personal development and career planning through ~~the~~ the study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Students use assessment instruments (e.g., learning inventories, career inventories) to help them identify their own strengths and weaknesses as strategic learners and job seekers. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs, become effective learners and continually draw from the theoretical models they have learned and apply knowledge to current real-world settings, (Cross-listed as EDUC 1100) (2 sem hrs; 2 lec) such as service learning opportunities.

6. Effects of Revision:

- A. Faculty and Staff – Existing faculty and staff will teach the course
- B. Equipment Required – N/A
- C. Facilities – N/A
- D. Support Areas – Coordination of service learning experiences/opportunities
- E. Income Projections – State-funding applies
- F. Program Promotion and recruitment – Students will be encouraged by advisors to take courses as a part of their overall academic and professional development.

6. Effective Date: Fall 2008

SOCI 2319*: Minority Studies

Prerequisite: Scores on a state-approved test indicating college-level reading skills or a C or higher in RDNG 0331

Course provides a sociological analysis of American racial and ethnic groups. Focus on conceptual tools of analysis, background information of various groups, demographics, intergroup relations, policy and trends.

(3 sem hrs; 3 lec) (SOCIO 4113)#

SOCI 2326*: Social Psychology

Prerequisite: Scores on a state-approved test indicating college-level reading skills or a C or higher in RDNG 0331

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.

(3 sem hrs; 3 lec)

NOTE: Students completing PSYC 2319 cannot earn credit for SOCI 2326.

SOCW 2361*: Introduction to Social Work

Development of the philosophy and practice of social work in the United States; survey of the fields and techniques of social work; attention given to requirements for graduate training and social work.

(3 sem hrs; 3 lec) (SOCIO 4223)#

SPANISH**SPAN 1311: Introduction to Spanish I**

Primary emphasis on fundamental skills in listening comprehension and speaking. Minimal emphasis on reading and writing skills. Includes basic vocabulary, culture, and an introduction to basic grammatical structures in the most commonly used tenses. Not designed to substitute for SPAN 1411.

(3 sem hrs; 2 lec, 2 lab)

SPAN 1312: Introduction to Spanish II

Prerequisite: SPAN 1311 or appropriate score on language placement test

Continuation of SPAN 1311. Not designed to substitute for SPAN 1412.

(3 sem hrs; 2 lec, 2 lab)

SPAN 1411*: First-year Spanish I

Prerequisite: An acceptable score on state mandated or locally administered English placement test.

Grammar, conversation, composition, dictation, and reading.

(4 sem hrs; 3 lec, 2 lab) (SPAN 3014)#

SPAN 1412*: First-year Spanish II

Prerequisite: SPAN 1411 or appropriate score on language placement test

Continuation of SPAN 1411.

(4 sem hrs; 3 lec, 2 lab) (SPAN 3024)#

SPAN 2311*: Second-year Spanish I

Prerequisite: SPAN 1412 or appropriate score on language placement test

Grammar review, conversation, composition, and study of selections from representative authors.

(3 sem hrs; 3 lec, 1 lab) (SPAN 4013)#

SPAN 2312*: Second-year Spanish II

Prerequisite: SPAN 2311 or appropriate score on language placement test

Continuation of SPAN 2311.

(3 sem hrs; 3 lec, 1 lab) (SPAN 4023)#

SPEECH COMMUNICATION**SPCH 1171: College Success Techniques**

Practical study designed to acquaint the student with college life; aid the student in acquiring skills needed for academic success; promote student development and personal growth; and encourage the student's acceptance of responsibility and involvement in the learning process.

(1 sem hr; 1 lec) (SPCOM 3111)#

SPCH 1144*, 1145*, 2144*, 2145*: Intercollegiate**Forensics**

Prepare for or participate in intercollegiate debate, speaking and interpretation events. Advanced instruction and extensive practice sessions for each student.

(1 sem hr each; 3 lab) (SPCOM 3031, 3041, 4031, 4041)#

SPCH 1315*: Public Speaking

A basic course which acquaints students with principles of successful public speaking; provides activities which lead to the development of good speaking, listening, and organizational skills. Gives students opportunities to analyze speaker effectiveness.

(3 sem hrs; 3 lec) (SPCOM 3203)#

SPCH 1318*: Interpersonal Communication

Theory and practice in one-to-one and small group communication with emphasis on the development and improvement of verbal and non-verbal skills.

(3 sem hrs; 3 lec) (SPCOM 3103)#

SPCH 1321*: Business and Professional Speaking

Theory and practice of speech communication as applied to business and professional situations with emphasis on oral reports, informative and persuasive/sales presentations, interviewing, and organizational communication.

(3 sem hrs; 3 lec) (SPCOM 3303)

SPCH 1342*: Voice and Diction

A study of the speech mechanism with emphasis upon improvement of voice and diction; introduction to phonetics and study of proper production of individual speech sounds; student performance and instructor critiques.

(3 sem hrs; 3 lec) (SPCOM 3403)#

SPCH 2341*: Oral Interpretation

Techniques of interpretative readings as well as voice production and oral readings of literature, requiring oral presentation by students.

(3 sem hrs; 3 lec) (SPCOM 3503)#

STUDENT SUCCESS**STUD 0211: Student Success**

Practical study designed to acquaint the student with college life; aid the student in acquiring skills needed for academic success; promote student development and personal growth; and encourage the student's acceptance of responsibility and involvement in the learning process.

(2 sem hrs; 2 lec)

PSYC (Psychology)**PSYC 1100 Learning Framework (1 SCH version)****PSYC 1200 Learning Framework (2 SCH version)****PSYC 1300 Learning Framework (3 SCH version)****(Also see EDUC 1300)**

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (*Cross-listed as EDUC 1300*)

(NOTE: While traditional study skills courses include some of the same learning strategies – e.g., note-taking, reading, test preparation etc. – as learning framework courses, the focus of study skills courses is solely or primarily on skill acquisition. Study skills courses, which are not under-girded by scholarly models of the learning process, are not considered college-level and therefore are distinguishable from Learning Framework courses.)

Approval Number	42.0301.51 25
CIP Area	Psychology
maximum SCH per student	3
maximum SCH per course	3
maximum contact hours per course	48

PSYC 2301 General Psychology

Survey of major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior.

Approval Number	42.0101.51 25
CIP Area	Psychology
maximum SCH per student	3
maximum SCH per course	3
maximum contact hours per course	48

PSYC 2302 Applied Psychology**PSYC 2303 Business Psychology**

Survey of the applications of psychological knowledge and methods in such fields as business, industry, education, medicine, law enforcement, social work, and government work.

Approval Number	42.0101.52 25
CIP Area	Psychology
maximum SCH per student	3
maximum SCH per course	3
maximum contact hours per course	48