

ACADEMIC AFFAIRS COMMITTEE

April 25, 2008

Minutes

Present: Bob Austin, Robert Boyd, Diane Brice, Lynda Barksdale, Ann Hamblin, Michael Kopenits, Duane Lintner, Shawna Lopez, Courtney Milleson, Jerry Moller, Ed Nolte and Rathna Prabhakar; Carol Moore-Recorder

Absent: LaVon Barrett, Toni Gordy, Judy Jackman, Paul Matney and Jim Powell

Announcements: Pharmacy Technology program received accreditation

Nolte motioned to approve the minutes as submitted, seconded by Barksdale. The motion carried.

BEHAVIORAL STUDIES

Substance Abuse Counseling

Moller shared with the Committee that three Substance Abuse Counseling courses were changed by WECM from freshman level courses to sophomore level courses. The changes impact both the associate degree and certificate and include:

<u>Old</u>	<u>New</u>
DAAC 1307	DAAC 2307: Addicted Family Intervention
DAAC 1341	DAAC 2341: Counseling Alcohol and Other Drug Addictions
DAAC 1343	DAAC 2343: Current Issues

Barksdale moved, seconded by Brice to approve the WECM changes in the Substance Abuse Counseling program. The motion carried.

BUSINESS

Office Technology

Lintner shared with the Committee that two courses in the Medical Professional option of the Office Administration AAS and Professional Certificate curriculum were updated by WECM and changed from 2 hour to 3 hour courses. The changes are:

<u>Old</u>	<u>New</u>
MDCA 1242: Medical Insurance I	HITT 1341: Coding and Classification Systems
MDCA 1221: Administrative Procedures II	POFM 1327: Medical Insurance

As a result of the increase in hours, POFT 2264: Practicum will be deleted from both the certificate and associate degree in order to keep the total hours from increasing.

Brice moved, seconded by Prabhakar to approve submitted changes. The motion carried.

ACADEMIC AFFAIRS COMMITTEE

Friday, April 25, 2008

Library 112, 9:00am

- BEHAVIORAL STUDIES
 - Substance Abuse Counseling
- BUSINESS
 - Office Administration

CURRICULUM REVISIONS SUBSTANCE ABUSE COUNSELING

1. Division/Department/Program: Behavioral Studies Division, Substance Abuse Counseling
2. Prepared by: Jerry Moller
3. Request:
 - ✓ Replace DAAC 1307 – Addicted Family Intervention with DAAC 2307 – Addicted Family Intervention
 - Replace DAAC 1341 – Counseling Alcohol and Other Drug Addictions with DAAC 2341 – Counseling Alcohol and Other Drug Addictions
 - Replace DAAC 1343 – Current Issues with DAAC 2343 – Current Issues
4. Rationale:

The changes are WECM course maintenance updates. The course titles, contact hours, and instruction type will remain the same.
5. Effects of Revisions:
 - A. Faculty and Staff requirements: no change
 - B. Equipment required: no change
 - C. Facilities: no change
 - D. Support areas: no change
 - E. Income projections: no change
6. Effective Date: Fall 2008

SUBSTANCE ABUSE COUNSELING

Program Advisor: Bob Banks, 371-5338
or contact the Behavioral Studies Division Office, 371-5296

ASSOCIATE OF APPLIED SCIENCE

Major Code - DAAC.AAS

This two-year program is designed to prepare individuals for a career as a substance abuse counselor. The program will provide A.A.S. graduates and those exiting with a certificate the educational components required to be licensed by the Texas Commission on Alcohol and Drug Abuse (TCADA).

SEMESTER HOURS

GENERAL EDUCATION REQUIREMENTS 29

Communications

ENGL 1301: Freshman Composition I
ENGL 1302: Freshman Composition II
SPCH 1318: Interpersonal Communication

Humanities/Fine Arts

SOCI 2319: Minority Studies

Social/Behavioral Sciences

GOVT 2306: Government of Texas and the U.S.
PSYC 2301: General Psychology

Mathematics/Natural Sciences

MATH 1333: Contemporary Mathematics
(or any MATH*)
BIOL 1308/1108: Life Science I/Lab I and
BIOL 1309/1109: Life Science II/Lab II or
BIOL 1411: Botany and
BIOL 1413: Zoology or
BIOL 2401: Human Anatomy and Physiology and
BIOL 2402: Human Anatomy and Physiology II

MAJOR COURSE REQUIREMENTS..... 31

DAAC 1304: Pharmacology of Addiction

DAAC 1307: Addicted Family Intervention

2307

DAAC 1311: Counseling Theories

DAAC 1314: Dynamics of Group Counseling

DAAC 1317: Basic Counseling Skills

DAAC 1319: Introduction to Alcohol and Other Drug Addictions

DAAC 1341: Counseling Alcohol and Other Drug Addictions

2341

DAAC 1343: Current Issues

2343

DAAC 1391: Special Topics in Alcohol/Drug Abuse Counseling

DAAC 2266: Practicum I

DAAC 2267: Practicum II

RELATED REQUIRED COURSE 3

BCIS 1305: Business Computer Applications

TOTAL..... 63

SUBSTANCE ABUSE COUNSELING

Program Advisor: Bob Banks, 371-5338
or contact the Behavioral Studies Division office, 371-5296

Certificate of Completion

Major Code - DAAC.CERT

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

The student may either receive a certificate in substance abuse counseling at the completion of thirty-six semester hours or an Associate Degree in Substance Abuse Counseling upon completion of sixty-five semester hours. Graduates with a certificate will have the educational components required to be licensed by the Texas Commission on Alcohol and Drug Abuse (TCADA).

SEMESTER HOURS

GENERAL EDUCATION REQUIREMENTS 3

Communications

ENGL 1301: Freshman Composition I

MAJOR COURSE REQUIREMENTS..... 31

DAAC 1304: Pharmacology of Addiction

DAAC 1307: Addicted Family Intervention

2307

DAAC 1311: Counseling Theories

DAAC 1314: Dynamics of Group Counseling

DAAC 1317: Basic Counseling Skills

DAAC 1319: Introduction to Alcohol and Other Drug Addictions

DAAC 1341: Counseling Alcohol and Other Drug Addictions

2341

DAAC 1343: Current Issues

2343

DAAC 1391: Special Topics in Alcohol/Drug Abuse Counseling

DAAC 2266: Practicum I

DAAC 2267: Practicum II

TOTAL..... 34

SUBSTANCE ABUSE COUNSELING

DAAC 1304: Pharmacology of Addiction

Psychological, physiological, and sociological effects of mood altering substances and behaviors and their implications for the addiction process are discussed. Emphasis is placed on pharmacological effects of tolerance, dependency/withdrawal, cross addiction, and drug interaction.

(3 sem hrs; 3 lec)

DAAC 1307: Addicted Family Intervention

2307

An introduction to the family as a dynamic system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. Discuss the impact of mood altering substances and behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective.

(3 sem hrs; 3 lec)

DAAC 1311: Counseling Theories

An introduction to major theories of various treatment modalities including Reality therapy, Psycho-dynamic, grief therapy, Client-centered therapy, Rational-Emotive Therapy, cognitive-behavioral approaches such as life skills training, behavior modification, and the introduction to experiential therapies as they relate to detoxification, residential, outpatient, and extended treatment.

(3 sem; 3 lec)

DAAC 1314: Dynamics of Group Counseling

An introduction to the patterns and dynamics of group interactions across the life span. Focus includes group therapy, structure, types, stages, development, leadership, therapeutic factors, the impact of groups on the individual, group growth, and behavior. Effective group facilitation skills and techniques used to address special population issues and needs are covered. Effective case management and record keeping are addressed.

(3 sem hrs; 3 lec)

DAAC 1317: Basic Counseling Skills

Course is designed to facilitate development of the basic communication skills necessary to develop an effective helping relationship with clients. Includes the utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramifications; examination of attitudes and feelings; considering of alternative solutions; and decision making.

(3 sem hrs; 3 lec)

DAAC 1319: Introduction to Alcohol and Other Drug Addictions

Causes and consequences of addiction as they relate to the individual, family, community, and society are discussed. Response alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented.

(3 sem hrs; 3 lec)

DAAC 1341: Counseling Alcohol and Other Drug Addictions

2341

Course will focus on special skills and techniques in the application of counseling skills for the Alcohol and Other Drug (AOD) client. Design and utilization of treatment planning using a treatment team approach will be introduced. Confidentiality and ethical issues will be reviewed and practiced. (3 sem hrs; 3 lec)

DAAC 1343: Current Issues

2343

Study of issues that impact addiction counseling. Special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling will be investigated. (3 sem hr; 3 lec)

DAAC 1391: Special Topics in Alcohol/Drug Abuse Counseling

Topics address recently identified current events, skills knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

(3 sem hrs; 3 lec)

DAAC 2266: Practicum I

Intermediate practical training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student(s) general and technical course of study. The guided external experiences may be paid or unpaid.

(2 sem hrs; 16 practicum)

DAAC 2267: Practicum II

Advanced practical training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid.

(2 sem hrs; 16 practicum)

CURRENT

TEXAS HIGHER EDUCATION COORDINATING BOARD

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☐ Local Need Courses

You can narrow your search by filling in any of the following fields...

Rubric and number daac 1307 CIP Course name (partial)

☒ Courses that were active within the last 18 months

☐ All courses

1 course was found.

Display courses

Inst Code	Rubric	Number	CIP Code	Course Title	Min Hours	Max Hours	SCH	Instruct Type	Course Level	Begin Date	Expire Date
777777	DAAC	1307	511501	ADDICTED FAMILY INTERVENTION	48	96	3	2	4	9/1/1999	8/31/2007

1

PROPOSED

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777777	DAAC	2307	511501	ADDICTED FAMILY INTERVENTION	48	96	3	2	4	9/1/2005	

1



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☐ Local Need Courses

You can narrow your search by filling in any of the following fields...

Rubric and number: daac 1341 CIP Course name (partial)

☒ Courses that were active within the last 18 months

☐ All courses

1 course was found.

Display courses

Inst Code	Rubric	Number	CIP Code	Course Title	Min Hours	Max Hours	SCH	Instruct Type	Course Level	Begin Date	Expire Date
777777	DAAC	1341	511501	COUNSELING ALCOHOL AND OTHER DRUG ADDICTIONS	48	144	3	1	4	9/1/1999	8/31/2007

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PROPOSED
TEXAS HIGHER EDUCATION COORDINATING BOARD

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☒ WECM Statewide Courses

You must enter either a Rubric, CIP or partial Course name for WECM

☐ Local Need Courses

You can narrow your search by filling in any of the following fields...

Rubric and number: daac 2341 CIP Course name (partial)

☒ Courses that were active within the last 18 months

☐ All courses

1 course was found.

Display courses

Inst Code	Rubric	Number	CIP Code	Course Title	Min Hours	Max Hours	SCH	Instruct Type	Course Level	Begin Date	Expire Date
777777	DAAC	2341	511501	COUNSELING ALCOHOL AND OTHER DRUG ADDICTIONS	48	96	3	1	4	9/1/2005	

CURRICULUM REVISIONS

Division/Department/Program Name: Business; Office Administration

Prepared by: Gay Mills and Debbie Bailey

Requests: 1) WECM Update:
MDCA 1242 (Medical Insurance I) changed to HITT 1341 (Coding and Classification Systems)

MDCA 1221 (Administrative Procedures II) changed to POFM 1327 (Medical Insurance)

2) Delete POFT 2264 (Practicum) on Medical Office Administrative Professional AAS and Professional Certificate

Current Catalog References: 2007-08 AC Catalog pages 85, 86, 140, 152, 153.

Effects of the Proposed Revisions:

Faculty and Staff Requirements: None

Facilities: None

Support Areas: Medical Data Specialist

Income Projections: Recommendations should positively affect Office Administration enrollment.

Program Promotion and Recruitment: We will notify current students during advisement and registration.

Tech Prep Program: Yes

Rationale: These are required WECM curriculum changes. The Academic Affairs Committee has already approved the changes (Judy Massie's request) for the Medical Data Specialist certificate. These revisions affect two Office Administration plans of study: Medical Office Administrative Professional AAS and Medical Office Administrative Professional 15-month Professional Certificate.

Effective Date: Fall 2008

Current

Proposed

OFFICE ADMINISTRATION

Program Advisor: Gay Mills, 371-5099 (mills-gj@actx.edu) or contact the Business Division office, 371-5269

ASSOCIATE IN APPLIED SCIENCE

Major Code - OFAD.AAS

Medical	Office	Administrative
Professional.....	23	

ACNT 1303: Introduction to Accounting I

HITT 1305: Medical Terminology I

HPRS 1205: Medical Law/Ethics for Health Professionals

MDCA 1221: Administrative Procedures II

MDCA 1242: Medical Insurance I

POFI 2340: Advanced Word Processing

POFT 1319: Records and Information Management I

POFT 1345: Shorthand/Notetaking I

POFT 2264: Practicum or Elective

~~MDCA 1221: Administrative Procedures II~~

~~POFM 1327: Medical Insurance~~

~~MDCA 1242: Medical Insurance I~~

~~HITT 1341: Coding and Classification Systems~~

~~POFT 2264: Practicum or Elective~~

OFFICE ADMINISTRATION PROFESSIONAL CERTIFICATE

Program Advisor: Gay Mills, 371-5099 (mills-gj@actx.edu) or contact the Business Division office, 371-5269

CERTIFICATE OF COMPLETION

Major Code - OFAD.CERT.PRO

Medical	Office	Administrative
Professional.....	23	

ACNT 1303: Introduction to Accounting I

HITT 1305: Medical Terminology I

HPRS 1205: Medical Law/Ethics for Health Professionals

MDCA 1221: Administrative Procedures II

MDCA 1242: Medical Insurance I

POFI 2340: Advanced Word Processing

POFT 1319: Records and Information Management I

POFT 1345: Shorthand/Notetaking I

POFT 2264: Practicum or Elective

~~MDCA 1221: Administrative Procedures II~~

~~POFM 1327: Medical Insurance~~

~~MDCA 1242: Medical Insurance I~~

~~HITT 1341: Coding and Classification Systems~~

~~POFT 2264: Practicum or Elective~~