

ACADEMIC AFFAIRS COMMITTEE
October 10, 2008
Minutes

Present: Bob Austin, Lynda Barksdale, Diane Brice, David Hernandez, Judy Jackman, Shawna Lopez, Courtney Milleson, Jerry Moller, Carol Moore, Terry Moore, Ed Nolte, Jim Powell, Jack Stanley, Carol Summers

Absent: LaVon Barrett, Toni Gray, Duane Lintner, Paul Matney

ANNOUNCEMENTS

Dr. Matney had a death in the family and did not attend the meeting. Jerry Moller conducted the meeting in his place.

ALLIED HEALTH

Emergency Medical Services Professions

Lopez indicated the changes submitted by Adcock are based on consistency with other programs in the state of Texas.

The submission requests the following:

- Remove the 3 hour **EMSP 2348: Emergency Pharmacology** from the AAS degree and the certificate of completion and replace it with the 2 hour **EMSP 2248: Emergency Pharmacology**
- Allow students in the AAS program to choose from either the Humanities OR the Fine Arts list to complete general education requirements
- Add **EMSP 2243: Assessment Based Management** as a capstone course to the AAS degree and the certificate of completion
- Add **EMSP 2338: EMS Operations** as a requirement in the AAS degree and the certificate of completion and remove the 3 hours of elective credit from the AAS degree
- Delete **EMSP 2300: Methods of Teaching EMS** from the Amarillo College course inventory

Add the following courses to the course inventory:

EMSP 2248: Emergency Pharmacology

Prerequisite: EMS Certification at or above the level of EMT Basic

A comprehensive course covering the utilization of medications in treating emergency situations.

Hours (2 sem hrs; 2 lec)

EMSP 2243: Assessment Based Management

Prerequisite: EMSP 2434, EMSP 2430, EMSP 2444, EMSP 2135; or current National Registry or TDSHS Certification at the Paramedic Level

Comprehensive assessment-based patient care management. Includes specific care when dealing with pediatric, adult, geriatric and special needs patients. This is the capstone

course.

Hours (2 sem hrs; 2 lec, 1 lab)

EMSP 2338: EMS Operations

Prerequisite: EMSP 1438, EMSP 1455, EMSP 1456, EMSP 1149

A detailed study of the knowledge and skills to safely manage the scene of an emergency.

Powell moved, seconded by T. Moore to approve recommended changes to the Emergency Medical Services Professions curriculum. The motion carried.

ALLIED HEALTH

Medical Laboratory Technology

Lopez indicated that due to changes made at the summer WECM workshops the following changes were made to the Medical Laboratory Technology curriculum:

PLAB 1223: Phlebotomy

Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture and specimen collection on adults, children and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics and medical terminology.

(2 sem hrs; 2 lec, 1 lab)

MDCA 1409: Anatomy and Physiology for Medical Assistants

Emphasis on structure and function of human cells, tissues, organ and systems with overview of common pathophysiology.

(4 sem hrs; 4 lec)

MLAB 1201: Introduction to Clinical Laboratory Science

An introduction to clinical laboratory science, including quality control, laboratory math, safety, laboratory equipment, laboratory settings, accreditation, certification, professionalism and ethics.

(2 sem hrs; 2 lec)

MLAB 1211: Urinalysis and Body Fluids

An introduction to the study of urine and body fluid analysis. Includes the anatomy and physiology of the kidney, physical, chemical and microscopic examination of urine, cerebrospinal fluid and other body fluids as well as quality control, quality assurance and safety.

(2 sem hrs; 1 lec, 4 lab)

MLAB 1227: Coagulation

A course in coagulation theory, procedures and practical applications. Includes quality control, quality assurance, safety and laboratory procedures which rely on commonly performed manual and/or semi-automated methods.

(2 sem hrs; 2 lec, 1 lab)

MLAB 1235: Immunology/Serology

An introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions and the principles of serological procedures as well as quality control, quality assurance and safety.

(2 sem hrs; 2 lec, 1 lab)

MLAB 1331: Parasitology/Mycology

A study of the taxonomy, morphology and pathogenesis of human parasites and fungi, including the practical application of laboratory procedures, quality control, quality assurance and safety.

(3 sem hrs; 2 lec, 2 lab)

MLAB 1415: Hematology

The study of blood cells in normal and abnormal conditions. Instruction in the theory and practical application of hematology procedures, including quality control, quality assurance, safety, manual and/or automated methods as well as blood cell maturation sequences, and normal and abnormal morphology with associated diseases.

(4 sem hrs; 3 lec, 4 lab)

MLAB 2431: Immunochemistry

A study of blood antigens and antibodies.

Presents quality control, basic laboratory technique and safety. Includes the principles, procedures and clinical significance of test results in genetics, blood group systems, pre-transfusion testing, adverse effects of transfusions, donor selection and components and hemolytic disease of the newborn.

(4 sem hrs; 3 lec, 4 lab)

MLAB 2501: Chemistry

An introduction to the principles and procedures of various tests performed in Clinical Chemistry. Presents the physiological basis, principle and procedure and clinical significance of test results, including quality control and reference values. Includes basic chemical laboratory technique and safety, electrolytes, acid-base balance, proteins, carbohydrates, lipids, enzymes, endocrine function and toxicology.

(5 sem hrs; 4 lec, 3 lab)

MLAB 2534: Microbiology

Instruction in the theory, practical application and pathogenesis of clinical microbiology, including collection, quality control, quality assurance, safety, setup, identification, susceptibility testing and reporting results.

(5 sem hrs; 4 lec, 4 lab)

Austin moved, seconded by Nolte to approve recommended WECM changes to the Medical Laboratory Technology courses. The motion carried.

ALLIED HEALTH**Radiography**

Lopez indicated that due to changes made at the summer WECM workshops the following

changes were made to the Radiography curriculum:

RADR 1301: Introduction to Radiography

An overview of the historical development of radiography; basic radiation protection; introduction to medical terminology; ethical and legal issues for health care professionals; and an orientation to the program and the health care system.

(3 sem hrs; 3 lec)

RADR 1303: Patient Care

An introduction in patient assessment; infection control procedures; emergency and safety procedures; communication and patient interaction skills; and basic pharmacology.

(3 sem hrs; 3 lec)

RADR 1311: Basic Radiographic Procedures

An introduction to radiographic positioning terminology; the proper manipulation of equipment; positioning and alignment of the anatomical structure and equipment; and evaluation of images for proper demonstration of basic anatomy.

(3 sem hrs; 3 lec, 3 lab)

RADR 1313: Principles of Radiographic Imaging I

Radiographic image qualities and the effects of exposure variables.

(3 sem hrs; 3 lec, 2 lab)

RADR 1317: Radiographic Anatomy and Physiology I

Survey of basic human anatomy and physiology. The localization and identification of human anatomy on the radiographic image is emphasized.

(3 sem hrs; 3 lec)

RADR 1318: Radiographic Anatomy and Physiology II

Instruction in comprehensive human anatomy and physiology to the image. The advanced localization and identification of human anatomy and the radiographic image is emphasized.

(3 sem hrs; 3 lec)

RADR 2217: Radiographic Pathology

Disease processes and their appearance on radiographic images.

(2 sem hrs; 2 lec)

RADR 2233: Advanced Medical Imaging

Specialized imaging modalities. Includes concepts and theories of equipment operations and their integration for medical diagnosis.

(2 sem hrs; 2 lec, 2 lab)

RADR 2235: Radiologic Technology Seminar

Capstone course focusing on the synthesis of professional knowledge, skills and attitudes in preparation for professional employment and lifelong learning.

(2 sem hrs; 2 lec)

RADR 2301: Intermediate Radiographic Procedures

A continuation of the study of the proper manipulation of radiographic equipment, positioning

and alignment of the anatomical structure and equipment and evaluation of images for proper demonstration of anatomy.

(3 sem hrs; 3 lec, 3 lab)

RADR 2305: Principles of Radiographic Imaging II

Radiographic imaging technique formulation. Includes equipment quality control, image quality assurance and the synthesis of all variables in image production.

(3 sem hrs; 3 lec, 2 lab)

RADR 2309: Radiographic Imaging Equipment

Equipment and physics of x-ray production. Includes basic x-ray circuits. Also examines the relationship of conventional and digital equipment components to the imaging process.

(3 sem hrs; 3 lec)

RADR 2313: Radioation Biology and Protection

Effects of radiation exposure on biological systems. Includes typical medical exposure levels; methods for measuring and monitoring radiation; and methods for protecting personnel and patients from excessive exposure.

(3 sem hrs; 3 lec)

RADR 2340: Sectional Anatomy for Medical Imaging

Anatomic relationships that are present under various sectional orientations as depicted by computed tomography or magnetic resonance imaging. (3 sem hrs; 3 lec)

RADR 2370: Principles of Radiologic Science

An in-depth discussion and exploration of the fundamentals principles of physics as they apply to the science of radiology. Includes a study of matter and energy, electricity, magnetism, electromagnetism, motors and generators, current rectification, production and control of high voltage and solid electronic devices used in imaging equipment.

(3 sem hrs; 3 lec)

Hernandez moved, seconded by T. Moore to approve recommended WECM changes to the Radiography courses. The motion carried.

BEHAVIORAL STUDIES

Social Sciences/Honors

Jerry Moller and Judy Carter, Honors Coordinator, requested a new course be added to the Amarillo College course inventory to allow the honors students to gain academic credit for an international trip planned for Summer 2009. The course to be added is:

HIST 2289: Academic Cooperative

An instructional program designed to integrate on-campus study with practical hands-on experience in history. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

(2 sem hrs; 2 lec)

Austin moved, seconded by Hernandez to add HIST 2289: Academic Cooperative to the

Amarillo College course inventory. The motion carried.

Substance Abuse Counseling

Moller indicated the changes to the Substance Abuse Counseling are due to WECM changes. The course number was updated but the course description remained the same. The proposal to update the curriculum includes:

- Delete DAAC 1314: Dynamics of Group Counseling
- Add DAAC 2354: Dynamics of Group Counseling

Powell moved, seconded by Jackman to approve the proposed Substance Abuse Counseling WECM changes. The motion carried.

BUSINESS

Office Administration

Moller indicated the Office Administration Insurance option submission contains inconsistencies between the course numbers and curriculum.

T. Moore moved, seconded by Powell to table the request until we clarification is submitted from Gay Mills regarding the course numbers and curriculum totals. The motion carried.

Mills also submitted a request to update prerequisite requirements for the Office Administration skills courses. Only prerequisites will be updated; course descriptions will remain the same. The courses requested for update are:

POFI 2301: Word Processing

Prerequisite: Computer Literacy and keyboarding skill of 30 wpm

POFT 2301: Document Formatting and Skillbuilding

Prerequisite: Keyboarding skill of 30 wpm required

POFT 1345: Shorthand/Notetaking I

Prerequisite: Keyboarding skill of 30 wpm required

POFT 2312: Business Correspondence and Communication

Prerequisite: POFT 2301

ITSC 1309: Integrated Software Applications I

Prerequisite: Keyboarding skill of 30 wpm required

ITSW 1304: Introduction to Spreadsheets

Prerequisite: Keyboarding skill of 30 wpm required

Milleson moved, seconded by Stanley to approve all prerequisite changes submitted. The motion carried.

Real Estate

Hernandez indicated the proposed changes to real estate course descriptions are based on changes in WECM. The proposed changes include:

RELE 1307: Real Estate Investments

Characteristics of real estate investments. Includes techniques of investment analysis, time-valued money, discounted and non-discounted investment criteria, leverage, tax shelters, depreciation and applications to property tax.

(3 sem hrs; 3 lec)

RELE 1219: Real Estate Finance

Monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity laws affecting mortgage lending, Community Reinvestment Act and the state housing agency.

(2 sem hrs; 2 lec)

RELE 1319: Real Estate Finance

Monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity laws affecting mortgage lending, Community Reinvestment Act and the state housing agency.

(3 sem hrs; 3 lec)

RELE 1321: Real Estate Marketing

Real estate professionalism and ethics; characteristics of successful salespersons; time management; psychology of marketing; listing procedures; advertising; negotiation and closure of financing; and the Deceptive Trade Practices-Consumer Protection Act.

(3 sem hrs; 3 lec)

RELE 1406: Real Estate Principles

A complete overview of licensing as a broker or salesperson. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between person and real property, appraisal, finance and regulations, closing procedures and real estate mathematics. Covers at least three hours of classroom instruction on federal, state and local laws relating to housing discrimination, housing credit discrimination and community reinvestment. Fulfills the 60-hour requirement for salesperson license.

(4 sem hrs; 4 lec)

RELE 1201: Real Estate Principles I

A beginning overview of licensing as a real estate broker or salesperson. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between person and real property, appraisal, finance and regulations, closing procedures and real estate mathematics. Covers at least three hours of classroom instruction on federal, state and local laws relating to housing discrimination, housing credit discrimination and community reinvestment. Fulfills at least 30

of 60 hours of required instruction for salesperson license.
(2 sem hrs; 2 lec)

Lopez moved, seconded by Milleson to approve the submitted Real Estate course updates.
The motion carried.

Hernandez indicated the proposal to delete the Mortgage Lending certificate is based on the recommendations of the Real Estate Advisory Committee.

Powell moved, seconded by Jackman to sunset the Mortgage Lending certificate. The motion carried.

INDUSTRIAL & TRANSPORTATION TECHNOLOGY

Aerospace Manufacturing

Nolte described the need to add courses to the Amarillo College inventory in Aerospace Manufacturing. These courses currently exist in WECM. The following courses need to be added:

AERM 1354: Aircraft Composites

Comprehensive concepts of the inspection and repair of composite, fiberglass, honeycomb and laminated structural materials including doors, windows, bonded structures and interior furnishings. Safety procedures will also be addressed.
(3 sem hrs; 2 lec, 2 lab)

AERM 1300: Aircraft Structural Manufacturing

Prerequisite: AERM 1354 or instructor consent
Manufacturing of sheet metal structures. Includes inspection and layout or repair of metallic, composite or bonded structures. Also covers identification, selection and installation of conventional or special fasteners.
(3 sem hrs; 2 lec, 2 lab)

AERM 1452: Aircraft Sheet Metal

Skill development in inspection and repair of sheet metal structures including forming, layout and bending of sheet metal and identification, selection and installation of rivets and fasteners. Fundamentals of safety procedures also address.
(4 sem hrs; 2 lec, 6 lab)

AERM 2359: Advanced Composite Repair

Prerequisite: AERM 1354 or instructor consent
An advanced study and practical application of composite repair, processes and tooling. Includes complex repair and manufacturing techniques.
(3 sem hrs; 2 lec, 2 lab)

AIRP 2333: Aircraft Systems

Study of the general principles, operation and application of pneumatic, hydraulic, electrical, fuel, environmental, protection and warning systems. Emphasis on types of aircraft structures and their control systems.

(3 sem hrs; 2 lec, 2 lab)

AVNC 2308: Aircraft Electrical and Electronic Systems Installation II

Prerequisite: AVNC 1343 or instructor consent

A continuation of AVNC 1343. This course is designed as a study of practical experience in the installation of avionics systems in aircraft, mounting electronic equipment, construction and installation of electrical wiring and cables, proper use of tools and selection of materials. (3 sem hrs; 2 lec, 2 lab)

The following courses need to be deleted from the inventory because they have been replaced by added WECM courses:

- DFTG 2442: Aeronautical Drafting
- TECM 1303: Technical Mathematics

The following course instruction information was updated from 3 lecture to 3 lecture and 1 lab:

- QCTC 1341: Statistical Process Control

T. Moore moved, seconded by Austin to add, delete and update the courses in the Aerospace Manufacturing inventory. The motion carried.

Nolte updated the Committee on the need to align courses within the Aerospace Manufacturing certificate to include a manufacturing core previously added to other programs in the ITT Division. The following manufacturing core will be added to the certificate:

DFTG 1325: Blueprint Reading & Sketching

EPCT 1307: Intro to Environmental Safety & Health

QCTC 1341: Statistical Process Control

TECM 1343: Technical Algebra & Trigonometry

In addition to the manufacturing core, **AERM 1354: Aircraft Composites** needs to be added to the certificate requirements and **AERM 1254: Aircraft Composites**, **DFTG 2442: Aeronautical Drafting** and **TECM 1303: Technical Mathematics** need to be deleted from the curriculum.

Austin moved, seconded by Stanley to add the manufacturing core and AERM 1354: Aircraft Composites and delete AERM 1254: Aircraft Composites, DFTG 2442: Aeronautical Drafting and TECM 1303: Technical Mathematics from the Aerospace Manufacturing certificate. The motion carried.

Nolte is currently working on a new program application to be submitted to the Coordinating Board to implement an AAS degree in Aerospace Manufacturing. The degree is one of the requirements of the Wagner-Peyser grant.

Brice moved, seconded by Stanley and approved by the committee to support the proposal for Amarillo College to submit an AAS degree in Aerospace Manufacturing to the Texas

Higher Education Coordinating Board for approval. No action was taken by the committee. Upon Coordinating Board approval of the program, Mr. Nolte will submit a program curriculum to Academic Affairs.

SCIENCES & ENGINEERING
Mortuary Science

Childress submitted a request to replace PSYC 2301: General Psychology with SOCI 1301: Introduction to Sociology in the Mortuary Science AAS degree.

Childress submitted a request to replace SOCI 1371: Sociology of Death and Dying with the WECM course PSYT 1325: Death and Dying in the Mortuary Science AAS degree.

Childress also submitted a request to replace MRTS 1391: Special Topics with MRTS 1291: Special Topics in the Mortuary Science certificate.

Stanley asked the Committee to table all Mortuary Science requests until he can do further research on requests for changes to the Mortuary Science program.

Powell moved, seconded by T. Moore to table the Mortuary Science submission. The motion carried.