

**ACADEMIC AFFAIRS COMMITTEE**  
**November 7, 2008**  
**Minutes**

**Present:** Paul Matney, Bob Austin, Lynda Barksdale, Diane Brice, Toni Gray, David Hernandez, Judy Jackman, Duane Lintner, Shawna Lopez, Jerry Moller, Carol Moore, Terry Moore, Ed Nolte, Jim Powell, Jack Stanley, Carol Summers

**Absent:** LaVon Barrett, Courtney Milleson

**ANNOUNCEMENTS**

Dr. Matney thanked Jerry Moller for chairing the last meeting. Matney shared with the Committee the framed picture and information about Bob Carter that will be hung in the Carter Fitness Center.

Dr. Jones was in his office for a few hours this week.

Matney displayed the new ad appearing in the Sunday newspaper featuring the comparison of cost between AC and a university.

Matney reminded the Committee that online course syllabi must be kept current.

Nolte updated the Committee on the Machining program implementation; it will be developed as a CE program.

**MINUTES**

Barksdale moved, seconded by Moller to approve the minutes from the October 10, 2008 meeting. The motion carried.

**BUSINESS**

**Office Administration**

Hernandez indicated that the insurance industry had come to AC and requested we offer insurance training courses.

Gay Mills submitted an updated proposal to add an Insurance option to the Office Administration AAS and Professional Certificate. The proposal includes adding the following courses to the AC course inventory:

- **INSR 1209: Principles of Insurance**  
Organization of insurance companies, state regulations, types of policies and career opportunities in the field. Topics include concepts of risk, insurance protection and prohibited practices. (2 sem hrs; 2 lec)
- **INSR 1217: Insurance Customer Service Representative**  
Prepares participants to work in insurance agencies as entry-level customer service representatives. Includes information about policies, terminology and customer service procedures. May prepare students to take the licensing exam sponsored by

the Texas Department of Insurance. (2 sem hrs; 2 lec)

- **INSR 1205: Personal Insurance**

Introduction to personal loss exposures and personal insurance policies or handling these exposures including auto, homeowners, life, health, marine, and various government insurance programs. (2 sem hrs; 2 lec)

The proposed option for the AAS and Professional certificate includes the following courses:

Insurance Office Administrative Professional (21 Semester Hours)

- INSR 1209: Principles of Insurance
- INSR 1217: Insurance Customer Service Representative
- POFT 1345: Shorthand/Notetaking I
- POFI 2340: Advanced Word Processing
- ACNT 1303: Introduction to Accounting I
- INSR 1205: Personal Insurance
- BMGT 1171: Customer Service
- POFT 2264: Practicum or 2-hour credit
- POFT 1319: Records and Information Management

Brice expressed concern that if these courses are offered in the Spring 2009, veteran students may not be funded for these courses until the courses appear in the AC academic catalog.

Powell moved, seconded by T. Moore to approve the addition of INSR 1209: Principles of Insurance, INSR 1217: Insurance Customer Service Representative and INSR 1205: Personal Insurance courses to the course inventory and the inclusion of the Insurance Office Administrative Professional option in the Office Administration AAS and Professional Certificate. The motion carried.

## **INDUSTRIAL & TRANSPORTATION TECHNOLOGY**

### **Safety & Environmental Technology**

Nolte indicated the Environmental Chemical Technology certificate has had no enrollment for several years and does not meet standards. The program needs to be inactivated.

Hernandez moved, seconded by Jackman to sunset the Environmental Chemical Technology certificate. The motion carried.

## **LANGUAGE, COMMUNICATION & FINE ARTS**

### **Drafting**

T. Moore indicated the addition of the new course will strengthen both the Drafting AAS degree as well as both Drafting certificates.

The proposal requests the addition of the following course to the AC course inventory:

### **DFTG 1345: Parametric Modeling and Design**

Prerequisite: DFTG 1370 or instructor consent

Parametric-based design software for mechanical assembly design and drafting.  
(3 sem hrs; 2 lec, 2 lab)

The Drafting AAS degree (DFTG.AAS) currently includes a 3 hour elective requirement which would be replaced by DFTG 1345: Parametric Modeling and Design. The total number of hours for the degree would remain 63.

The Drafting Technician certificate (DFTG.CERT.DT) currently requires 27 hours for completion. With the addition of DFTG 1345: Parametric Modeling and Design, the certificate would increase from 27 to 30 hours for completion.

The Drafting Autocad Specialist certificate (DFTG.CERT.CAD) currently requires 15 hours for completion. The proposal requests the name change to CAD Specialist certificate and the addition of the following courses:

- DFTG 1370: Microstation I
- DFTG 1372: Microstation II
- DFTG 1345: Parametric Modeling and Design

And the deletion of:

- DFTG 2336: Computer-Aided Drafting Programming

Powell moved, seconded by Stanley to approve the submitted changes to the Drafting curriculum. The motion carried.

### **English**

Boyd indicated the pre-requisites for sophomore English courses ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332 and ENGL 2333 were updated in the 2006-07 catalog but there is no record of Academic Affairs approval.

2005-06 Catalog Course Description

Prerequisite: ENGL 1302, or ENGL 1301 with a minimum grade of C and concurrent enrollment in ENGL 1302

2008-09 Catalog Course Description

Prerequisite: ENGL 1302-minimum grade of C or Department Chair consent

Nolte moved, seconded by Barksdale to approve the pre-requisite update for the sophomore English courses. The motion carried.

### **SCIENCES & ENGINEERING**

#### **Biology**

Stanley indicated BIOL 2374: Integrated Biology has a prerequisite of CHEM 1375: Integrated Chemistry. CHEM 1375 is no longer a part of the Education program requirements and needs to be removed as a prerequisite.

T. Moore moved, seconded by Hernandez to approve the deletion of the prerequisite for BIOL 2375: Integrated Biology. The motion carried.

### **Renewable Energy-Wind**

Stanley submitted a proposal to add the following WECM courses to the AC course inventory in anticipation of the approval of the Renewable Energy-Wind program:

- **CETT 1409: DC-AC Circuits**  
Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques.  
(4 sem hrs; 3 lec, 2 lab)
- **WIND 1300: Introduction to Wind Energy**  
This course is designed to familiarize the student with the evolution of wind technology, wind energy anatomy, wind farm design and characteristics of energy sources. This course includes tower rescue training/climb test and first aid/CPR certification.  
(3 sem hrs; 3 lec)

Stanley plans to offer multiple sections of both courses in the Spring 2009.

Austin moved, seconded by Powell to approve the addition of CETT 1409: DC-AC Circuits and WIND 1300: Introduction to Wind Energy to the course inventory. The motion carried.

### **Engineering**

ENGR 2372 is a course needed to fulfill the requirements of the Wagner-Peyser grant and this course is part of an articulation agreement with UT-Arlington. Letters from UT-Arlington and Texas Tech University are on file indicating this course will be accepted as a transfer equivalent as well as an approval letter from the Coordinating Board.

Wetzel submitted a request to add the following course to the AC course inventory:

- **ENGR 2373: Introduction to Aeronautics and Astronautics**  
Prerequisite: ENGR 2301-minimum grade of C or Department Chair consent  
This course serves as an introduction to Aeronautics and Astronautics. Topics include basic aerodynamics, wing and airfoil theory, the elements of airplane performance, the principles of stability and control, propulsion, structures and materials. Students will calculate net aerodynamic lift, drag and pitching moment as well as evaluate the stability and control characteristics of an aircraft.  
(3 sem hrs; 3 lec)

The proposal also adds ENGR 2373: Introduction to Aeronautics and Astronautics to the list of optional courses under the Engineering degree (ENGR.AS.GEN).

Barksdale moved, seconded by Summers to approve the addition of ENGR 2373: Introduction to Aeronautics and Astronautics to the course inventory and as an optional course in the Engineering degree. The motion carried.

### **Mortuary Science**

Stanley requested the proposal to replace SOCI 1371: Sociology of Death and Dying with PSYT 1325: Death and Dying be retracted from the Committee.

The two remaining Mortuary Science program submissions continue to be tabled until the next Committee meeting.

### **CATALOG**

With the implementation of the E-Catalog, publication of the catalog prior to Fall registration is now possible. Austin, C. Moore and Brice developed the following deadlines for Academic Affairs approvals and catalog publication:

- Academic Affairs must resolve and approve all curriculum submissions no later than March 29
- The academic catalog will be published by April 1
- After publication on the AC website, the academic catalog will remain a static document

Moller moved, seconded by Powell to approve the publication policies for the Amarillo College academic catalog and the approval deadlines for Academic Affairs. The motion carried.