

**ACADEMIC AFFAIRS COMMITTEE**  
**November 21, 2008**  
**Minutes**

**Present:** Paul Matney, Lynda Barksdale, LaVon Barrett, Diane Brice, David Hernandez, Judy Jackman, Duane Lintner, Shawna Lopez, Courtney Milleson, Jerry Moller, Carol Moore, Terry Moore, Ed Nolte, Jack Stanley, Carol Summers

**Absent:** Bob Austin, Toni Gray, Jim Powell

**ANNOUNCEMENTS**

Dr. Matney passed around a copy of an Amarillo College display that will be posted at BSA hospital.

**MINUTES**

moved, seconded by to approve the minutes from the November 7, 2008 meeting. The motion carried.

**ALLIED HEALTH**

**Pharmacy Technology**

Lopez indicated the changes in the Pharmacy Technology courses are due to WECM updates. The following courses have been updated:

- **PHRA 1301: Introduction to Pharmacy**  
An overview of the qualifications, operational guidelines and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment; the profile of a pharmacy technician; legal and ethical guidelines; job skills and duties; verbal and written communication skills; professional resources and safety techniques.  
(3 sem hrs; 3 lec)
- **PHRA 1345: Intravenous Admixture and Sterile Compounding**  
Prerequisites: PHRA 1301 and PHRA 1309  
A study of sterile products, legal and regulatory guidelines, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products and safe handling of antineoplastic drugs.  
(3 sem hrs; 2 lec, 2 lab)
- **PHRA 1306: Computerized Drug Delivery Systems I**  
Prerequisites: PHRA 1301 and PHRA 1309  
Fundamentals of computer information systems and technology within the health care system. Includes specialized skills in the production of pharmaceutical documentation using selected pharmacy software packages and an overview of equipment and devices for drug distribution, preparation and manufacturing. Also covers mechanical, automatic and robotic drug delivery systems.  
(3 sem hrs; 3 lec)

Brice moved, seconded by Moller to approve the WECM course updates in the Pharmacy Technology program. The motion carried.

### **Respiratory Care**

Lopez indicated the majority of changes submitted for the Respiratory Care program are the result of WECM updates. The remainder reflects current trends within the field of Respiratory Care and allows a more systematic progression of instruction through the curriculum.

Members of the Committee expressed concerns about the timeline for implementation and deletion of courses based on current students in the program.

T. Moore moved, seconded by Stanley to table all changes in the Respiratory Care program until clarification of changes are made. The motion carried.

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

#### **Art**

Matney indicated the Amarillo Museum of Art expressed an interest in employing student interns to assist with projects at the museum. By adding a cooperative course in the Visual Arts department, students can earn credit while working in the museum.

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

#### **ARTS 2289: Academic Cooperative**

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

Prerequisites: ARTS 1303: Art History I and ARTS 1304: Art History II. Must have completed 1 semester of ARTS 1303 or ARTS 1304. After completion of ARTS 1303 or ARTS 1304, students may be concurrently enrolled in ARTS 1303 or ARTS 1304. ENGL 1302: Reshman Composition II.

Linter moved, seconded by T. Moore to table the request for the addition of ARTS 2289: Academic Cooperative until Taylor-Gore clarifies course pre-requisites and Brice and C. Moore verify reportable hours with the Coordinating Board. The motion carried.

### **NURSING** **ADN**

Barrett indicated HPRS 1206: Essentials of Medical Terminology is no longer a requirement in the Nursing program and enrollment in the course has declined to a point that sections have been repeatedly cancelled. Mueller requested HPRS 1206 be deleted from the course inventory.

Hernandez moved, seconded by Stanley to approve the deletion of HPRS 1206: Essentials

of Medical Terminology from the Amarillo College course inventory. The motion carried.

## **SCIENCES & ENGINEERING**

### **Mortuary Science**

At the October 10, 2008 Committee meeting Childress submitted a request to remove PSYC 2301: General Psychology from the general education requirements for the Mortuary Science AAS degree and replace the course with SOCI 1301: Introduction to Sociology.

Childress also submitted a request to add MRTS 1291: Special Topics in Funeral Service & Mortuary Science to the Mortuary Science certificate.

Barrett moved, seconded by Hernandez to delete PSYC 2301: General Psychology and add SOCI 1301: Introduction to Sociology to the AAS degree and add MRTS 1291: Special Topics in Funeral Service & Mortuary Science to the certificate. The motion carried

## **COURSE DEFINITIONS**

Brice and Moller were part of an ad hoc committee, Course Definition Task Force, charged with creating definitions for courses taught through various modes of instruction. Through the development of distance education at AC, courses were never clearly defined.

Courses have been defined as follows:

- Online Course – Instruction delivered 100% over the Internet
- Traditional Course – Instruction delivered 100% face-to-face contact with the instructor. A disclaimer will be added to all traditional course offering information to alert students they are expected to use computers with internet capability to enhance their learning. (May be lecture, laboratory, lecture/laboratory, clinical, practicum, internship, cooperative experience.)
- Hybrid Course – Instruction delivered 50% online and 50% conducted through face-to-face contact. (NOTE: Seat time will be reduced by 50% when scheduling classrooms.)
- Enhanced Online Course – An online course that requires a student attend a face-to-face instruction that does not meet the hybrid course definition.

These definitions are necessary for identifying our courses for SACS purposes and clarification for Coordinating Board reporting.

A survey was sent to faculty from the Danita's area to determine the types of courses are being taught. The information is important to the process of SACS substantive change for distance education.

The definitions will be effective in Spring 2009 and added to the 2009-10 catalog.

Milleson moved, seconded by T. Moore to approve the proposed definitions for academic courses. The motion carried.

## **ACADEMIC AFFAIRS PROCEDURES**

Academic Affairs procedures had not been updated since 1996. Moller and C. Moore developed, with Matney's guidance, new procedures for submission of curriculum revisions through Academic Affairs, including forms and examples.

Stanley moved, seconded by Lintner to approve the updated Academic Affairs procedures and forms. The motion carried.