ACADEMIC AFFAIRS COMMITTEE
March 13, 2009
Minutes

Present: Jerry Moller, Bob Austin, Diane Brice, David Hernandez, Judy Jackman, Duane Lintner, Danita McAnally, Courtney Milleson, Carol Moore, Terry Moore, Ed Nolte, Jason Norman,

Absent: LaVon Barrett, Toni Gray, Shawna Lopez, Jim Powell, Jack Stanley, Carol Summers

Also Present: Kim Hays

ALLIED HEALTH
Dentist Aide

Dana Scott submitted a request to make the following course changes due to WECM updates:

- DNTA 1205: Dental Radiology
  Introduction to radiation physics, protection, the operation of radiographic equipment, exposure, processing and mounting of dental radiographs. Specific federal and state safety and standard practices for the classroom and lab settings will be practiced. (2 sem hrs; 2 lec, 1 lab)

- DNTA 1241: Dental Laboratory Procedures
  Dental laboratory procedures including skills associated with chairside assisting, pouring, trimming and polishing study casts; preliminary impressions; and fabricating provisional restorations.

- DNTA 1249: Dental Radiology in the Clinic
  The practical application of exposing, processing and mounting diagnostically acceptable dental radiographs obtained by utilizing various radiographic techniques.

- DNTA 1251: Dental Office Management
  The study of business office procedures, including telephone management, appointment control, receipt of payment for dental services, completion of third-party reimbursement forms, supply inventory maintenance, data entry for charges and payments, record management (manage recall systems), federal and state guidelines regarding health care providers and operating basic business equipment.

- DNTA 1266: Practicum (or Field Experience) – Dental Assistant I
  Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student.

- DNTA 1301: Dental Materials
  Structure, properties and procedures related to dental materials. Safety and universal precautions will be employed. Specific safety and universal precautions for the lab

will be practiced. Includes safety and American Dental Association regulated standard precautions.

- DNTA 1311: Dental Science
  Anatomical systems with emphasis placed on head and neck anatomy. Topics include the physiology and morphology of the deciduous and the permanent teeth along with basic dental terminology.

- DNTA 1345: Preventive Dentistry
  The study and prevention of dental diseases and community dental health.

- DNTA 1415: Chairside Assisting
  Pre-clinical chairside assisting procedures, instrumentation, infection and hazard control protocol, equipment safety and maintenance.

- DNTA 1453: Dental Assisting Applications
  Dental assisting techniques with emphasis on four-handed dentistry and utilization of tray setups for general practice and specialty procedures.

Hernandez motioned, seconded by Lintner to approve the WECM recommended Dentist Aide course descriptions. The motion carried.

Medical Data Specialist

Because of an increased demand for coding and transcription skills in the job market Judy Massie submitted a proposal to create multiple options within the Medical Data Specialist certificate (MDSP.CERT). The proposal requests the following:

Deletion of the following courses in the course inventory:

- MRMT 1307: Medical Transcription Fundamentals
- MRMT 2333: Advanced Medical Transcription
- HITT 1349: Pharmacology

Addition of the following courses in the course inventory:

- MRMT 1407: Medical Transcription I
  Prerequisites: HITT 1305, MDCA 1302 and POFI 2301
  Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy.
  (4 sem hrs; 1 lec, 7 lab)

- MRMT 2433: Medical Transcription II
  Prerequisites: MRMT 1407 and HITT 1303
  Transcription of advanced medical reports with increasing speed and accuracy

including history and physicals, consultations, discharge summaries, operative reports and other medical reports.
(4 sem hrs; 1 lec, 7 lab)

- HITT 2335: Coding and Reimbursement Methodologies
  Prerequisite: HITT 1341
  Advanced coding techniques with emphasis on case studies, health records and federal regulations regarding prospective payment systems and methods of reimbursement.
  (3 sem hrs; 3 lec)

- HITT 1266: Practicum
  Prerequisites: Completions of all certificate requirements except for HITT 2335
  Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Remove the following courses from the MDSP curriculum:

- MRMT 1307: Medical Transcription Fundamentals
- HITT 1349: Pharmacology
- MRMT 2333: Advanced Medical Transcription
- SPCH 1318: Interpersonal Communication

Reduce the Major Course Requirements to 24 semester hours to include the following courses:

- HITT 1305: Medical Terminology I
- HITT 1303: Medical Terminology II
- HPRS 1205: Medical Law and Ethics for Health Professionals
- MDCA 1302: Human Disease/Pathology
- MDCA 1409: Anatomy and Physiology for Medical Assistants
- POFI 2301: Word Processing
- POFM 1327: Medical Insurance
- POFT 1301: Business English

Add the following options and corresponding courses to the curriculum:

- Administrative Option
  - HITT 1341: Coding and Classification Systems
  - HITT 1342: Ambulatory Coding
  - MDCA 1264: Practicum
  - MDCA 1321: Administrative Procedures
  - MRMT 1407: Medical Transcription I
  - SPNL 1201: Health Care Spanish
- Coding Option
  - HITT 1266: Practicum
  - HITT 1341: Coding and Classification Systems
  - HITT 1342: Ambulatory Coding

    - HITT 2335: Coding and Reimbursement Methodologies
- Transcription Option
    - POFI 2340: Advanced Word Processing
    - MRMT 1407: Medical Transcription I
    - MRMT 2433: Medical Transcription II

Reduce the total hours from 45 to 35-41 semester hours.

Austin moved, seconded by Norman to approve all recommended changes to the Medical Data Specialist certificate. The motion carried.

Radiation Therapy Technology

Tony Tackitt submitted a request to:

- Add RADR 2340: Sectional Anatomy for Medical Imaging to the Radiation Therapy curriculum requirements
- Delete RADT 2409: Dosimetry II from the curriculum and replace it with RADT 2309: Dosimetry II

Moller recently attended the Radiation Therapy Advisory Committee meeting in which the addition of RADR 2340 was approved. Because of the addition of the course, the Committee also recommended the replacement of RADT 2409 with RADT 2309 in order to keep the total number of hours in the program at 72 semester hours.

Nolte moved, seconded by Jackman to approve the changes to the Radiation Therapy curriculum. The motion carried.

BEHAVIORAL STUDIES
Education

Moller recently received information from the CoBoard regarding the curriculum in the AAT degrees. The proposals submitted by Munger follow the Co Board guidelines.

The Education Program previously listed 3 separate degree plans. Mary Clare Munger submitted a request to update three education degree plans and add an additional plan. The four recommended education plans include:

Education – Secondary (EDUC.AAT.SECO)

- Add program description:
  Students seeking a Texas teacher certification in grades 8-12 in any subject area or specific all level degree will follow this degree. The following certificates will qualify you for a secondary (high school) position:
    - Secondary Science
    - Secondary Physical Science
    - Secondary Life Science
    - Secondary Business

    - Secondary English
    - Secondary Computer Science
    - Secondary Math
    - Secondary Social Studies
    - Secondary History
    - Secondary Spanish
    - Secondary Speech Communication

  The following all level certificates will also follow this plan:
    - All level Speech Communication-Theatre Arts
    - All level Theatre Arts
    - All level Art

- Include web address www.actx.edu/education
- Allow any speech course from the General Education Course List to complete speech requirement
- Add SPAN 2311, HIST 2311 and ENGL 2341 as options for the humanities requirement
- Limit the fine arts options to: HUMA 1315, ARTS 1301, 1303, 1304, 1311, 2356, COMM 1336, MUSI 1306, 1310, DRAM 1310, 1351 and 2366
- Allow any Lifetime Fitness
- Reduce Major Required Courses to 6 semester hours including EDUC 1301: Introduction to the Teaching Profession and EDUC 2301: Introduction to Special Populations
- Reduce Electives to 12 hours
- Reduce total semester hours to 60

Education – Elementary Specialist (EDUC.AAT.EC-6);
previously High Need (EDUC.AAT.EC-8)

- Add program description:
  Students seeking Early Childhood-6 with Bilingual or ESL certification or all level Special Education will follow this degree plan. See advisor for the specific elective courses required.
- Include web address www.actx.edu/education
- Allow any speech course from the General Education Course List to complete speech requirement
- Include web address www.actx.edu/education
- Allow any speech course from the General Education Course List to complete speech requirement
- 18 hours of major courses including: PHYS 2373, BIOL 2374, MATH 1350, MATH 1351, EDUC 1301 and EDUC 2301
- Reduce total semester hours to 60

Education – Elementary Generalist (EDUC.AAT.GENS.EC-6);
previously General (EDUC.AAT.GENS)

- Include web address www.actx.edu/education
- Allow any speech course from the General Education Course List to complete speech requirement
- Include web address www.actx.edu/education
- Allow any speech course from the General Education Course List to complete speech requirement
- Reduce Major Course requirements to 12 hours including TECA 1303, 1311, 1318 and 1354
- Add 6 hours of electives from PHYS 2373, BIOL 2374, MATH 1350 and MATH 1351
- Reduce total semester hours to 60

Add Education – 4-8 (EDUC.AAT.4-8) AAT degree

Hernandez motioned, seconded by Brice to approve all submitted changes to the Education AAT degrees. The motion carried.

ITT
Welding

Kim Hays submitted a request to revise the Welding program. Currently the courses offered in WECM do not meet the requirements of the American Welding Society for certification. The WECM courses require a higher number of contact hours than can be covered in each course. In order to use existing WECM courses, the certificate would exceed 70 semester hours and would not meet AWS certification requirements. The changes will increase the program to a Level II certificate with 50 hours. As a result, Nolte and Hays submitted a request to add the following local needs courses to the AC course inventory:

- WLDG 1170: Safety in Welding, Cutting and Allied Processes
  A study of guidelines for the safe set up and use of welding and cutting equipment and the safe performance of welding and cutting operations.
  (1 sem hr; 1 lec)

- WLDG 1371: Welding Fundamentals
  An introduction to procedures, qualifications, and certifications. Emphasis will be on welding terminology, welding symbols and drawings; applications of welding and personal protective equipment; the application of codes to inspection, safety and quality control; and orientation and practice of records, reports and documentation.
  (3 sem hrs; 2 lec, 2 lab)

- WLDG 1372: Layout and Fabrication I
  Prerequisite: WLDG 1170
  An introduction to layout as it is applied to development of patterns and drawings for the fabrication of sheet metal and structural shapes. Calculations involve joint/bend allowance and metal forming. Projects develop skills in print interpretation and the use of shears, breaks and hand tools.
  (3 sem hrs; 2 lec, 2 lab)

- WLDG 1375: Shielded Metal Arc Welding I (SMAW)
  Prerequisite: WLDG 1373
  Instruction and practice of equipment inspection, maintenance, repair and set up for shielded metal arc welding. Instruction and practice in the production of fillet and groove welds in all positions on carbon steel using 6010 and 7018 electrodes. Practice and production of assemblies and coupons to be examined and tested according to Section 8 AWS SENSE QC10.
  (3 sem hrs; 2 lec, 3 lab)

- WLDG 1376: Shielded Metal Arc Welding II (SMAW)
  Prerequisite: WLDG 1375
  Continuation of WLDG 1375. Instruction and practice of equipment inspection, maintenance, repair and set up for shielded metal arc welding. Instruction and practice in the production of fillet and groove welds in all positions on carbon steel using 6010 and 7018 electrodes. Practice and production of assemblies and coupons to be examined and tested according to Section 8 AWS SENSE QC10.
  (3 sem hrs; 2 lec, 3 lab)

- WLDG 2379: Shielded Metal Arc Welding III–Pipe (SMAW)
  Prerequisite: WLDG 1376
  An introduction to the welding of pipe using the shielded metal arc welding process, to include the selection of equipment, electrodes and base materials. Emphasis will be placed on fit up, equipment set up, operation and qualifications. Position of welds will be 1G, 2G and 5G.
  (3 sem hrs; 2 lec, 3 lab)

- WLDG 1373: Thermal Cutting I
  Prerequisite: WLDG 1170
  Instruction and practice of equipment inspection, maintenance, repair and set up for manual and mechanized oxyfuel gas cutting (OFC). Instruction and practice in production cuts on carbon steel using manual and mechanical oxyfuel systems. Instruction and practice soldering and brazing carbon steel, stainless steel and copper using oxyfuel equipment. Practice and production of assembly cuts to be examined and tested according to Section 8 AWS SENSE QC10.
  (3 sem hrs; 2 lec, 3 lab)

- WLDG 1374: Thermal Cutting II
  Prerequisite: WLDG 1373
  Instruction and practice of equipment inspection, maintenance, repair and set up for manual plasma arc cutting (PAC) and manual air carbon arc cutting (CAC-A). Instruction and practice in the production of cuts on carbon steel, stainless steel and aluminum using PAC equipment. Instruction and practice cutting, scarfing and gouging carbon steel using CAC-A equipment. Instruction and practice welding carbon steel using oxyfuel equipment. Practice and production of assemblies and coupons to be examined and tested according to Section 8 AWS SENSE QC10.
  (3 sem hrs; 2 lec, 3 lab)

- WLDG 1377: Gas Metal Arc Welding I (GMAW–S) (Short Circuit Transfer)
  Prerequisite: WLDG 1373 and WLDG 1376

Instruction and practice of equipment inspection, maintenance, repair and set up for gas metal arc welding. Instruction and practice in the production of fillet and groove welds in all positions on carbon steel using short circuit transfer. Practice and production of assemblies and coupons to be examined and tested according to Section 8 AWS SENSE QC10.
(3 sem hrs; 2 lec, 3 lab)

- WLDG 2377: Gas Metal Arc Welding II (GMAW) (Spray Transfer)
  Prerequisite: WLDG 1377
  Continuation of WLDG 1377. Instruction and practice of equipment inspection, maintenance, repair and set up for gas metal arc welding. Instruction and practice in the production of fillet and groove welds in all positions on carbon steel using spray transfer. Practice and production of assemblies and coupons to be examined and tested according to Section 8 AWS SENSE QC10.
  (3 sem hrs; 2 lec, 3 lab)

- WLDG 1378: Gas Tungsten Arc Welding I (GTAW)
  Prerequisite: WLDG 1374 and WLDG 1376
  Instruction and practice of equipment inspection, maintenance, repair and set up for gas tungsten arc welding. Instruction and practice in the production of fillet and groove welds in all positions on carbon steel, stainless steel and aluminum. Practice and production of assemblies and coupons to be examined and tested according to Section 8 AWS SENSE QC10.
  (3 sem hrs; 2 lec, 3 lab)

- WLDG 2378: Gas Tungsten Arc Welding II (GTAW)
  Prerequisite: WLDG 1378
  Continuation of WLDG 1378. Instruction and practice of equipment inspection, maintenance, repair and set up for gas tungsten arc welding. Instruction and practice in the production of fillet and groove welds in all positions on carbon steel, stainless steel and aluminum. Practice and production of assemblies and coupons to be examined and tested according to Section 8 AWS SENSE QC10.
  (3 sem hrs; 2 lec, 3 lab)

- WLDG 2373: Flux Cored Arc Welding I (FCAW)
  Prerequisite: WLDG 1377
  Instruction and practice of equipment inspection, maintenance, repair and set up for flux cored arc welding. Instruction and practice in the production of fillet and groove welds in all positions on carbon steel using gas shield, mixed gas shield and dual shield flux cored electrode. Practice and production of assemblies and coupons to be examined and tested according to Section 8 AWS SENSE QC10.
  (3 sem hrs; 2 lec, 3 lab)

- WLDG 2374: Flux Cored Arc Welding II (FCAW-S) (Self shielded)
  Prerequisite: WLDG 2373
  Instruction and practice of equipment inspection, maintenance, repair and set up for flux cored arc welding – S (self-shielded). Instruction and practice in the production of fillet and groove welds in all positions on carbon steel using self- shielded flux cored electrode. Practice and production of assemblies and coupons to be examined and

tested according to Section 8 AWS SENSE QC10.
(3 sem hrs; 2 lec, 3 lab)

Add the following WECM courses to the AC course inventory:

- WLDG 1307: Introduction to Welding Using Multiple Processes
  An overview of the basic welding processes, including oxy-fuel welding and cutting, shielded metal arc (SMAW), gas metal arc (GMAW) and gas tungsten arc welding (GTAW).
  (3 sem hrs; 2 lec, 2 lab)

- WLDG 1391: Special Topics in Welder/Welding Technologist
  Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.
  (3 sem hrs; 2 lec, 3 lab)

- WLDG 2380: Cooperative Education – Welding Technology/Welder
  Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
  (3 sem hrs; 1 lec, 20 lab)

Update the curriculum for the Welding Certificate as follows:

MANUFACTURING CORE REQUIREMENTS 9
DFTG 1325: Blueprint Reading and Sketching
EPCT 1307: Intro to Environmental Safety and Health
TECM 1343: Technical Algebra and Trigonometry

MAJOR COURSE REQUIREMENTS 40
WLDG 1170: Safety in Welding, Cutting and Allied Processes
WLDG 1371: Welding Fundamentals
WLDG 1372: Layout and Fabrication I
WLDG 1373: Thermal Cutting I
WLDG 1374: Thermal Cutting II
WLDG 1375: Shielded Metal Arc Welding I (SMAW)
WLDG 1376: Shielded Metal Arc Welding II (SMAW)
WLDG 1377: Gas Metal Arc Welding I (GMAW-S) (Short Circuit Transfer)
WLDG 1378: Gas Tungsten Arc Welding I (GTAW)
WLDG 2373: Flux Cored Arc Welding I (FCAW)
WLDG 2374: Flux Cored Arc Welding II (FCAW-S) (Self Shielded)
WLDG 2377: Gas Metal Arc Welding II (GMAW) (Spray Transfer)
WLDG 2378: Gas Tungsten Arc Welding II (GTAW)
WLDG 2379: Shielded Metal Arc Welding III (SMAW)

ELECTIVES.....6

(Approved by the Program Advisor)

TOTAL..... 55

The Coordinating Board indicated there should be no problem in submitting the local needs courses and they should be approved prior to the publication of the 2009-10 catalog. The changes will also allow the welding program to offer dual credit offerings to high school students.

McAnally added that in order to comply with SACS requirements for substantive change, she needs the total contact hours for the old programs as well as the new certificate. She also needs information regarding the required library holdings impacting the program.

Austin moved, seconded by Milleson to approve all recommended changes to the Welding Technology program. The motion carried.

LCFA
Visual Arts

Victoria Taylor-Gore submitted a request to standardize the contact hours for all photography courses. Robert Boyd asked that we table the request until he can address faculty load hour implications.

Theatre

Lynae Jacob submitted a request to add the following course to the course inventory:

- DRAM 2336: Voice for the Theatre
  Offers instruction and practice designed to aid the actor in achieving optimum vocal performance through exploration of vocal mechanics and proper breathing, projection, resonance, placement, articulation and characterization. Required of theatre majors.
  (3 sem hrs; 3 lec)

The request also proposes the following changes to the Theatre degree (THEA.AS):

- Remove SPCH 2341: Oral Interpretation from the curriculum and replace it with DRAM 2336: Voice for the Theatre

Austin moved, seconded by Milleson to approve the addition of DRAM 2336 to the course inventory and the course changes to the Theatre degree program. The motion carried.

SCIENCES & ENGINEERING
Physical Sciences

Mary Graff submitted a request to update the following course descriptions in the Physical Sciences department:

- CHEM 1305: Introductory Chemistry I
  Survey of introductory chemistry principles including measurement, quantitative problem solving, energy, atoms, elements and atomic structure, reactions and equations. This course is a preparatory course for CHEM 1311.

- CHEM 1105: Introductory Chemistry I Lab
  Experiments to complement lecture material. Experience in use of standard laboratory equipment and techniques, such as filtration, density measurements, qualitative and quantitative analysis.

- CHEM 1311: Principles of Chemistry I
  Fundamental principles of chemistry including stoichiometry, atoms and molecules and their structures, state and properties of matter, gas laws, solutions, enthalpy, reactions and acid/base chemistry. For students who plan careers in the physical sciences or related science, medical or engineering fields.

- CHEM 1111: Principles of Chemistry Lab
  Includes use of standard laboratory equipment and techniques, both qualitative and quantitative, such as gravimetric analysis, titrations, descriptive chemistry and investigation of gas laws.

- CHEM 1312: Principles of Chemistry II
  A continuation of CHEM 1311 including topics in oxidation-reduction, kinetics, equilibrium and solubility.

- CHEM 1112: Principles of Chemistry II Lab
  Applications of quantitative and qualitative laboratory techniques, spectrophotometric analysis, titration, kinetic studies and oxidation-reduction reactions.

- CHEM 1406: General Organic & Biological Chemistry
  A survey course including topics in measurements, density, solutions, basic organic molecules and functional groups, reactions, carbohydrates and proteins.

- CHEM 2323: Organic Chemistry I
  Study of the compounds of carbon focusing on hydrocarbons. Basic chemistry concepts from organic point of view, IUPAC nomenclature, structure and reactions of alkanes, alkenes, alkynes and haloalkanes, stereochemistry and spectroscopic techniques.

- CHEM 2223: Organic Chemistry I Lab
  Basic microscale, organic lab techniques such as melting point, distillation, GC analysis, extractions, spectroscopy and chromatography.

- CHEM 2325: Organic Chemistry II
  A continuation of CHEM 2323. Study of functional group chemistry including nomenclature, synthesis, reactions, mechanisms and spectroscopy. Topics also include biochemical molecules such as lipids, carbohydrates and proteins.

- CHEM 2225: Organic Chemistry II Lab
  Syntheses and analysis of products corresponding to functional group chemistry covered in CHEM 2325. Qualitative analysis of organic compounds and mixtures using previously learned techniques.

- PHYS 1401: College Physics I
  Fundamentals of trigonometry based physics including a laboratory component covering topics of motion laws, fluid, heat and wave phenomenon.

- PHYS 1402: College Physics II
  A continuation of PHYS 1401 with both lecture and laboratory components covering topics in electricity, magnetism, optics and introducing Modern Physics.

- PHYS 2425: Principles of Physics I
  General survey of calculus based physics with both lecture and laboratory components. Topics include kinematics, dynamics, thermal physics and wave motion. Students without adequate high school physics should take PHYS 1401 prior to this course. This course is for science and engineering majors.

- PHYS 2426: Principles of Physics II
  A continuation of PHYS 2425 with both lecture and laboratory components. Topics include electricity, magnetism and optics.

Brice motioned, seconded by Hernandez to update the Chemistry and Physics course descriptions. The motion carried.