ACADEMIC AFFAIRS COMMITTEE March 12, 2010 Minutes

- **Present:** Jerry Moller, Bob Austin, Carol Buse, Toni Gray, David Hernandez, Judy Jackman, Danita McAnally, Courtney Milleson, Carol Moore, Terry Moore, Jason Norman, John Robertson, Jack Stanley, Carol Summers, Henry Wyckoff
- Absent: LaVon Barrett, Diane Brice, Judy Johnson,

T. Moore moved, seconded by Stanley to approve the 2/26/10 minutes. The motion carried.

ALLIED HEALTH Dentist Aide

Dana Scott submitted a request to add the following courses to the Amarillo College course inventory:

DNTA 1351: 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.

(3 sem hrs; 2 lec, 2 lab)

- DNTA 1245: Preventive Dentistry The study and prevention of dental diseases and community dental health. (2 sem hrs; 1 lec, 2 lab)
- DNTA 1315: Chairside Assisting Pre-clinical chairside assisting procedures, instrumentation, infection and hazard control protocol, equipment safety and maintenance. (3 sem hrs; 2 lec, 2 lab)
- DNTA 1102: Communication and Behavior in the Dental Office Provides for better understanding of human interaction in the dental office. Studies motivation and learning experiences as related to health professionals and human behavior.
 (1 sem hr; 1 lec)
- DNTA 2230: Seminar for the Dental Assistant Case studies during the clinical phase of practicum. (2 sem hrs; 2 lec)

A request was submitted to delete the following courses:

- DNTA 1251: Dental Office Management
- DNTA 1345: Preventive Dentistry
- DNTA 1415: Chairside Assisting

A request was submitted to make the following changes to the Dentist Aide Certificate:

- Change the name of the program from Dentist Aide to Dental Assisting
- Add PSYC 2301: General Psychology to the General Education requirements
- Replace DNTA 1251: Dental Office Management with DNTA 1351: Dental Office Management
- Replace DNTA 1345: Preventive Dentistry with DNTA 1245: Preventive Dentistry
- Replace DNTA 1415: Chairside Assisting with DNTA 1345: Chairside Assisting
- Add DNTA 2230: Seminar and DNTA 1102: Communication & Behavior in the Dental Office to the certificate requirements
- Increase the certificate total from 36 to 41 semester hours

Hernandez moved, seconded by Milleson to approve changes to the Dentist Aide Certificate. The motion carried.

Mortuary Science

Lisa Meehan submitted a request to update the following Mortuary Science courses:

 MRTS 1291 - Special Topics in Funeral Service and Mortuary Science Prerequisite: Program Director Consent Topics address current events, skills, knowledge and/or attitudes and behaviors pertinent to the occupation and relevant to the professional development of the student. This course may be repeated multiple times to improve student proficiency.

(2 sem hrs; 2 lec)

- MRTS 1301 Contemporary Funeral Service Practices
 Corequisites: MRTS 1310, MRTS 1311 and MRTS 1342
 Survey of general principles related to customs, religions, human relations and social behavior. Presentation of the requirements for burial, cremation, anatomical donation and burial-at-sea. An introduction to funeral counseling as a basis for fulfillment of responsibilities as a funeral director.
 (3 sem hrs; 3 lec)
- MRTS 1310 Funeral Service Clinical Orientation

Corequisites: MRTS 1301, MRTS 1311, MRTS 1342 or Program Director consent

Preparation for a funeral service career facilitated with on-site observation and participation. Instruction in equipment use, procedures and functions in the daily operation of a funeral home.

(3 sem hrs; 2 lec, 3 clinic)

- MRTS 1311 History of Mortuary Science
 Prerequisites: ENGL 1301
 An overview of the principles and history of funeral service. Introduction to the
 period of time from the early Egyptians (c. 4000 BC) to the present and
 exploration of funeral service as a career.
 (3 sem hrs; 3 lec)
- MRTS 1325 Thanatochemistry
 Prerequisite: Any college level mathematics course
 A survey of the basic principles of chemistry as they relate to funeral service. The chemical principles and precautions involved in sanitation, disinfection, public health and embalming practice will be stressed. The government regulation of chemicals currently used in funeral service is reviewed. Designed for non-science majors, allied health students and specifically mortuary science majors. (3 sem hrs; 3 lec)
- MRTS 1342 Mortuary Management I Corequisites: MRTS 1301, MRTS 1310, MRTS 1311 Introduction to basic accounting and bookkeeping and processing of survivor benefits. Projects in generating forms and documents related to disposition of human remains utilizing computer software designed for mortuaries. (3 sem hrs; 3 lec)
- MRTS 1360 Funeral Service Clinical I Prerequisites: MRTS 1342 Corequisite: MRTS 2342 or Program Director consent A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Focus and emphasis in this clinical experience will be concentrated in the area of funeral home management and funeral directing. (3 sem hrs; 1 lec, 8 clinic)
- MRTS 1391 Special Topics in Funeral Service and Mortuary Science Prerequisite: Program Director Consent Topics address current events, skills, knowledge and/or attitudes and behaviors pertinent to the occupation and relevant to the professional development of the

student. This course may be repeated multiple times to improve student proficiency.

(3 sem hrs; 3 lec)

- MRTS 2335 Mortuary Jurisprudence
 Prerequisites: MRTS 1301, MRTS 1310, MRTS 1311
 A survey of general principles of mortuary and business law. Emphasis is on ethical practice. Compliance with pre-need and at-need regulatory agencies included. A writing intensive course.
 (3 sem hrs; 3 lec)
- MRTS 2342 Mortuary Management II Corequisite: MRTS 1360 Examination of the management of a funeral home as a small business. Topics include funeral service merchandising and marketing, human resource functions and professional practice.

(3 sem hrs; 3 lec)

MRTS 2360 - Funeral Service Clinical II

Prerequisite: MRTS 2432

Corequisite: MRTS 2445 or Program Director consent

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Focus and emphasis in the portion of clinical experience will be concentrated in the area of embalming and restorative technique.

(3 sem hrs; 1 lec, 8 clinic)

- MRTS 2432 Human Anatomy Corequisite: BIOL 2421 Examination of the major systems of the human body with emphasis on the circulatory system. Human cadaver dissection in the program laboratory is included. (4 sem hrs; 3 lec, 4 lab)
 MRTS 2445 - Technical Precedures I
- MRTS 2445 Technical Procedures I Prerequisite: MRTS 2432 Corequisite: MRTS 2360 Introduction to the fundamentals in the preservation, disinfection and restoration of human remains. Presentation of treatment planning and application in preparation for professional practice. (4 sem hrs; 3 lec, 3 lab)
- MRTS 2447 Technical Procedures II Prerequisites: MRTS 2432, MRTS 2445, MRTS 2360 or Program Director consent

A continuation of MRTS 2445. Introduction to the fundamentals in the preservation, disinfection and restoration of human remains. Presentation of treatment planning and application in preparation for professional practice. This course is an enhanced online course that requires students to come to Amarillo at the end of the semester for an on-site lab. Students should be prepared to be in lab at their expense, M-F 8AM to 5PM one week prior to final examinations, no exceptions will be made to the required lab.

(4 sem hrs; 3 lec, 3 lab)

A request was also submitted to delete the following courses from the AC course inventory:

- MRTS 1211: History of Mortuary Science
- MRTS 1491: Special Topics in Funeral Service and Mortuary Science

Jackman motioned, seconded by Norman to approve changes to the Mortuary Science course inventory. The motion carried.

INDUSTRIAL & TRANSPORTATION TECHNOLOGY Aviation Maintenance

Ed Nolte submitted a request to update the following course:

 AERM 1303: Shop Practices – Aerospace Manufacturing An introduction to the correct use of hand and power tools; equipment and precision measurement; identification of aircraft hardware; and the fabrication of fluid lines and tubing. Emphasis on procedures for testing, heat treating and inspection of aircraft structures. Also includes an introduction to manufacture of aircraft and its components from blueprints and engineering call out procedures as applied with shop practice standards. Hours (3 sem hrs; 2 lec, 2 lab)

A request was submitted to delete the following course from the course inventory:

• AERM 1254: Aircraft Composites

A request was submitted to make the following changes to the Aviation Maintenance Technology AAS degree (AERM.AAS):

- Replace AERM 1254: Aircraft Composites with AERM 1354: Aircraft Composites
- Major Options increase from 32-33 to 33-34 Semester Hours
- Airframe Option increases from 32 to 33 Semester Hours
- Powerplant Option increases from 33 to 34 Semester Hours

• Increase total from 62-63 to 63-64 Semester Hours

A request was submitted to make the following changes to the Aviation Maintenance Technology – Airframe Mechanic Certificate (AERM.CERT.AM):

- Replace AERM 1254: Aircraft Composites with AERM 1354: Aircraft Composites
- Increase total from 41 to 42 Semester Hours

Austin moved, seconded by Milleson to approve the Aviation Maintenance Technology changes. The motion carried.

<u>Machining</u>

Ed Nolte submitted a request to add the following courses to the AC course inventory:

- INMT 1345: Computer Numerical Controls
 A study of numerical controlled machine operations. Emphasis on standard and computer numerical controlled (CNC) procedures for planning, preparing and operating a computer-assisted program.
 (3 sem hrs; 2 lec, 2 lab)
- MCHN 1305: Metals and Heat Treatment
 Designed for students going into the workforce as manual machinists, tool
 designers or heat treat operators. Topics include properties of metals and heat
 treatment of metals.

(3 sem hrs; 2 lec, 2 lab)

- MCHN 1320: Precision Tools and Measurement
 An introduction to the modern science of dimensional metrology. Emphasis on
 the identification, selection and application of various types of precision
 instruments associated with the machining trade. Practice of basic layout and
 piece part measurements while using standard measuring tools.
 (3 sem hrs; 2 lec, 2 lab)
- MCHN 1338: Basic Machine Shop I An introductory course that assists the student in understanding the machinist occupation in industry. The student begins by using basic machine tools such as the lathe, milling machine, drill press, power saw and bench grinder. Machine terminology, theory, math, part layout and bench work using common measuring tools is included. Emphasis is placed on shop safety, housekeeping and preventative maintenance.
 - (3 sem hrs; 2 lec, 2 lab)
- MCHN 1341: Basic Machine Shop II A continuation of Basic Machine Shop I. (3 sem hrs; 2 lec, 2 lab)

- MCHN 2303: Fundamentals of Computer Numerical Controlled (CNC) Machine Controls
 An introduction to G and M codes (RS274-D) necessary to program Computer Numerical Controlled (CNC) machines.
 (3 sem hrs; 2 lec, 2 lab)
- MCHN 2341: Advanced Machining I
 A study of advanced lathe and milling operations. Emphasis on advanced cutting operations of the lathe and milling machines, including the use of special tooling, bench assembly and materials identification.
 (3 sem hrs; 2 lec, 2 lab)
- MCHN 2345: Advanced Machining II Advanced milling, drilling, grinding and lathe operations to close tolerance dimensions. Emphasis on job planning and advanced uses of precision measuring instruments.

(3 sem hrs; 2 lec, 2 lab)

Moved, seconded by to approve the addition of the Machining courses to the course inventory. The motion carried.

A request was also submitted to pursue the development of a certificate of completion in Machining Technology.

Stanley moved, seconded by Austin and approved by the committee to support the proposal for Amarillo College to submit a Certificate of Completion in Machining to the Texas Higher Education Coordinating Board for approval.

SCIENCES & ENGINEERING Biology

Michael Kopenits submitted a request to add the following courses to the AC course inventory:

- BIOL 1408: Life Science I (for non-science majors) An overview of biological concepts and how they relate to the individual, the community and the world. Emphasis is placed on cell biology, genetics and evolution.
 - (4 sem hrs; 3 lec, 2 lab)
- BIOL 1409: Life Science II (for non-science majors)
 A continuation of biological concepts and how they relate to the individual, the community and the world. Emphasis is placed on ecology, behavior, human biology and evolution.

(4 sem hrs; 3 lec, 2 lab)

Gray moved, seconded by Norman to approve the addition of BIOL 1408 and BIOL 1409 to the course inventory. The motion carried.

Biotechnology

Michael Kopenits submitted a request to add the following courses to the AC course inventory:

 BIOL 1414: Introduction to Biotechnology I An overview of classical genetics, DNA structure, the flow of genetic information, DNA replication, gene transcription and protein translation. Includes principles of major molecular biology and genetic engineering techniques, their application in human health and welfare, medicine, agriculture and the environment, and the ethical, legal and social issues and scientific problems associated with the technologies.

(4 sem hrs; 3 lec, 3 lab)

• BIOL 1415: Biotechnology II

An integrative approach to the study of biomolecules with an emphasis on protein structures, functions and uses in the modern bioscience laboratory. Integrates biological and chemical concepts with techniques that are used in research and industry.

(4 sem hrs; 3 lec, 3 lab)

A request was submitted to delete the following courses from the AC course inventory:

- BIOL 2471: Biotechnology I
- BIOL 2472: Biotechnology II

A request was also submitted to make the following changes to the Biotechnology degree (BIOT.AS):

- Replace MATH 1316: Trigonometry with MATH 1314: College Algebra
- Replace BIOL 2471: Biotechnology I with BIOL 1414: Introduction to Biotechnology I
- Replace BIOL 2472: Biotechnology II with BIOL 1415: Introduction to Biotechnology II
- Reduce Recommended Courses from 7 to 3-4 semester hours and add MATH 1316: Trigonometry as an approved course
- Reduce program total from 65 to 61-62 semester hours

Norman moved, seconded by Stanley to approve changes to the Biotechnology program. The motion carried.

Engineering

Kathy Wetzel submitted a request to make the following changes the Engineering Computer Science AS degree (ENGR.AS.COMPSC)

- Delete COSC 2425: Computer Organization and Assembly Language Programming from Major Course Requirements
- Reduce Major Course Requirements from 27 to 23 Semester Hours
- Add a 3 hour Fine Arts requirement and a 1 hour Lifetime Fitness requirement to the General Education Requirements
- Increase the General Education Requirements from 39 to 43 Semester Hours

The Committee expressed concern with the requested changes because the program is listed as a field of study. Hernanez moved, seconded by Jackman to table the request.

A request was submitted to add the following course to the AC course inventory:

ENGR 2305: Electrical Circuits
 Prerequisites/Corequisites: MATH 2414-minimum grade of C and PHYS 2425
 Linear circuit elements; circuit analysis; transient and steady state; network-theorems; laboratory measurement of circuit phenomena.
 Hours (4 sem hrs; 3 lec, 3 lab)

A request was submitted to delete the following course from the AC course inventory:

• ENGR 2405: Electrical Circuits

A request was submitted to make the following change to the Engineering AS degree (ENGR.AS.GEN):

 Replace ENGR 2405: Electrical Circuits with ENGR 2305: Electrical Circuits under Optional Courses

Wyckoff moved, seconded by Robertson to approve changes to the Engineering program. The motion carried.

Instrumentation

Jack Stanley submitted a request to delete the following courses from the AC course inventory:

- CSIR 1355: Industry Certification
- EECT 2433: Telephone Systems

- EECT 2435: Telecommunications
- INTC 1301: Principles of Industrial Measurement
- INTC 1315: Final Control Elements
- METL 2301: Internal Corrosion Control
- METL 2305: Atmospheric Corrosion Control
- METL 2341: Cathodic Protection

Austin moved, seconded by Hernandez to approve deletion of the Instrument & Control Technology courses. The motion carried.

A request was submitted to delete the following programs:

- Instrument & Control Technology Cathodic Protection Technician Certificate (INTC.CERT.CATH)
- Instrument & Control Technology Telecommunication Specialist Certificate (CETT.CERT.TEL)

Jackman moved, seconded by Gray to approve the deletion of two Instrument & Control Technology programs. The motion carried.

A request was submitted to make the following changes to the Instrument & Control Technology – Electronic Instrument & Control Technician Certificate (INTC.CERT.EICT):

- Change program title to Electronic Instrument and Control Technician Certificate
- Delete INCT 1301: Principles of Industrial Measurement
- Delete INTC 1315: Final Control Elements from the program
- Add EECT 2439: Communication Circuits
- Add METL 1313: Introduction to Corrosion
- Add LOTT 1301: Introduction to Fiber Optics
- Increase the Total from 38 to 42 semester hours

Wyckoff moved, seconded by T. Moore to approve changes to the Instrument & Control Technology – Electronic Instrument & Control Technician Certificate. The motion carried.

A request was submitted to make the following changes to the Instrument and Control Technology degree (CETT.AAS):

- Update the program description
- Delete 3 hours of Natural Science
- Delete CETT 1403: DC Circuits
- Delete CETT 1405: AC Circuits
- Delete INTC 1301: Principles of Industrial Measurement

- Delete INTC 1315: Final Control Elements
- Delete CETT 1329: Solid State Devices
- Delete CETT 1341: Solid State Circuits
- Delete CSIR 1355: Industry Certification
- Delete EECT 1380: Cooperative Education
- Delete EECT 1391: Special Topics
- Delete EECT 2433: Telephone Systems
- Delete EECT 2435: Telecommunications
- Add CETT 1409: DC-AC Circuits
- Add METL 1313: Introduction to Corrosion
- Add QCTC 1303: Quality Control
- Add EECT 2439: Communications Circuits
- Add LOTT 1301: Introduction to Fiber Optics
- List all courses under Major Requirements and eliminate Instrument and Control Technology option and Telecommunication Technology option
- Increase Major Requirements from 18 to 48 Semester Hours

T. Moore moved, seconded by Wyckoff to approve changes to the Instrument & Control Technology AAS degree. The motion carried.

Military Service Credit

An Amarillo College policy currently exists allowing physical education credit to be awarded based on military service. Diane Brice submitted a request to add the following statement to the policy:

Military Service Transfer Credit:

Students may be granted transfer credit that does not exceed 42 semester credit hours. This may include 3 semester credit hours of Physical Education if applicable (see Physical Education Credit for Military Service). Transfer credit is based on the recommendation of the American Council of Education (ACE) publication for an Associate degree.

If the ACE guide does not have an evaluation of a course completed, and if the course is not comparable to a course offered by Amarillo College, an individual may apply for credit by exam or credit by experience.

Student must submit one of the following official military transcripts to the Office of the Registrar: Army/ACE Registry Transcript System (AARTS), Sailor/Marine American Council on Education Registry Transcript (SMART), or Community College of the Air Force (CCAF).

Austin asked the request be tabled until he can edit the policy. The Committee agreed.