

**ACADEMIC AFFAIRS COMMITTEE**  
**February 2, 2007**  
**Minutes**

**Members**

**Present:** Paul Matney, Diane Brice, Sally Evans, Ann Hamblin, Michael Kopenits, Duane Lintner, Shawna Lopez, Ed Nolte, Jim Powell, and Rathna,Prabhakar

**Members**

**Absent:** Bob Austin, Robert Boyd, Toni Gordy, Mary Clare Munger and Lyndi Shadbolt

**Others**

**Present:** Sondra Beighle, Gay Mills, Sheryl Mueller, and Anne Nail

**ALLIED HEALTH**

**Radiation Therapy**

The request was to replace:

RADR 1301: Introduction to Radiography with

RADT 1291: Ethics and Law in Radiation Therapy.

The program has been using RADR 1301 which is taught by the Radiography program as a means to include the required elements of law and ethics in the curriculum. The accrediting agency for radiation therapy now requires the elements of ethics and law to be more specific to the field of radiation therapy. The request has been discussed and approved by the advisory committee.

It was noted that in the proposed curriculum pattern the course to be replaced is RADR 12301.

Prabhakar moved, seconded by Powell, to approve the request with the noted correction.

**Occupational Therapy Assistant**

The request was to change:

OTHA 2209: Mental Health in Occupational Therapy to

OTHA 2309: Mental Health I Occupational Therapy

Lopez said the program manager reports they need more time to cover the material of the current course.

Prabhakar moved, seconded by Lopez, to approve the request as submitted. The motion carried.

## **BEHAVIORAL STUDIES DIVISION**

### **Psychology – Sociology**

The requests were to:

1. Change:  
PSYC 2302: Psychology of Human Relations to  
PSYC 2302: Applied Psychology  
The current Academic Course Guide Manual lists PSYC 2302 as  
Applied Psychology
2. Change the course description of PSYC 2319/SOCI 2326 to better represent the course content.
3. Delete PSYC 2340: Psychology Seminar which no longer listed in the Academic Course Guide Manual.

## **BUSINESS DIVISION**

### **Computer Information Systems**

The requests were to:

1. Delete BCIS 1301: Microcomputer Applications and replace it with BCIS 1401: Microcomputer Applications.
2. Delete BCIS 1405: Business Computer Applications and COSC 1301: Computer Concepts and replace them with BCIS 1305: Business Computer Applications
3. Delete BCIS 2415: Programming Techniques and Logic Design II and replace it with COSC 2430: Programming and Techniques and Logic Design II
4. Add COSC 1300: Introduction to Computing
5. Delete ITSE 2451: Advanced COBOL Programming
6. Delete ITSE 2435: Advanced RPG Programming
7. COSC 1350: Current Issues add the Prerequisite: Instructor Consent
8. CPMT 1305: Essentials I add the Prerequisite: BCIS 1305 or Instructor Consent
9. Changes to the CIS AAS Program:
  - Major Course Requirements – Delete BCIS 1301 and add BCIS 1401. Delete BCIS 1405 and add BCIS 1305.
  - AS/400 Application Development – Delete ITSE 2451 and add COSC 2430. Delete ITSE 2435 and add BCIS 2431.
10. Changes to the CIS Certificate:
  - Major Course Requirements – Delete BCIS 1301 and add BCIS 1401. Delete BCIS 1405 and add BCIS 1305.
11. Proposed changes to the Business Administration CIS Program
  - Major Course Requirements - Delete BCIS 2415 and add COSC 2430. Delete BCIS 1405 and add BCIS 1305

Lintner said the requests are actually simple changes. Students are more computer literate today and industry expects more. In the past students took either BCIS 1405 or COSC 1301 as an introductory class, but he is proposing replacing those options with a higher level introductory class BCIS 1305. For students needing a lower level introductory class, he proposes adding COSC 1300. Students (except dual credit students) will be tested for placement with an on-line test.

There was discussion regarding the prerequisite of COSC 1300.

Powell moved, seconded by Prabhakar, to approve the requests based on Lintner coordinating prerequisite reading level of COSC 1300 with Judy Johnson. The motion carried

### **Management-Business Management – Food Service Management**

The request was to add the following:

1. Management-Food Service Management AAS
2. Management-Food Service Manager certificate
3. Management-Food Service Supervisor certificate
4. Food Service Management Courses
  - CHEF 1205: Sanitation and Safety
  - HAMG 2201: Principles of Food and Beverage Operations
  - IFWA 1217: Food Production and Planning
  - FDNS 2300: Food Management Systems
  - RSTO 2307: Catering

Nail noted that the proposal is related closely with the Travel and Tourism Program. They have studied other programs in Texas and believe they have come up with a good program. A kitchen is not required. It is not a culinary arts program but a management program.

Students can begin in the 25 hours certificate which they can roll into the 35 hour certificate which can then be rolled into the associate in applied science degree.

Nail said the advisory committee supported the program and noted that food service is an offering in the high schools and they believe many of those students would benefit from the program. Estep from AISD believes 20 to 30 percent of the 100 + high school food service students will start the program.

The courses will be offered as: 6 hours in the Fall (CHEF 1205, HAMG 2201, IFWA 1217) and 6 hours in the Spring (FDNS 2300 and RSTO 2307). They believe daytime classes would be more logical for this program. Nail said the intent of the program is to professionalize the food service industry.

Nolte questioned if 10 hours difference in the certificates will meet GIPWE guidelines. Glasscock noted that she had talked to the Coordinating Board and believes so but will verify such.

Matney asked why they think this program can be successful when the Campus Kitchen program has failed. Nail explained that the Campus Kitchen's intent was very different. The Campus Kitchen was joint effort with the Salvation Army to train the unemployed to work in kitchens.

Nolte asked how the courses will be developed. Nail said the proposed part-time instructor has the background to help develop the courses.

Matney tabled pending verification of the hours between the two certificates.

### **Office Administration**

The requests were to:

1. Change ITSW 2331: Advanced Word Processing to POFI 2340: Advanced Word Processing (WECM mandated change)
2. Deactivate/Sunset the Office Administration/Business Education degree
3. Update the Office Administration Plans of Study
4. Delete POFT 2343: Shorthand/Notetaking II
5. Update Prerequisites of: ITSC 1309, ITSW 1304, POFI 2301, POFI 2331, POFL 1305, POFT 1309 POFT 1345 POFT 2312 POFT 2264 and POFT 2364
6. Add: POFT 1304: Computer Fundamentals and POFT 1349: Administrative Office Procedures II
7. Revise the Information Management Specialist Degree
8. Designate POFT 1349 and/or POFT 2331 as capstone courses.
9. Refine Office Administration catalog curriculum terminology for consistency/accuracy.

Matney noted that Mills is working to contemporize the Office Administration program to attract students and teach them the skills to be successful in today's office setting.

Mills met with Lintner and she believes the revised proposal meets the computer needs of students for the AAS degrees and certificates

They are basically adding components of Access, Office Procedures II, and taking out Notetaking II. They will be teaching a more integrated curriculum. Prabhakar suggested more PowerPoint and exposure to MAC computers.

Hamblin moved, seconded by Kopenits, to approve the requests as submitted.

The motion carried.

### **NURSING DIVISION**

#### **Associate Degree Nursing**

The requests were to:

1. Delete RNSG 2216: Operating Room Techniques (WECM mandated)
2. Delete RNSG 1262: Clinical-Operating Room Techniques (WECM mandated)
3. Revise the course descriptions of: RNSG 1331, RNSG 1247, and RNSG 1248

Mueller noted that the course descriptions changes reflect minor shifts in the course content.

Prabhakar moved, seconded by Powell, to approve the requests as submitted. The motion carried.

### **Vocational Nursing**

The requests were to:

1. Change RNSG 1301: Pharmacology to VNSG 1231: Pharmacology
2. Add VNSG 1136: Mental Health
3. Change total for program to 44 hours
4. Change VNSG 1500 to VNSG 1400
5. Change VNSG 1304 from 2 lec to 3 lec
6. Increase the contact hours from 1408 to 1424

Mueller expanded on the rationale.

Evans moved, seconded by Prabhakar, to approve the requests as submitted. The motion carried.