

Curriculum Committee Meeting Minutes  
9:30 – 11:30 am, February 24, 2017  
Ware Student Commons Room 207

**Present:** Becky Burton, Brian Farmer, Brian Jacob, Camille Nies, Carol Summers, Dana Scott, Debby Hall, Donna Cleere, Edie Carter, Ernesto Olmos, Frank Sobey, Jason Norman, Jerry Terry, Jessica Hill, Jill Gibson, Jodi Lindseth, Kelly Prater, Kim Crowley, Kim Hays, Kristin McDonald-Willey, Marcia Julian, Mark Rowh, Michelle Rupe, Penelope Davies, Renee Vincent, Richard Hobbs, Shawna Lopez, Shawn Palmer, Stefanie Decker, Sue Grady, Tina Babb, Toni Gray, Victoria Taylor-Gore and Sarah Davis, recorder

- I. Approval of minutes, February 10, 2017 meeting:  
**Minutes reviewed. Motion made to approve, seconded, approved by all.**
- II. Consent Agenda:
  - a. Technical Education (course description changes to match WECM or deletions/change to align with WECM): MCHN 1338, MCHN 2312, WLDG 1307, ELMT 1301, ELMT 1302, HART 1311, ELMT 1311, IEIR 1312, INMT 1305,
  - b. Mass Media (deletions): COMM 2331, RTVB 1391
  - c. Office Administration (deletion; has not been offered in more than 5 years): POFT 2265

**Consent agenda reviewed. Motion made to approve, seconded, approved by all.**

- III. Developmental Math and English
  - a. Delete: MATH 0301 Basic Mathematics
  - b. Create new course: AEMA-0001 Adult Education Mathematics
  - c. Change requirements: MATH 0302 Beginning Algebra and MATH 0304 Foundations of Mathematical Reasoning
  - d. Create new course: AEWR-0001 Adult Education Writing

**Presented by Edie Carter and Carol Summers:** Frank Sobey informed the committee that Ms. Carter, Ms. Summers and himself met with Diane Brice, Tina Babb and Kristin McDonald-Willey to confirm these proposals would not conflict with the Registrar's office.

**Motion made to approved as presented, seconded, approved by all.**

- IV. Dental Hygiene: these were tabled at the last meeting for further review.  
Deletions: DHYG 1261, DHYG 2361, DHYG 1103, DHYG 1301, DHYG 1311, DHYG 1319, DHYG 2331

**Presented by Donna Cleere:** The deletions are due to the Dental Hygiene program being changed from 72 to 68 semester hours. Students on old degree plans will be noted making course substitutions available.

**Requesting deletion of DHYG 1103 and delete the others pending Diane Brice's research. Frank Sobey will meet with Ms. Brice and assimilate the information to the committee when the information is provided.**

**Motion made to approve to approve deletion of DYHG 1103 and the remaining deletions pending Mr. Sobey's notice of the Registrar's office approval.**

- V. Math, Engineering & Physical Sciences
- a. Revise Curriculum: ENGR.AS.COMPSC Engineering Computer Science
  - b. Add course: GEOL 1101 Earth Sciences for Non-Science Majors I lab
  - c. Add course: GEOL 1301 Earth Sciences for Non-Science Majors I lec
  - d. Delete: GEOL 1473 Intro. Geographic Information Systems (Lack of enrollment)
  - e. Delete: PHYS 2373, PHYS 1315 (Lack of enrollment and ACGM changes)
  - f. Delete: MATH 2412 Pre-Calculus (Lack of enrollment)
  - g. Delete: MANC 0003 (MATH 1314 meets students' needs)

**Presented by Penelope Davies:** changes (a) would make it more flexible for students to align courses with West Texas A&M University.

**Motion made to approve, seconded, approved by all.**

**Coordinating board will no longer accept (e) PHYS 2373.** Would like to use (b) (c) GEOL 1101 and 1301 for active learning and assist in areas of non-science majors. GEOL 1101 and 1301 is part of the core area 90.

**Motion made to approve, seconded, approved by all.**

**Request to delete GEOL 1473, PHYS 1315, MATH 2412 and MANC 0003 as presented.**

**Motion made to approve, seconded, approved by all.**

VI. Technical Education

- a. Diesel Program: (Kritser Diesel)
  - i. Add course: DEMR 1316 Basic Hydraulics
  - ii. Revise Curriculum: DEMR.CERT.DT name change and add DEMR 1316
  - iii. Add a new major code: DEMR.CERT name change only
  - iv. Add a new major code: DEMR.AAS and name change

**Presented by Brian Jacob:** requesting Hydraulics be added to the Diesel Program per industry and advisory board requests and the minimum changes involved.

**Motion made to approve, seconded, approved by all.**

- b. Precision Metalworking Technology: Revise Curriculum: MCHN.CERT

**Presented by Dr. Kim Hays:** explained the program and the local needs class and projects.

**Motion made to approve, seconded, approved by all.**

- c. Industrial Technology
  - i. Change Course requirements: INMT 2301 Machinery Installation, ELMT 2333 Industrial Electronics, HART 1307 Refrigeration Principles, HART 1345 Gas & Electric Heating, IEIR 1306 Electric Motors, IEIR 1310 Motor Controls, INTC 1301 Principles of Industrial Measurements I, WIND 2359 Wind Power Delivery System
  - ii. Revise Curriculum: IMRT.AAS and IMRT.CERT.ELMT

**Presented by Dr. Kim Hays:** changes will assist with student success with several shared classes. Explained lab times and pre-requisitions are placed to stack towards completion of successful class/certification completions.

**Motion made to approve, seconded, approved by all.**

VII. Education: Revise Curriculum for CDEC.AAS

**Presented by Frank Sobey on Mary Clare Munger's behalf:** requesting to remove SOCI 2301 as a requirement and open to any Sociology or Psychology course in the inventory.

**Discussion followed.**

**Motion made to approve, seconded, approved by all.**

VIII. Office Administration: Change course requirement: POFI 2331

**Presented by Lynne Seal:** requesting a different pre-requisite for POFI 2331. Change from POFI 2340 and replace with POFT 2301.

**Motion made to approve, seconded, approved by all.**

IX. Music

- a. Add New Course to Inventory: MUSI 1307 and add to Creative Arts Core
- b. Add New Course to Inventory: MUSI 1311, MUSI 1312, MUSI 2311, MUSI 2312
- c. Revise Curriculum: MUSI AS

**Presented by Camille Nies:** explained proposal for alignment with WTAMU and ACGM changes in the near future.

**Motion made to approve, seconded, approved by all.**

X. Mass Media

- a. Add a New Major Code: RTVB.CERT.ADV Mass Media Advanced Certificate
- b. Add a New Major Code: RTVB.CERT.OM Mass Media Online Marketing Certificate
- c. Add a New Major Code: RTVB.CERT.RA Mass Media Recording Arts Certificate
- d. Revise Curriculum: RTVB.AAS Mass Media Certificate (Media Production Certificate)
- e. Revise Curriculum: RTVB.CERT Mass Media Certificate (Media Production Certificate)
- f. Change Course Requirements: COMM 2303 Audio Production I
- g. Deactivate: RTVB MKT.DM Digital image and Design Marketable Skills Certificate
- h. Deactivate: RTVB.MKT.SM Social Media Marketable Skills Certificate

**Presented by Jill Gibson: starting with the deactivation of RTVB.MKT.DM and SM.** These changes are more of dividing the curriculum creating three new certificates and making it more flexible. These certificates are stackable to eventually to an AAS or AS degree.

**Motion made to approve, seconded, approved by all.**

XI. Health Sciences and Nursing

- a. Pharmacy Technology
  - i. PHRA 1404 Pharmacotherapy and Disease Processes-Remove co-requisite HITT 1305
  - ii. Add PHRA 1205 Drug Classification
  - iii. PHRA 1306 Computerized Delivery Systems-Remove pre-requisites PHRA

**Presented by Shawn Lopez:** explained the removal of the pre-requisites and co-requisites. Discussion followed of over-riding and block scheduling.

**Motion made to approve, seconded, approved by all.**

- b. Physical Therapist Assistant
  - i. Delete PTHA 1160
  - ii. Add New Course to Inventory PTHA 1260 (replaces PTHA 1160 and PTHA 1161)
  - iii. Delete PTHA 1161 from Inventory

**Presented by Shawn Palmer:** (i) (ii) and (iii) explaining these classes are involved with the summer clinical and how these changes are needed for student success in clinical.

**Sue Grady presented remaining proposals.** Requesting these changes to align the catalog with actual pre- and co-requisites alignment of the program. Two years ago the State mandated a change from 72 hours to 66 hours program. Sequencing is noted from accreditation review.

**Motion made to approve, seconded, approved by all.**

- iv. PTHA 1405 Add PTHA 1413 as Co-requisite
  - v. PTHA 1413, Remove PTHA 1413 as co-requisite; Add PTHA 1405 & BIOL 2401 as co-requisites
  - vi. PTHA 2409, Add PTHA 1413 PTHA 1301, PTHA 1405 as pre-requisites; Add PTHA 1431 as co-requisite
  - vii. PTHA 2301, Add PTHA 1413, PTHA 1301, PTHA 1405 as pre-requisites; Add PTHA 1431 as co-requisite; Remove PTHA 1413 as co-requisite
  - viii. PTHA 1431, Add PTHA 1413, PTHA 1301, PTHA 1405 as pre-requisites; Remove BIOL 2402 as re-requisite; Add BIOL 2402, PTHA 2301, PTHA 2409 as co-requisites
  - ix. PTHA 1260, Add PTHA 1413, PTHA 1301, PTHA 1405, PTHA 1431, PTHA 2301, PTHA 2409 as pre-requisites
  - x. PTHA 2305, Add PTHA 1413, PTHA 1301, PTHA 1405, PTHA 1431, PTHA 2301, PTHA 2409, PTHA 1260 as pre-requisites
  - xi. PTHA 1321, Add PTHA 1413, PTHA 1301, PTHA 1405, PTHA 1431, PTHA 2301, PTHA 2409, PTHA 1260, PTHA 2305 as pre-requisites; Add PTHA 2435 and PTHA 2431 as co-requisites
  - xii. PTHA 2435, Add PTHA 1413, PTHA 1301, PTHA 1405, PTHA 1431, PTHA 2301, PTHA 2409, PTHA 1260, PTHA 2305 as pre-requisites; Add PTHA 1321 and PTHA 2431 as co-requisites
  - xiii. PTHA 2431, Add PTHA 1413, PTHA 1301, PTHA 1405, PTHA 1431, PTHA 2301, PTHA 2409, PTHA 1260, PTHA 2305 as pre-requisites; Add PTHA 1321 and PTHA 2435 as co-requisites
  - xiv. PTHA 2567, Add PTHA 1413, PTHA 1301, PTHA 1405, PTHA 1431, PTHA 2301, PTHA 2409, PTHA 1260, PTHA 2305, PTHA 2435, PTHA 1321 as pre-requisites; Add PTHA 2317 as co-requisites
  - xv. PTHA 2317, Add PTHA 1413, PTHA 1301, PTHA 1405, PTHA 1431, PTHA 2301, PTHA 2409, PTHA 1260, PTHA 2305, PTHA 2435, PTHA 1321, PTHA 2431 as pre-requisites; Add PTHA 2567 as co-requisites
- c. Medical Assistant
- i. Add a Major Code: ADMA.Cert Administrative Medical Assistant
  - ii. Course Change/Add: HITT 1301 Health Data Content and Structure
  - iii. Course Change/Add: SPCH 1318 Interpersonal Communication
  - iv. Program Change Add a New Major Code: MDCA.AAS
  - v. Revise Curriculum: MDCA.CERT Clinical Medical Assistant

**Jessica Hill with PowerPoint presentation of the Medical Assistant Curriculum:** the requested changes will make it possible for more completers and give the students multiple options for completion of the program. The student would be able to complete the program with one or both certificates.

**Discussion** of Dual Credit and needing A&P as a pre-requisite, also one more credit hour to be eligible for Financial Aid.

**Motion made to approve Pending One More credit hour being added to certificate for Financial Aid eligibility, seconded, approved by all.**

- d. Dental Assisting
- i. Delete DNTA 1102 and DNTA 1205
  - ii. Add a New Course to Inventory: DNTA 1305 Dental Radiology

**Presented by Dana Scott:** change was due to accreditation review and giving students an extra hour in lab experience. No change in contact hours.

**Motion made to approve, seconded, approved by all.**

- e. Pre-Nursing A.S.
  - i. Course Change/Add: BIOL 2421 Microbiology for Science Majors
  - ii. Course Change/Add: CHEM 1111 Principles of Chemistry I (lab)
  - iii. Course Change/Add: CHEM 1311 Principles of Chemistry I

**Presented by Lyndi Shadbolt:** these are for students planning on transferring to a four year university. This gives students more options when transferring. Ms. Shadbolt previously met with Diane Brice to confirm there would not be issues with Registrar's office, pre-requisites and transfers. Discussion followed.

**Motion made to approve, seconded, approved by all.**

- f. Certified Nurse Aide
  - i. Revise Curriculum for Level I
  - ii. Delete NURA 1307 Introduction to Body Systems
  - iii. Add NURA 1407 Introduction to Body Systems (replaces NURA 1307)
  - iv. Delete NURA 1460 Clinical
  - v. Add NURA 1360 Clinical (replaces NURA 1460)
  - vi. Add SPCH 1318 Interpersonal Communication

**Presented by Michelle Rupe:** the revision is to encourage students to continue their education and improve their critical thinking. The speech change will enhance the student communication skill and link with other programs/or pathways.

**Motion made to expand the Speech option to SPCH 1315 and SPCH 1321, seconded, approved by all.**

- g. Patient Care Technician
  - i. Revise Curriculum
  - ii. Add ERCD 1111 Electrocardiography
  - iii. Add MDCA 1321 Administrative Procedure
  - iv. Delete NURA 1307 Introduction to Body Systems (replaced with NURA 1407 below)
  - v. Delete HITT 1301 Health Data Content & Structure (replaced with HITT 1321)
  - vi. Delete MDCA 1191 Special Topics in Medical Assistant
  - vii. Add NURA 1407 Introduction to Body Systems
  - viii. Add NURA 1360 Clinical
  - ix. Delete NURA 1460 Clinical (replaced with NURA 1360)
  - x. Add SPCH 1318 Interpersonal Communication
  - xi. Delete SPCH 1321 Business and Professional Speaking (replacing with SPCH 1318)

**Presented by Michelle Rupe:** explains the program makes the student more marketable as well as a clinical setting. This also gives the student an option other than Certified Nurse Aid.

**Motion made to expand the Speech option to SPCH 1315 and SPCH 1321, seconded, approved by all.**

Next meeting scheduled for March 10, 2017, 9:30 am Ware Bldg. Room 207

Meeting Adjourned 10:56 a.m.