

**Curriculum Committee Minutes**  
**9:30 – 11:30 am, April 28, 2017**  
**Ware Student Commons Room 207**

**Present:** Becky Burton, Brian Farmer, Carol Buse, Carol Summers, Claudie Biggers, Daniel Esquivel, Debby Hall, Diane Brice, Frank Sobey, Jerry Terry, Jill Gibson, Kelly Prater, Kim Crowley, Kim Hays, Lyndi Shadbolt, Mark Rowh, Megan Eikner, Renee Vincent, Stefanie Decker, Tina Babb, Toni Gray and Sarah David, recorder.

**I. Approval of minutes, March 24, 2017 meeting**

Minutes reviewed. Motion made to approve, seconded and approved by all.

**II. Curriculum Membership**

Frank Sobey presented the changes made to the Membership List for FY18.

Diane Brice requested Kristin McDonald-Willey, Associate Registrar be added as Ex-officio.

No objections made to the addition of Kristin. Kristin will be added as Ex-officio.

**III. Diagnostic Medical Sonography Program**

DMSO 1441 replaces DMSO 1405: Revision approved by email response

**IV. Sonography Program**

Requesting wording changed in catalog; approved by email response

Frank Sobey clarified items 3 and 4 are present on the agenda for record only.  
Both items were presented and approved via email.

**V. Revise course title for MDCA 1164 and MDCA 1165.**

Presently both state "Practicum-Medical/Clinical Assistant"

Kim Crowley presented for Jessica Hill. Jessica completed the Curriculum Committee Form for Other Issues. MDCA 1164 will be changed to Practicum-Clinical and MDCA 1165 will be changed to Practicum-Administrative.

Motion made to approved, seconded and approved by all.

**VI. Certificate Level Revisions**

- a. AERM.CERT.PM – 39 hour program: Currently listed in Colleague as a Level I Certificate, requesting to move this to a Level II Certificate.
- b. AERM.CERT.AM – 42 hour program: Currently listed in Colleague as a Level I Certificate, requesting to move this to a Level II Certificate.

Megan Eikner presented: issues were found that two programs are at Level I that need to be at Level II. This change will require TSI completion, assisting students to success by assuring the student will have the math and reading skills required to complete these courses.

Motion made to approved, seconded and approved by all.

**VII. Clarification of Program Descriptions in Catalog.**

Frank Sobey clarified the charge of the Committee with program descriptions in the catalog. Changes made to the program description that are cosmetic or add clarity to the program, as long as it is not substantive in nature, can be taken directly to Tina Babb.

If your changes are substantive in nature, changing your grading policy or requirements, then these changes are to be brought to the Committee. These changes are to be made well in advance of the e-catalog going live. If unsure the change is substantive in nature or not, send it to Tina Babb and Frank Sobey and they will discuss the change with you for action.

**VIII. E-Submission Platform**

Frank Sobey presented the new platform and demonstrated the submission and approval system. You can find the form at <https://www.actx.edu/forms/curriculum>

The initiator will complete the form, saves and submits to Dean (after submitting the form to the Dean it is locked and the initiator cannot make changes. The Dean will approve or decline; an approved form will go to Frank Sobey, Tina Babb and Sarah Davis. If the form is declined, it will be returned to the initiator. The Initiator at that time will be able to go back into the form to make changes then re-submit.

Deans will receive a notice there is a Curriculum Request waiting for their approval.

**IX. Other Business**

Curriculum Committee Meetings for next year will be held on the 3<sup>rd</sup> Friday of every month. Those appointments will be sent out next week.

Follow-up email will be sent to the Committee of the e-platform link.

Meeting Adjourned 9:54 a.m.