

ACADEMIC COUNCIL 2018-2019

Annual Committee Report

Committee Name: Academic Council

Chairperson: Dr. Lisa Crandall, Vice President of Instructional Services, Co-chair

Shana Drury, Dean of Instructional Services, Co-chair

List of members: Dr. Brad Beauchamp, Director of Instructional Assessment, Mathematics Instructor; Christina Feldman, Director of Continuing Education; Clara Garza, Counselor; Marian Grona, Director of Library Services; Kristin Harris, Dean of Student Services; Mark Holcomb, Division Chair Information & Technology, Industrial Automation Systems Instructor; Bettye Hutchins, Faculty Senate Representative, History Instructor; Joe Johnston, Division Chair Communications, English Instructor; Melissa Moore, Early College Start Coordinator; Kirk Polk, Faculty Senate Representative, Government Instructor; Amanda Raines, Director of Enrollment Management/Registrar; Dr. Mary Rivard, Director of Nursing/Instructor; Steven Underhill, Faculty Senate President, Business Administration Instructor; Paula Whitman, Division Chair mathematics & Science, Mathematics Instructor

Dates of meetings: September 21, 2018; October 19, 2018; November 9, 2018; January 25, 2019; February 15, 2019; March 2019 (electronic); April 12, 2019; April 2019 (electronic)

Accomplishments:

Council members approved the following motions:

September 21, 2018 –

1. SACSCOC Dual Enrollment Policy changes
2. Program and Discipline Evaluation template revisions
3. Removal of the prerequisite from PSYC 2314 Lifespan Growth and Development
4. Deletion of BUSG 2366 and BUSG 2367 from the course inventory

October 19, 2018 –

1. CRIJ 1306 Court Systems and Practices added to the college course inventory
2. At the recommendation of the program's advisory committee, the Health Information Management Program made the following revisions effective Fall 2019:
 - Add an entry-level Health Information Analyst Level I Certificate. This certificate will prepare students for an entry-level clerical position in a medical record or health department;
 - Add HITT 1160 Clinical-Health Information/Medical Records Technology/Technician to the course inventory for the Level I Certificate;
 - Add MATH 1342 Elementary Statistical Methods and remove SPCH 1315 Public Speaking for the Level II Certificate and the A.A.S. Degree.
 - Students enrolled in the Level II Certificate of Completion and the A.A.S. degree must complete BIOL 2401 and BIOL 2402 with a grade of "C" or better to be eligible to apply for admission to the program.

Students must earn a grade of "C" or better in all courses to complete the program.

November 9, 2018 –

At the recommendation of the Welding Advisory Committee, the following revisions to the following program revisions were approved effective Fall 2019:

Course additions:

- WLDG 1313 Introduction to Blueprint Reading for Welders
- WIDG 1317 Introduction to Layout and Fabrication
- WLDG 2443 Advanced Shielded metal Arc Welding (SMAW)
- WLDG 2447 Advanced Gas Metal Arc Welding (GMAW)

Course deletions:

- WLDG 1413 Introduction to Blueprint Reading for Welders
- WLDG 1417 Introduction to Layout and Fabrication

Degree Plan Revisions

- A.A.S. Degree
Remove the 6-hour Related Requirements of OSHT 1309 Physical Hazards Control and the 3-semester hour elective
Verification of Workplace Competencies: Capstone Experience – WLDG 2413 Intermediate Welding Using Multiple Processes

Non-degree seeking students may choose the Level 1 Basic Welding Certificate of Completion totaling 25 semester hours with a probable completion time of 2 semesters. Those interested in more advanced training can complete the Level 1 Advanced Welding Certificate of Completion with a probable completion time of 2 semesters.

January 25, 2019 –

At the recommendation of the Associate Degree Nursing Advisory Committee, the following revisions were made to the A.A.S. degree plans effective Fall 2019:

- Course Addition – RNSG 1146 Legal & Ethical Issues in Nursing
- Course Deletion – RNSG 1246 Legal & Ethical Issues in Nursing
- Generic Degree Plan –
 - Add BIOL 2420 Microbiology for Non-Science Majors to the General Education Requirements and remove the college level math requirement
 - Increase the General Education Requirements from 20 to 21 semester hours
 - The Major Requirements change from 34 semester hours to 33 semester hours
 - Under Occupational Skills Award, Add RNSG 1146 Legal & Ethical Issues for Nursing and delete RNSG 1246 Legal & Ethical Issues for Nursing
 - The Occupational Skills Award changes from 12 semester hours to 11 semester hours
- LVN Transition Degree Plan
 - Add BIOL 2420 Microbiology for Non-Science Majors to the General Education Requirements and remove the college level math requirement
 - Increase the General Education Requirements from 20 to 21 semester hours
 - The Major Requirements change from 26 semester hours to 25

February 15, 2019 –

At the recommendation of the Business Management Advisory Committee, the following revisions were made to the Certificate and A.A.S. degree:

- Course Additions – BMGT 1309 Information and Project Management, BMGT 1341 Business Ethics, BUSG 1303 Principles of Finance
- Course Deletions – BUSI 2301 Business Law, ITSW 1301 Introduction to Word Processing

At the recommendation of the Cosmetology Advisory Committee, the following revisions were approved for the Certificate of Completion:

- Change “Special Fee” to “Program Fee” and increase the amount from \$22.00 to \$35.00.

At the recommendation of the Emergency Medical Services Advisory Committee, the following additions were approved:

- Add an Emergency Medical Service Paramedic Certificate of Completion totaling 39 semester hours of instruction. Courses added include:
 - EMSP 2164 Practicum (or Field Experience) Emergency Medical Technology/ (EMT Paramedic)
 - EMSP 2205 EMS Operations
 - EMSP 2206 EMS Pharmacology
 - EMSP 2243 Assessment Based Management
 - EMSP 2261 Clinical-Emergency Medical Technology/Technician (EMS Paramedic) (P)
 - EMSP 2330 Special Populations
 - EMSP 2434 Medical Emergencies
 - EMSP 2444 Cardiology

At the recommendation of the Associate Degree Nursing Advisory Committee, a Nurse Central Fee of \$225.00 was added to the following courses:

- RNSG 1209 Introduction to Nursing
- RNSG 1309 Introduction to Nursing
- RNSG 1327 Transition to Professional Nursing

At the recommendation of the Licensed Vocational Nursing Advisory Committee, the following revisions were approved effective Fall 2019:

Change ‘Special Fee’ to ‘Program Fee’ and revise the amount to \$25.00 per semester hour for the following Vocational Nursing courses:

- VNSG 1115 Disease Control and Prevention
- VNSG 1122 Vocational Nursing Concepts
- VNSG 1126 Gerontology
- VNSG 1133 Growth and Development
- VNSG 1161 Clinical-Licensed Practical/Vocational Nurse Training
- VNSG 1162 Clinical-Licensed Practical/Vocational Nurse Training
- VNSG 1201 Mental Health and Mental Illness
- VNSG 1216 Nutrition
- VNSG 1227 Essentials of Medication Administration
- VNSG 1234 Pediatrics
- VNSG 1320 Anatomy and Physiology for Allied Health (A)
- VNSG 1329 Medical-Surgical Nursing I
- VNSG 1330 Maternal-Neonatal Nursing
- VNSG 1331 Pharmacology

VNSG 1332 Medical-Surgical Nursing II
VNSG 1362 Clinical-Licensed Vocational Nurse (LVN) Training
VNSG 1423 Basic Nursing Skills
VNSG 1460 Clinical-Licensed Vocational Nurse (LVN) Training
VNSG 2431 Advanced Nursing Skills
HESI Testing Fee \$150.00:
VNSG 1122 Vocational Nursing Concepts
VNSG 1329 Medical-Surgical Nursing I
VNSG 1332 Medical-Surgical Nursing II
Nursing Central Fee \$225.00
VNSG 1122 Vocational Nursing Concepts
Course Deletions:
VNSG 1163 Clinical-Licensed Practical/Vocational Nurse Training
VNSG 1263 Clinical Licensed Vocational Nurse (LVN) Training
VNSG 1363 Clinical-Licensed Vocational Nurse (LVN) Training

At the recommendation of the Licensed Vocational Nursing Advisory Committee, the following revisions were approved effective Fall 2020:

Program Additions:

BIOL 2401 Anatomy & Physiology I
BIOL 2402 Anatomy & Physiology II
PSYC 2341 Lifespan Growth & Development

Course additions:

VNSG 1105 NCLEX PN Review
VNSG 1222 Vocational Nursing Concepts
VNSG 1230 Maternal-Neonatal Nursing
VNSG 1323 Basic Nursing Skills
VNSG 1360 Clinical-Licensed Vocational Nurse (LVN) Training
VNSG 1429 Medical-Surgical Nursing I
VNSG 1432 Medical-Surgical Nursing II
VNSG 2331 Advanced Nursing Skills

Course contact hour and prerequisite revisions:

VNSG 1161 Clinical-Licensed Practical/Vocational Nurse Training
VNSG 1162 Clinical-Licensed Practical/Vocational Nurse Training
VNSG 1201 Mental Health and Mental Illness
VNSG 1227 Essentials of Medication Administration
VNSG 1234 Pediatrics
VNSG 1331 Pharmacology
VNSG 1362 Clinical-Licensed Vocational Nurse (LVN) Training

HESI Testing Fee \$150.00:

VNSG 1222 Vocational Nursing Concepts
VNSG 1429 Medical-Surgical Nursing I
VNSG 1432 Medical-Surgical Nursing II

Nursing Central Fee \$225.00:

VNSG 1122 Vocational Nursing Concepts

Course deletions:

VNSG 1115 Disease Control and Prevention

VNSG 1122 Vocational Nursing Concepts
VNSG 1126 Gerontology
VNSG 1133 Growth and Development
VNSG 1216 Nutrition
VNSG 1320 Anatomy and Physiology for Allied Health (A)
VNSG 1329 Medical-Surgical Nursing I
VNSG 1330 Maternal-Neonatal Nursing
VNSG 1332 Medical-Surgical Nursing II
VNSG 1423 Basic Nursing Skills
VNSG 1460 Clinical-Licensed Vocational Nurse (LVN) Training
VNSG 2431 Advanced Nursing Skills

March 2019 –

By electronic vote and at the recommendation of the Computer and Information Science Program Advisory Committee, Academic Council members approved the following course additions:

ITNW 2305 Network Administration
ITSE 1306 PHP Programming
ITSE 1407 Introduction to C++ Programming
ITSE 2459 Advanced Computer Programming

At the recommendation of the Medical Assisting Advisory Committee, council members approved the revision of MDCA 1302 Human Disease and Pathophysiology. Revisions include lecture/lab hours of (3-1) with contact hours of 64; Lab Fee: \$24.00 and Program Fee: \$40.00 added to the course; and the prerequisite for the course is HITT 1305 or MDCA 1309.

April 12, 2019 –

At the recommendation of the Barber Advisory Committee, council members approved the addition of the Barber Program Level 1 Certificate of Completion that includes the following courses:

BARB 1307 Introduction to Hair Design
BARB 1402 Barber Styling I
BARB 1404 Introduction to Barber Styling
BARB 1442 Barber Styling II
BARB 2402 Barber Styling III
BARB 2431 Advanced Barber Styling I
BARB 2432 Barber Law and Shop Management I
BARB 2441 Advanced Barber Styling II
BARB 2444 Barber Law and Shop Management II
CSME 2337 Advanced Cosmetology Techniques

At the recommendation of the Dental Assisting Advisory Committee, council members approved the addition of the Dental Assisting Program Level 1 Certificate of Completion that includes the following courses:

DNTA 1305 Dental Radiology
DNTA 1311 Dental Science

DNTA 1415 Chairside Assisting
DNTA 1301 Dental Materials
DNTA 1347 Advanced Dental Science
DNTA 1245 Preventive Dentistry
DNTA 1249 Dental Radiology in the Clinic
DNTA 1241 Dental Laboratory Procedures
DNTA 1353 Dental Assisting Applications
DNTA 1160 Clinical-Dental Assisting/Assistant
DNTA 2230 Seminar for the Dental Assistant

At the recommendation of the Medical Assisting Advisory Committee, council members approved the addition of the Medical Assisting Program Level 1 Certificate of Completion that includes the following courses:

MDCA 1205 Medical Law and Ethics
MDCA 1254 Medical Assisting Credentialing Exam
MDCA 1260 Clinical-Medical/Clinical Assistant
MDCA 1309 Anatomy and Physiology for Medical Assistants
MDCA 1313 Medical Terminology
MDCA 1321 Administrative Procedures
MDCA 1348 Pharmacology & Administration of Medication
MDCA 1417 Procedures in a Clinical Setting
PLAB 1323 Phlebotomy

April 2019 –

By electronic vote and at the recommendation of the Machining Program Advisory Committee, Academic Council members approved the following program revisions:

Course Addition:

MCHN1302 Print Reading for Machining Trades

Deletion:

MCHN 2403 Fundamentals of Computer Numerical Controlled (CNC) Machine Controls

Revision:

Certificate of Completion totals 30 semester hours

At the recommendation of the Program Evaluation Committee, Academic Council members approved the deletion of the Administrative Office Technology Program Certificate of Completion and the Associate of Applied Science Degree. Course deletions include:

ACNT 1313 Computerized Accounting Applications
ACNT 1325 Principles of Accounting I
ACNT 1326 Principles of Accounting II
POFT 1349 Spreadsheets
POFT 2431 Desktop Publishing
POFT 1220 Job Search Skills
POFT 1309 Administrative Office Procedures I
POFT 1325 Business Math Using Technology
POFT 1349 Administrative Office Procedures II
POFT 1364 Practicum (or Field Experience) Administrative Assistant and

Secretarial Science, General
POFT 2331 Administrative Project Solutions

Recommendations:

At the recommendation of the programs' advisory committees, the following Certificates of Completion were approved effective Fall 2019:

- Add a Level 1 Health Information Management Analyst Certificate of Completion totaling 16 semester hours with a probable completion time of 2 semesters. This certificate will prepare students for an entry-level clerical position in a medical record or health department.
- Add a Level 2 Emergency Medical Service Paramedic Certificate of Completion totaling 39 semester hours with a probable completion time of 2 years.

Courses added include:

EMSP 2164 Practicum (or Field Experience) Emergency Medical Technology/
(EMT Paramedic)

EMSP 2205 EMS Operations

EMSP 2206 EMS Pharmacology

EMSP 2243 Assessment Based Management

EMSP 2261 Clinical-Emergency Medical Technology/Technician
(EMS Paramedic) (P)

EMSP 2330 Special Populations

EMSP 2434 Medical Emergencies

EMSP 2444 Cardiology

- Add a Level 1 Basic Welding Certificate of Completion totaling 25 semester hours with a probable completion time of 2 semesters.
- Add a Level 1 Advanced Welding Certificate of Completion totaling 20 semester hours with a probable completion time of 2 semesters.
- Add a Level 1 Barber Program Certificate of Completion totaling 42 semester hours with a probable completion time of 1 year and 8 weeks.
- Add a Level 1 Dental Assisting Certificate of Completion totaling 28 semester hours with a probable completion time of 9 months.
- Add a Level 1 Medical Assisting Certificate of Completion totaling 28 semester hours with a probable completion time of 9 months.

At the recommendation of the Discipline Advisory Committee, the following disciplines were found to be satisfactory in all areas and should continue without probation:

Business, Computer Science, Drama, and Education.

At the recommendation of the Program Advisory Committee, the following programs were found to be satisfactory in all areas and should continue without probation:

Farm and Ranch Management, Industrial Automation Systems, Health Information Management, and Firefighter Academy.

At the recommendation of the Program Evaluation Committee, the Certificate of Completion and A.A.S. degree for Administrative Office Technology will be deleted. The process of teaching-out the students that declared this major should be completed by August 2019.

Academic Council members reviewed and approved the Occupational Skills Awards and the Verification of Workplace Competencies as submitted.

Academic Council members reviewed and approved the Substantive Change Policy and they voted in support of the proposal to close the Sheppard Learning Center Office on Sheppard Air Force Base.

Membership suggestions: **Possibly Rachel White, Recruiting and Kelly Peterson, Student Success?**

Agendas, exhibits and minutes posted to Vernon College web site address:
www.vernoncollege.edu

Submitted by: Dr. Lisa Crandall

Date submitted: