

ACADEMIC COUNCIL
Annual Committee Report
2020-2021

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:

Lori Arnold, Faculty Senate Representative, Psychology Instructor

Dr. Brad Beauchamp, Director of Instructional Assessment, Mathematics Instructor

Christina Feldman, Director of Continuing Education

Greg Fowler, Division Chair Behavioral and Social Sciences, Criminal Justice and Government Instructor

Clara Garza, Student Success Specialist (Retired in December, 2020)

Marian Grona, Director of Library Services

Kristin Harris, Dean of Student Services

Rachel Herrmann, Faculty Senate Representative, Licensed Vocational Nursing Instructor

Mark Holcomb, Division Chair Information & Technology, Automation & Electrical Technology Instructor

Bettye Hutchins, SACSCOC, History Instructor

Joe Johnston, Division Chair Communications, English Instructor

Melissa Moore, Early College Start Coordinator

Kelly Peterson, Student Success Specialist (Added to committee in January, 2021)

Amanda Raines, Director of Enrollment Management/Registrar

Dr. Mary Rivard, Director of Nursing, Associate Degree Nursing Instructor

Jon Schreiber, Faculty Senate President, English Instructor

Criquett Scott, Student Success Pathway Director

Paula Whitman, Division Chair Mathematics & Science, Mathematics Instructor

Dates of meetings: September 25, 2020; October 16, 2020; November 20, 2020; January 29, 2021; February 26, 2021; March 26, 2021; April 30, 2021 (electronic meeting)

Accomplishments:

Council members approved the following motions:

September 25, 2020 –

1. Review of the Substantive Change Policy and Substantive Change Notification for Cosmetology
2. At the recommendation of the Automation and Electrical Technology Advisory Committee, the following program changes were approved effective Fall 2021:
ELMT 2433 Industrial Electronics- Remove the prerequisite and add the statement: Capstone course, to be taken with consent of instructor in student's last semester prior to graduation.
ELPT 1441 Motor Control- Catalog correction: CETT 1402 was removed from the program in Fall 2018. The correct prerequisite is ELPT 1411 Basic Electrical Theory.
ELPT 2419 Programmable Logic Controllers I- Remove the prerequisite from this course

3. At the recommendation of the Business Management Advisory Committee, the following program changes were approved effective Fall 2021:
 Additions:
 LEAD 1100 Workforce Development w/Critical Thinking
 BUSG 1207 Entrepreneurship and Economic Development
 Deletion:
 BUSG 1307 Entrepreneurship and Economic Development
 Revisions:
 Certificate of Completion 31 total semester hours
4. Court Reporting was approved as a Continuing Education Program effective Fall 2021. The 18-month program will be offered exclusively online with student progressing through the program as a group.
5. All Special Fees will now be listed as Program Fees throughout the *General Catalog*.

October 16, 2020 –

1. At the recommendation of the Automotive Technology Advisory Committee, the following changes were approved effective Fall 2021:
 Additions:
 AUMT 2317 Automotive Engine Performance Analysis I
 LEAD 1100 Workforce Development w/Critical Thinking
 Deletion:
 AUMT 2417 Automotive Engine Performance Analysis I
2. At the recommendation of the Health Information Management Advisory Committee, the following changes were approved effective Fall 2021:
 Additions:
 HITT 2160 Clinical-Health Information/Medical Records Technology/Technician replaces HITT 2260
 HITT 2330 Pathophysiology and Pharmacology
 LEAD 1100 Workforce Development w/Critical Thinking
 Revisions:
 Change Program Fee to \$45.00 for the following courses:
 HITT 1160 Health Information/Medical Records Technology/Technician
 HITT 1305 Health Data Content and Structure
 HITT 1345 Health Care Delivery Systems
 HITT 1353 Legal and Ethical Aspects of Health Information
 HITT 2339 Health Information Organization and Supervision
 HITT 2340 Advanced Medical Billing and Reimbursement
 HITT 2361 Clinical-Health Information/Medical Records Technology/Technician - Testing Fee Removed and Program Fee changed to \$45.00
 Occupational Skills Award Revised to add LEAD 1100
 Verification of Workplace Competencies HITT 2160
 Deletions:
 HITT 2260 Clinical-Health Information/Medical Records Technology/Technician

- MDCA 1302 Human Disease/Pathophysiology (remove from HIM only)
3. At the recommendation of the Medical Assisting Advisory Committee, the following changes were approved effective Fall 2021:
Additions:
 - MDCA 1317 Procedures in a Clinical Setting
 - LEAD 1100 Workforce Development w/Critical ThinkingRevisions:
 - MDCA 1254 Medical Assisting Credentialing Exam Review- Test Prep Package Fee \$74.00 added (*effective Spring 2021*)
 - PLAB 1323 Phlebotomy Testing Fee revised to \$117.00; Test Prep Package Fee \$69.00 added (*effective Spring 2021*)Deletion:
 - MDCA 1417 Procedures in a Clinical Setting
 4. Military to RN Curriculum Plan for Associate Degree Nursing was approved effective Fall 2021. This program will mirror the LVN to RN degree plan. A substantive change notification will be sent for SACSCOC approval.
 5. At the recommendation of the Welding Advisory Committee, the following changes were approved effective Fall 2021:
Additions:
 - WLDG 1327 Welding Codes and Standards
 - LEAD 1100 Workforce Development w/Critical ThinkingDeletion:
 - WLDG 1427 Welding Codes and Standards

November 20, 2020 –

1. At the recommendation of the Automation and Electrical Technology Advisory Committee, the following changes were approved effective Fall 2021:
Additions:
 - CBFM 2317 Mechanical Maintenance
 - LEAD 1100 Workforce Development w/Critical Thinking
 - Occupational Skills Award – 13 semester hours to include:
 - EMPT 1411 Basic Electrical Theory
 - Or
 - HART 1401 Basic Electrical Theory for HVAC
 - RBTC 1405 Robotics Fundamentals
 - ELPT 1457 Industrial Wiring
 - LEAD 1100 Workforce Development w/Critical ThinkingDeletion:
 - CBFM 2417 Mechanical Maintenance
2. At the recommendation of the Barber Advisory Committee, the following changes were approved effective Fall 2021:
Additions:
 - BARB 1291 Special Topics in Barber: Manicuring & Related Theory
 - LEAD 1100 Workforce Development w/Critical Thinking

Occupational Skills Award of 11 semester hours for crossover students from the Cosmetology program to Barber.

Revisions:

Change Program Fee to \$50.00 for 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 2431 Advanced Barber Styling I
- BARB 2432 Barber Law and Shop Management I
- BARB 2441 Advanced Barber Styling II

Deletion:

BARB 1391 Special Topics in Barber: Manicuring & Related Theory

3. At the recommendation of the Basic Fire Academy Advisory Committee, the following changes were approved effective Fall 2021:

Addition:

LEAD 1000 Workforce Development with Critical Thinking

Revision:

Program class hours increase to 512

4. At the recommendation of the Basic Law Enforcement Academy Advisory Committee, the following changes were approved effective Fall 2021:

Addition:

LEAD 1000 Workforce Development with Critical Thinking

Revision:

Program class hours increase to 776

5. At the recommendation of the Computer and Information Sciences Advisory Committee, the following changes were approved effective Fall 2021:

Additions:

- ITSC 2339 Personal Computer Help Desk Support
- LEAD 1100 Workforce Development w/Critical Thinking

Change the program fee to \$40.00 for the following courses:

- CPMT 1351 IT Essentials: PC Hardware and Software
- ITNW 1316 Network Administration
- ITNW 1325 Fundamentals of Networking Technologies
- ITNW 1458 Network+
- ITNW 2312 Routers
- ITNW 2454 Internet/Intranet Server
- ITSC 2335 Application Software Problem Solving
- ITSE 1301 Web Design Tools
- ITSE 1306 PHP Programming
- ITSE 1402 Computer Programming
- ITSE 1407 Introduction to C++ Programming
- ITSE 2459 Advanced Computer Programming

Occupational Skills Award revisions to include 14 semester hours:

- CPMT 1351 IT Essentials
- ITNW 1325 Fundamentals of Networking Technologies
- ITSE 1301 Web Design Tools

ITSE 1402 Computer Programming
LEAD 1100 Workforce Development w/Critical Thinking

Deletion:

ITSC 2439 Personal Computer Help Desk Support

6. At the recommendation of the Cosmetology Advisory Committee, the following changes were approved effective Fall 2021:

Additions:

CSME 1310 Introduction to Haircutting and Related Theory

LEAD 1100 Workforce Development w/Critical Thinking

Occupational Skills Award of 12 semester hours for crossover students from the Barber program to Cosmetology.

Revision of the program fee to \$50.00 for the following:

CSME 1248 Principles of Skin Care

CSME 1401 Orientation to Cosmetology

CSME 1434 Cosmetology Instructor I

CSME 1435 Orientation to the Instruction of Cosmetology

CSME 1443 Manicuring and Related Theory

CSME 1451 Artistry of Hair, Theory and Practice

CSME 1453 Chemical Reformation and Related Theory

CSME 2401 Principles of Hair Coloring and Related Theory

CSME 2410 Advanced Hair Cutting

CSME 2414 Cosmetology Instructor II

CSME 2444 Cosmetology Instructor IV

CSME 2449 Cosmetology Instructor III

Deletion:

CSME 1410 Introduction to Haircutting and Related Theory

7. At the recommendation of the Culinary Arts Advisory Committee, the following changes were approved Fall 2021:

Addition:

LEAD 1000 Workforce Development w/Critical Thinking

Revision:

Program class hours increase to 416

8. At the recommendation of the Dental Assisting Advisory Committee, the following changes were approved effective Fall 2021:

Addition:

LEAD 1100 Workforce Development w/Critical Thinking

Revision:

Occupational Skills Award revised to include 14-semester hours with the addition of LEAD 1100.

9. At the recommendation of the Emergency Medical Services Advisory Committee, the following changes were approved:

Addition:

LEAD 1100 Workforce Development w/Critical Thinking effective Fall 2021

Revision:

EMSP 1260 Clinical-Emergency Medical Technology/Technician (EMT Paramedic) (B)
contact hours revised to (0-8) *effective Spring 2021*

EMSP 1362 Clinical-Emergency Medical Technology/ Technician (EMT Paramedic) (A)
contact hours revised to (0-14) *effective Spring 2021*

10. At the recommendation of the Farm and Ranch Management Advisory Committee, the following changes were approved effective Fall 2021:

Additions:

AGMG 1264 Practicum (or Field Experience)-Farm/Farm and Ranch Management

AGMG 2265 Practicum (or Field Experience)-Farm/Farm and Ranch Management

LEAD 1100 Workforce Development w/Critical Thinking.

Increase in the program fee to \$35.00 for:

AGAH 1453 Beef Cattle Production

AGEQ 1315 Horse Evaluation I

Revise the Occupational Skills Award to include:

AGCR 1407 Range Management

LEAD 1100 Workforce Development w/Critical Thinking

AGRI 1419 Introductory Animal Science

AGRI 1131 The Agricultural Industry

Revise the Verification of Workplace Competencies to include AGMG 1264 for the certificate and AGMG 2265 for the degree.

Deletions:

AGMG 1364 Practicum (or Field Experience)-Farm/Farm and Ranch Management

AGMG 2365 Practicum (or Field Experience)-Farm/Farm and Ranch Management

11. At the recommendation of the Heat, Ventilation and Air Conditioning Advisory Committee, the following changes were approved effective Fall 2021:

Addition:

LEAD 1100 Workforce Development w/Critical Thinking

Revisions:

Occupational Skills Award increased to 13-semester hours with the addition of LEAD 1100
TBA electives (8-semester hours total) selected from ELPT 1441, ELPT 1457, ELMT 2433,
or WLDG 1428

12. At the recommendation of the Machining Advisory Committee, the following changes were approved effective Fall 2021:

Addition:

LEAD 1100 Workforce Development w/Critical Thinking

Revision:

Occupational Skills Award increased to 14-semester hours with the addition of LEAD 1100

13. At the recommendation of the Pharmacy Technician Advisory Committee, the following changes were approved effective Fall 2021:

Additions:

LEAD 1100 Workforce Development w/Critical Thinking

PHRA 1345 Compounding Sterile Preparations

Revisions:

PHRA 1201 Introduction to Pharmacy- remove the lab fee

PHRA 1209 Pharmaceutical Mathematics I- increase the program fee to \$50.00

PHRA 1247 Pharmaceutical Mathematics II- increase the program fee to \$50.00

Deletion:

PHRA 1445 Compounding Sterile Preparations

14. At the recommendation of the Surgical Technology Advisory Committee, the following change was approved effective Fall 2021:

Addition:

Software Fee \$250.00 added to SRGT 1409 Fundamentals of Perioperative Concepts and Techniques

15. At the recommendation of the Associate Degree Nursing/Military to RN Degree Advisory Committee, the following changes were approved effective Fall 2021:

Revisions:

Assessment Fee (replacing HESI Exam Fee) for:

RNSG 1146 Legal and Ethical Issues in Nursing Fee- none

RNSG 1209 Introduction to Nursing- \$200.00

RNSG 1309 Introduction to Nursing- \$200.00

RNSG 1327 Transition to Professional Nursing- \$300.00

RNSG 1412 Nursing Care of the Childbearing and Child Rearing Family- \$200.00

RNSG 1441 Common Concepts of Adult Health- \$200.00

RNSG 1443 Complex Concepts of Adult Health- \$200.00

Assessment/HESI Fee removed and Hurst Review fee added:

RNSG 1110 Introduction to Community Based Nursing- Hurst Review Fee: \$400.00

16. At the recommendation of the Licensed Vocational Nursing Advisory Committee, the following changes were approved effective Fall 2021:

Assessment Fee (replacing HESI Exam Fee) for:

VNSG 1222 Vocational Nursing Concepts- \$155.00

VNSG 1429 Medical-Surgical Nursing I- \$155.00

VNSG 1432 Medical-Surgical Nursing II- \$155.00

January 29, 2021

1. Due to the provider's fee increase, the EMS National Registry Test Fee will increase as follows, effective Fall 2021:
2. EMSP 1260 Clinical-Emergency Medical Technology/Technician (EMT Paramedic) \$98.00
EMSP 1362 Clinical-Emergency Medical Technology/Technician (EMT Paramedic) (A)
\$136.00
3. Due to the provider's fee increase, the Associate Degree Nursing Program's Nursing Central Fee will increase as follows, effective Fall 2021:
RNSG 1209 Introduction to Nursing \$232.00
RNSG 1309 Introduction to Nursing \$232.00
RNSG1327 Transition to Professional Nursing \$232.00

4. Due to the provider's fee increase, the Licensed Vocational Nursing Program's Nursing Central Fee will increase as follows, effective Fall 2021:
VNSG 1222 Vocational Nursing Concepts \$232.00
5. The committee reviewed revisions to the Career and Technical Education Occupational Skills Award and Workplace Competencies.

February 26, 2021

1. At the recommendation of the Culinary Arts/Hospitality Certificate Program, the following revisions were approved effective Fall 2021:
Addition: HAMG 2001 Principles of Food and Beverage Operations
Deletion: HAMG 1021 Introduction to Hospitality Industry
2. Developmental Math – The course prerequisites were revised for the following courses:
MATH 0313 Developing Algebra Skills I - Prerequisite: At least a "C" in MATH 0400 or appropriate TSI/TSI2 score.
MATH 0314 Developing Algebra Skills II - Prerequisite: At least a "C" or better in Math 0313 or appropriate TSI/TSI2 score.
MATH 0332 Developing Contemporary Math Skills - Prerequisite: At least a "C" or better in Math 0400 or appropriate TSI/TSI2 score
MATH 0400 Foundations of Math - Placement is based on TSI/TSI2 scores and other holistic factors.

March 26, 2021

1. At the recommendation of the Advisory Committee, Vernon College submitted a request to the Texas Higher Education Coordinating Board for approval of the addition of the Massage Therapy Certificate of Achievement. Upon approval, this 572 contact-hour program will be added to the Continuing Education Fast Track Careers offerings.
2. Academic Council reviewed and approved the Substantive Change Policy as presented.

April 30, 2021 (electronic meeting)

1. Add PHYS 1401 College Physics I to the VC course inventory

May, 2021

1. 2020-2021 Discipline Evaluation Summary

Arts

The committee recommends that the Arts discipline continue without probation. The committee noted one area that the discipline needs improvement. The committee recommends that a full time faculty member should be hired to assure continuous oversight and improvement of the discipline. The discipline was found to be satisfactory in all other areas.

Economics

The committee recommends that the Economics discipline continue without probation. The committee economics to be above average in the area of the relationship to other programs. The committee found the Economics discipline to be satisfactory in all other areas.

Kinesiology

The committee recommends that the Kinesiology discipline continue without probation. The committee recommended improvement in the areas of review of learner outcomes and planned improvements. The division chair is going to work with the Kinesiology faculty to improve both of these areas. The committee found the Kinesiology discipline to satisfactory in all other areas.

Physics

The committee recommends that the Physics discipline continue without probation. The committee found the Physics discipline to be satisfactory in all areas.

Sociology

The committee recommends that the Sociology discipline continue without probation. The committee recommended improvement in the area of communication with student services. The division chair will work with the faculty and student services to improve communication. The committee found the Sociology discipline to be satisfactory in all other areas.

2. 2020-2021 Program Evaluation Summary

Computer and Information Science

The Computer and Information Science instructor did an outstanding job detailing and providing a very comprehensive evaluation review. Sharon Wallace should be commended for her excellent work. We identified several commendations within the report including: large student enrollment, capability to adopt new technology equipment quickly, a curriculum that often changes to meet market and local demands, and merging the CIS field with other technology programs. An example of this collaboration is with the Automation & Electrical Technology program. CIS instructors have taught the Automation & Electrical program students proper computer communication interfacing to electronic automation equipment. Through Ms. Wallace's observation, the industry has connected itself to many other training areas also to include medical, automotive, welding, and HVAC technology, to mention a few.

However, Ms. Wallace pointed out two weaknesses in the program. First, the lack of space at the Skills Training Center has made it challenging to implement new technology and added equipment to meet larger enrollment. Also, the lack of attracting adjunct faculty with proper credentials to meet student enrollment demands has continually hurt the program load distribution and course scheduling. It has become harder to attract possible instructors with all the qualifications and certifications to teach the courses.

It is the recommendation to leave the Computer and Information Science on its current 5-year evaluation schedule. Also, we recommend the Vice President of Instruction investigates spacing problems at STC. We have no recommendations on the lack of qualified adjunct instructors because we had no information on past searches.

Basic Peace Officer Certification (Police Academy)

The committee would like to acknowledge Mike Hopper's, Coordinator of Protective Services, excellent writing of detailed and informative evaluation. Mr. Hopper's report identified several strengths of the program with only one weakness. The first significant strength is the 100% pass rate on the Basic Peace Officer State Exam since 2011. This outstanding accomplishment dates back to when Mr. Hopper was hired as head of the Protective Services branch. The committee also identified the program's exceptional team of

adjuncts instructors. Fifteen adjunct instructors were listed on the report. All instructors were a collected group of peace officers servicing the local area through the Wichita county Sheriff's office, Wichita Falls city police officers, and several law enforcement professionals from smaller local entities. The committee judges this as an effective teaching tool allowing students to learn from a wide range of knowledge. Mike Hooper is also a great representative for Vernon College, participating on several committees and local activities to include Leadership Wichita Falls, Board Member, Wichita County Mounted Patrol Board Member, Downtown Proud Cajun Fest Board Member, Hotter n Hell Board member – Security Start Line, Hotter N Hell Execute board member, and Tractor Pull Board Member. The program only had one identified weakness. The committee agreed with Mr. Hopper's assessment of his lack of clerical support to assist in administrative tasks associated with his role as Coordinator. The Vice President of Instruction is recommended to investigate the future funding of an office assistant for the Protective Service department however, in the meantime Mr. Hopper will utilize STC administrative assistant for help. It is the recommendation to leave the Police Academy on its current 5-year evaluation schedule.

Culinary Arts

The committee would like to recognize Nina Feldman for writing a good, comprehensive review of the program. The program scored a rating of satisfactory in all but two areas. The committee identified the following strengths of the program. First, student pass rates remain above 95%, and students are attaining program outcomes successfully leading to additional certifications for graduates.

Another strength for the Culinary Academy is the financial partners working with Vernon College to fund students interested in this program. Region 9, Texas Workforce Commission, and Rolling Plains have all worked closely with Continuing Education to access funding options. These partnerships are crucial to recruiting students for enrollment. They also provide additional resources to students for success, including tutoring services, equipment costs, uniform needs, and even living expenses. Vernon College continues to meet monthly with key individuals that communicate student needs and essential updates to facilitate continued and future funding for students interested in the Culinary Academy. It is the recommendation to leave the Culinary Arts on its current 5-year evaluation schedule.

Welding

The Welding instructor wrote an adequate report allowing the committee to evaluate the program. We identified two strengths in the welding program. First, the welding program has an excellent enrollment producing well above state requirements of graduates. The program has been very steady, with enrollment numbers usually maintaining 100% student limits and normally exceeding the max in many years. We observed the program's popularity from a growing job market and a very robust high school welding training system within our service area. The committee chair, also the Division leader for the welding program, remarked the welding has many traditional students. In contrast, most division workforce programs see a more significant mixture of adult learners with younger students. Secondly, with students' larger enrollment, the welding financial report boasted a significantly larger profit than all other division programs.

The committee identified no stated weaknesses. It is the recommendation to leave the Welding on its current 5-year evaluation schedule.

Business Management

The program evaluation committee would like to recognize Steve Underhill for a well-written report that presented the committee data and information to assess the program's reasonable assessment. The strength of the Business Management program is a valuable relationship with Midwestern State University. The graduates of the BM program can transfer into the BAAS programs at MSU with little to no credit loss and minimal, if any, leveling courses before continuing to their bachelor's degrees. Several students have chosen to continue their education and are being successful at their new institution. Many students may decide to use some of the transfer courses offered in Business Management, economics, and accounting courses for a smoother transfer to the Dillard School of Business.

The weakness of the program has been its most recent lack of enrollment. Mr. Underhill indicated that most of this is attributed to a large student graduation cohort before the pandemic and fewer students enrolling into college during the COVID19 pandemic. As overall enrollment returns to normal, the lower enrollment should correct itself over time as mandates for distancing are lifted. In addition, the instructor can utilize different tools during the pandemic to accommodate distance learning requirements. This can be used to increase the number of courses a student can attend in a modality of their choosing, thereby allowing more students to enroll virtually while attending a face-to-face course of instruction. It is the recommendation to leave the Business Management on its current 5-year evaluation schedule.

Emergency Medical Service

The Program evaluation committee would like to recognize Nick Long for writing a good evaluation. The strengths of the Emergency Medical Service program identified three strengths of the program. First, through Perkin's Funding, the program has access to and uses high fidelity simulation manikins to produce realistic scenarios, allowing students opportunities to experience real-life situations.

The program has a strong relationship with the local communities of interest to include: American Medical Response (AMR) and Trans Star ambulance services. They allow clinical ride-a-longs permitting students valuable workplace experience. Also, the EMS program has a strong working relationship with the Wichita Falls Fire Department and recently entered into an MOU to provide the training for the EMT portion of the fire recruit training. Program staff also work closely with the Midwestern State University Nursing program, provide CPR instruction, and participate in interdisciplinary communication drills and exercise with EMS students and Nursing students.

Noticeable weaknesses included lack of qualified adjunct instructors able to work day courses. Mr. Long remarked in the report the addition of a fulltime faculty instructor position would relieve some of the tasks that fall on the coordinator. Allowing program director time to seek and after obtain accreditation for Paramedic students as required by the program's advisory committee. Additional spacing lab is, also needed. It is the recommendation to leave the Emergency Medical Services on its current 5-year evaluation schedule.

Recommendations:

Membership suggestions:

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

Submitted by: Dr. Lisa Crandall

Date submitted:

June 1, 2021