

ACADEMIC COUNCIL MEETING MINUTES
Monday, December 12, 2011
Interactive Video Classrooms
Vernon Campus and Century City Campus

Present: Dr. Gary Don Harkey, Chair; Greg Fowler, Karen Gragg, Marian Grona, Kristin Harris, Mark Holcomb, Joe Johnston, Shana Munson, Jessica Sutherland, Sharon Winn, and Michelle Wood. Absent: Mike Ruhl, Bettye Hutchins, and Joe Hite.

I. Old Business

Approval of Minutes

Marian Grona motioned to accept the October 24, 2011 minutes, seconded by Greg Fowler. The motion passed unanimously.

II. New Business

A. Computer and Information Sciences Program Revision for 2012-2013 General Catalog:

Dr. Harkey had previously asked Mark Holcomb to visit with Sharon Wallace to find a way to consolidate the CIS program in a way that would reduce the number of course substitutions. The following revisions represent a more straight forward program that will be less confusing for students.

Mark Holcomb motioned to change the Certificate of Completion from 34-36 to 30-32 hours and the AAS hours will change from 64-66 to 60-63. Greg Fowler seconded the motion and it passed unanimously.

Mark motioned to add the following courses to the curriculum:

CPMT 1451 IT Essentials: PC Hardware and Software – replaces CPMT 1405 and CPMT 1409

ITSE 1401 Web Design Tools – replaces IMED 1416 and IMED 2415

ITCC 2443 Network Security – replaces ITSY 2301

ITNW 1454 Implementing and Supporting Servers – replaces ITNW 2354

ITSE 1450 System Analysis and Design

Shana Munson seconded the motion and it passed unanimously.

Mark motioned to delete the following courses:

CPMT 1405 IT Essentials I: PC Hardware and Software – archived in WECM

CPMT 1409 IT Essentials II: Network Operating Systems – archived in WECM

EECT 2402 Voice Over Internet Protocol (VOIP) Systems – reduce repetition; course content is included in other CIS program courses

IMED 1416 Web Design I – replace with ITSE 1401

IMED 2415 Web Design II – replace with ITSE 1401

ITNW 2354 Internet/Intranet Servers – replace with ITNW 1454

ITSY 2301 Firewalls and Network Security – replace with ITCC 2443

Shana Munson seconded this motion and it passed unanimously.

Mark motioned to make the following revisions:

ITSC 2339 Personal Computer Help Desk Support – change contact hours from 64 (2-2) to 48 (3-0); to be offered in 8-week term or summer semester

Jessica Sutherland seconded the motion. The motion passed by unanimous vote.

B. Criminal Justice course revisions

Greg Fowler made a motion, effective Fall 2012, to add a prerequisite of TSI completion in reading and writing to the following CRIJ courses:

CRIJ 1301 Introduction to Criminal Justice

CRIJ 1306 Court Systems and Practices
CRIJ 1310 Fundamentals of Criminal Law
CRIJ 2313 Correctional Systems and Practices
CRIJ 2328 Police Systems and Practices

Greg explained that the coursework requires students to read and write at the college-level and that adding the TSI prerequisite should improve student success in the courses. Dr. Harkey commented that since the Criminal Justice AAS degree has been deactivated, the CRIJ courses will be offered as transfer courses. Mark Holcomb seconded the motion and the committee voted unanimously to pass the motion.

C. Industrial Automation Systems

Mark Holcomb motioned to make the following revisions to the Industrial Automation Systems degree plan effective Fall 2012:

Change total hours for the AAS from 66 to 67, add ELPT 2443 Electrical Systems Design to the AAS, and delete ELMT 1305 Basic Fluid Power from the AAS. Mark stated that the program needed a higher level course and also a course with outcomes that included green technology.

Greg Fowler seconded the motion and it passed unanimously.

D. PHARMACY TECHNICIAN PROGRAM REVISION FOR 2012-2013

Shana explained that the following revisions are proposed for two purposes; 1) To keep the curriculum current with the information and course content that best prepare the students to become certified and work in the occupation and 2) To keep the program in compliance with WECM and the requirements for financial aid for certificate only programs. The total semester hours and clock hours remain unchanged at 24 and 912; the certificate meets the financial aid requirement.

Shana made a motion, effective Fall 2012, to revise Pharmacy Technician program by:
Adding the following course: PHRA 1247 Pharmaceutical Mathematics II

Deleting the following course: PHRA 1215 Pharmacy Terminology

Revising the following courses:

PHRA 1102 Pharmacy Law – course description, course outcomes, and lec/lab from (0-2) 32 clock hrs to (1-0) 16 clock hrs

PHRA 1209 Pharmaceutical Mathematics I – course description and outcomes

PHRA 1243 Pharmacy Technician Certification Review – change lec/lab from (1-2) 48 clock hours to (2-0) 32 clock hours

PHRA 1313 Community Pharmacy Practice – course description and outcomes

PHRA 1441 Pharmacy Drug Therapy and Treatment – course description and outcomes, change lec/lab from (2-6) 128 clock hours to (3-2) 80 clock hours to be in compliance with WECM revision

PHRA 1445 Intravenous Admixture and Sterile-Compounding – change course title to Compounding Sterile Preparations and Aseptic Technique, course description, and course outcomes

PHRA 1449 Institutional Pharmacy Practice – course description, course outcomes, change lec/lab from (2-5) to (3-4) 112 clock hrs

PHRA 2265 Practicum (of Field Experience)-Pharmacy Technician/Assistant – change lec/lab from (0-16) 256 clock hours to (0-20) 320 clock hours

Michelle Wood seconded the motion and it passed unanimously.

E. Surgical Technology Program

Shana Munson motioned effective Fall 2012 deactivation of the Surgical Technology Accelerated Alternative Delivery Option. Current students will be able to continue to completion but no new students will be admitted. Greg Fowler seconded the motion and the committee passed it unanimously.

Shana made a motion motion to increase the course special fee for SRGT 2660 from \$277 to \$282 to cover the cost of the practice test and the certification test. Greg Fowler seconded the motion and it passed unanimously.

F. Emergency Medical Technology Program

Shana Munson made a motion, effective Fall 2012, to revise the Emergency Medical Technology program as follows:

Change the title of the EMT Intermediate certificate to Advanced Emergency Medical Technician (A-EMT)

Course Revisions:

At the recommendation and approval of the program advisory committee, add TSI completion in reading, writing, and mathematics as a prerequisite for the following courses:

EMSP 1501 Emergency Medical Technician

EMSP 1338 Introduction to Advanced Practice

EMSP 2248 Emergency Pharmacology

Shana also reported the following WECM revisions:

EMSP 1501 Emergency Medical Technician – course title, description and outcomes

EMSP 1338 Introduction to Advanced Practice – description and outcomes

EMSP 2248 Emergency Pharmacology - description and outcomes

EMSP 1335 Trauma Management - description and outcomes

EMSP 1356 Patient Assessment and Airway Management - description and outcomes

EMSP 2143 Assessment Based Management- description and outcomes

EMSP 2330 Special Populations- description and outcomes

EMSP 2338 EMS Operations- description and outcomes

EMSP 2434 Medical Emergencies- description and outcomes

EMSP 2444 Cardiology – course outcomes

Clinical courses: The title for all EMSP clinical courses changed to Clinical - Emergency Medical Technology/Technician (EMT Paramedic). In order to easily identify the clinical(s) for each EMT level, the letter (B), (A), or (P) is added to the course title as follows:

EMSP 1160 Clinical - Emergency Medical Technology/Technician (EMT Paramedic) (B)

EMSP 1162 Clinical - Emergency Medical Technology/Technician (EMT Paramedic) (A)

EMSP 1163 Clinical - Emergency Medical Technology/Technician (EMT Paramedic) (A)

EMSP 2160 Clinical - Emergency Medical Technology/Technician (EMT Paramedic) (P)

EMSP 2161 Clinical - Emergency Medical Technology/Technician (EMT Paramedic) (P)

Greg Fowler the motion and it passed unanimously.

G. Health Information Technology

Shana Munson made a motion, effective Fall 2012, to add a \$35 special fee to HITT 1301 Health Data Content and HITT 2343 Quality Assessment and Performance Improvement for AHIMA student membership which is necessary for students to have access to the AHIMA website and as a resource for research. Mark Holcomb seconded the motion and it passed unanimously.

Shana motioned to add (0-9) for contact hours to HITT 2361 Clinical-Health Information/Medical Records Technology/Technician in the *2012-2013 General Catalog*. This information was inadvertently omitted in the 2011-2012 catalog listing.

Shana also reported the following mandatory WECM course revisions:

HITT 1305 Medical Terminology – course description and outcomes

HITT 1311 Health Information Systems (formerly Computers in Health Care) – course title, description, and outcomes

HITT 1341 Coding and Classifications – course description

HITT 1345 Health Care Delivery Systems – course description and outcomes
HITT 2339 Health Information Organization and Supervision – course outcomes
HITT 2343 Quality Assessment and Performance Improvement – course description and outcomes

Mark Holcomb seconded the motion and it passed unanimously.

H. Career and Technical Programs Verification of Workplace Competencies

Sharon Winn reviewed the Workplace Competencies for the *2012-2013 General Catalog*.

She commented that only a few changes were made which included the following:

Automotive – Capstone course, AUMT 2310, would be offered in the fall semester

Emergency Medical Services – The external agency is the Texas Department of State Health Services

Health Information – The capstone for this program is the Registered Health Information Technician (RHIT) Credentialing Exam which is offered each semester but students take the exam during their last semester. This exam is approved by the Commission of Accreditation for Health Informatics and Information Management Education (CAHIM) and American Health Information Management Association (AHIMA).

I. Credit Marketable Skills Achievement (MSA) Awards

Sharon Winn submitted a list of the Credit for Marketable Skills Achievement Awards for 2012-2013 and made a motion to adopt the following changes:

Computer and Information Sciences A+ Certification – Total 10 hours

Add CPMT 1451 IT Essentials I: PC Hardware and Software and ITSC 2335

Application Problem Solving and delete CPMT 1405 and CPMT 1409 which were archived in WECM.

Computer and Information Sciences – Security + Certification – Total 10 hours

ITCC 1301 Cisco Exploration 1 – Networking Fundamentals

ITCC 1304 Cisco Exploration 2 – Routing Protocols and Concepts

ITCC 2443 Network Security

Computer and Information Sciences – Network + Certification – Total 10 hours

ITCC 1301 Cisco Exploration 1 – Networking Fundamentals

ITCC 1304 Cisco Exploration 2 – Routing Protocols and Concepts

ITCC 22435 Network Troubleshooting and Support

Sharon commented that the Continuing Education Marketable Skills Achievement Awards for 2012-2013 includes the deletion of the American Sign Language and Real Estate programs. Michelle Wood stated that Vernon College is offering real estate courses online and not for contact hour credit.

Shana Munson seconded the motion and it passed unanimously.

J. WECM Mandatory Course Changes

Sharon Winn reviewed a list of WECM mandatory course changes for the following programs:

Administrative Office Technology-

POFI 1349 Spreadsheets revise - course description

POFT 2203 Speed and Accuracy Building – course description

Health Information Technology-

HITT 1305 Medical Terminology – course description & outcomes

HITT 1311 Health Information Systems (formerly Computers in Health Care) – course title, description and outcomes

HITT 1341 Coding and Classifications – course description

HITT 1345 Health Care Delivery Systems – course description and outcomes

HITT 2339 Health Information Organization and Supervision – course outcomes

HITT 2343 Quality Assessment and Performance Improvement – course description and outcomes

Associate Degree Nursing-

RNSG 1105 Nursing Skills - Course Description and End-of-Course Outcomes

RNSG 1108 Dosage Calculations for Nursing - Course Description and End-of-Course Outcomes

RNSG 1110 Introduction to Community-Based Nursing - Course Description and End-of-Course Outcomes

RNSG 1115 Health Assessment - Course Description and End-of-Course Outcomes

RNSG 1208 Dosage Calculations for Nursing - Course Description and End-of-Course Outcomes

RNSG 1209 Introduction to Nursing- Course Description and End-of-Course Outcomes

RNSG 1246 Legal and Ethical Issues in Nursing - Course Description and End-of-Course Outcomes

RNSG 1301 Pharmacology - Course Description and End-of-Course Outcomes

RNSG 1311 Nursing Pathophysiology - Course Description and End-of-Course Outcomes

RNSG 1327 Transition from Vocational to Professional Nursing - Course Description and End-of-Course Outcomes

RNSG 1412 Nursing Care of the Childbearing and Childbearing Family - Course Description and End-of-Course Outcomes

RNSG 1441 Common Concepts of Adult Health - Course Description and End-of-Course Outcomes

RNSG 1443 Complex Concepts of Adult Health - Course Description and End-of-Course Outcomes

RNSG 2213 Mental Health Nursing - Course Description and End-of-Course Outcomes

Surgical Technology-

Add HPRS 1206 Essentials of Medical Terminology (SRGT) to the SRGT certificate to replace deleted course SRGT 1201 Medical Terminology

Delete SRGT 1201 Medical Terminology

SRGT 1405 Introduction to Surgical Technology - End-of-Course Outcomes

SRGT 1409 Fundamentals of Perioperative Concepts and Techniques - End-of-Course Outcomes

SRGT 1441 Surgical Procedures I - Course Description and End-of-Course Outcomes

SRGT 1442 Surgical Procedures II - Course Description and End-of-Course Outcomes

Licensed Vocational Nursing-

VNSG 1320 Anatomy and Physiology for Allied Health -Course Description and End-of-Course Outcomes

VNSG1423 Basic Nursing Skills - Course Description and End-of-Course Outcomes

VNSG1126 Gerontology- Course Description and End-of-Course Outcomes

VNSG1330 Maternal-Neonatal Nursing- Course Description and End-of-Course Outcomes

VNSG1331 Pharmacology- End-of-Course Outcomes

VNSG1234 Pediatrics- Course Description and End-of-Course Outcomes

VNSG2431 Advanced Nursing Skills- End-of-Course Outcomes

K. The next Academic Council meeting is scheduled for January 30, 2012 at 3:00 pm.

III. Adjourn

Greg Fowler motioned to adjourn, seconded by Shana Munson and unanimously approved.