

# ACADEMIC COUNCIL

## Annual Committee Report

**Committee Name:** Academic Council

**Chairperson:** Dr. Gary Don Harkey

**List of members:** Greg Fowler, Karen Gragg, Marian Grona, Kristin Harris, Joe Hite, Mark Holcomb, Bettye Hutchins, Joe Johnston, Shana Munson, Mike Ruhl, Jessica Sutherland, Sharon Winn, and Michelle Wood

**Dates of meetings:** October 24, 2011; December 12, 2011; January 30, 2012; February 27, 2012

### Accomplishments:

1. Academic Council voted to deactivate the following A.A.S. degrees due to low graduate rates:
  - Automotive Technology
  - Emergency Medical Services
  - Farm and Ranch ManagementEach program continues to have certificate of completion options  
Also, deactivated was the Surgical Technology Accelerated Alternative Delivery Option
2. Academic Council reviewed and approved many program changes that resulted from the new financial aid requirement of 37.5:1 contact hours to semester hour ratio for certificate programs that do not have an Associate Degree option.
3. Academic Council reviewed and approved the Career and Technical Programs Verification of Workplace Competencies and the Credit Marketable Skills Achievement Awards.
4. Academic Council reviewed the mandatory Academic Course Guide Manual (ACGM) and Workforce Education Course Manual (WECM) revisions for inclusion in the *2012-2013 General Catalog*.
5. Academic Council approved the addition of the following courses and program:
  - ARTS 1301 Art Appreciation
  - ENGL 2331 World Literature
  - PSYC 2314
  - GOVT 2304 Introduction to Political Science
  - Culinary Arts Program
6. Academic Council approved revisions for the following programs, disciplines, and courses:
  - Administrative Office Technology
  - Associate Degree Nursing
  - Associate of Arts in Teaching
  - Automotive Technology
  - Business Management
  - Computer and Information Sciences
  - Cosmetology
  - Criminal Justice Program

Emergency Medical Services  
Health Information Technology  
Heat, Ventilation, and Air Conditioning  
Industrial Automation Systems  
Kinesiology  
MATH 1314 and MATH 1414  
Pharmacy Technician  
Physics  
Surgical Technology  
Vocational Nursing

(All motions were approved by council members unanimously or by majority vote. See the attached meeting minutes for details.)

**Membership suggestions:** None

**Attachment of agendas and minutes (including attendance)**

**Submitted by:** Gary Don Harkey

**Date submitted:** October 15, 2012

AGENDA  
ACADEMIC COUNCIL  
MONDAY, OCTOBER 25, 2010 3:00 P.M.  
ITV CLASSROOM 205, CENTURY CITY CENTER  
ITV CLASSROOM 423, VERNON CAMPUS

I. OLD BUSINESS

- A. Approval of Minutes – March 1, 2010

II. NEW BUSINESS

Review the role of Academic Council as outlined in *Governance thru Committees/Standing Committees 2010-2011*

III. OTHER

- A. The next Academic Council meeting is November 29, 2010 at 3:00 pm.

IV. ADJOURN

**ACADEMIC COUNCIL MEETING MINUTES**  
**Monday, October 25, 2010**  
**Interactive Video Classrooms**  
**Vernon Campus and Century City Campus**

Present were: Gary Don Harkey – Chair, Karen Gragg, Marian Grona, Kristin Harris, Lana Carter, (substituting for Joe Hite), Joe Johnston, Chad Mueller, Shana Munson, Jessica Sutherland, Sharon Winn, Michelle Wood. Absent were: Greg Fowler (currently teaching a class), Mark Holcomb (out-of-town), and Mike Ruhl.

**I. Old Business**

**Approval of Minutes**

Jessica Sutherland asked that the minutes be corrected to state that the prerequisites for MATH 1342 Elementary Statistical Methods include TAKS score of 2400 and not 2300 as stated in the original minutes.

Sharon Winn motioned to accept the March 1, 2010 minutes as corrected, seconded by Shana Munson. The motion passed unanimously.

**II. New Business**

A. Review *Governance thru Committees/Standing Committees 2010-2011*

1. Dr. Harkey reviewed the section relating to Academic Council. He pointed out that several items have been added to the responsibilities of this committee including:

Teaching loads for faculty  
Minimum class size and under load remedies  
Faculty work week  
Conversion formula (computation of load hours) in the *Policy Manual*

Dr. Harkey stated that while the Academic Council's major responsibility is to support the instructional process; changes made tend to have impact across the institution. Representation from the Registrar's Office and from Student Services are of great benefit to the committee.

2. Dr. Harkey asked Shana Munson to give the committee an update on progress of the Program/Discipline Evaluation Subcommittee. Shana said the programs and disciplines being evaluated this year have turned in several sections of their report and everything is on schedule. Current membership of this subcommittee includes:

Shana Munson, Chair  
Karen Gragg, Ad hoc member  
Chris Smith, representing the CTE programs  
Linda Kalski, representing the transfer programs  
JoAnn Sharp, Counselor

Shana commented that according to the *Governance thru Committees/Standing Committees 2010-2011*, future membership does not include representation from faculty members. She will look in to the possibility of adding faculty to the committee, possibly in ad hoc positions.

3. Dr. Harkey stated that the Student Core Competencies Subcommittee is also a committee under Academic Council. Membership of the committee includes:

Dean of Instructional Services, Chair  
Division Chairs  
Instructional Design and Technology Coordinator  
Director of QEP

This committee will make recommendations to Academic Council for changes/improvements needed in programs and disciplines in order for students to attain core competencies.

3. Michelle Wood pointed out that, according to the new guidelines, Academic Council is now responsible for approving non-credit program and course additions, deletions, and modifications. Updates in Continuing Education include:
  - Spanish Language Interpreter – Delete this program for open enrollment but retain for contract training with the NTSH specifically.
  - Nursing Home Activity Director – Delete this program due to low enrollment and demand.
  - Add Child Development Associate Program - This is a grant in partnership with United Way and Region IX for childcare providers. It is a 1 year program that is 120 hour hybrid course – 60 hours of classroom and 60 hours of online instruction. Classes will start each fall. We have made a 3 year commitment to offer this program as long as it remains viable to the community.
  - Phlebotomy – Change the enrollment process from first-come-first-served to an application process to improve the success rate. Application would be similar to the current Dental Assisting application process.

These items will be formally presented for approval to Academic Council at the November meeting.

4. Jessica Sutherland stated that the Dual Enrollment Form has been updated to comply with THECB and TEA regulations and to help track student eligibility, and waivers to the basic student eligibility (high school sophomores and high school students taking more than two dual credit courses).

### **III. Other**

The next Academic Council meeting is November 29, 2010 at 3:00 p.m.

### **IV. Adjourn**

A motion was made and unanimously accepted to adjourn.

AGENDA  
ACADEMIC COUNCIL  
MONDAY, NOVEMBER 29, 2010 3:00 P.M.  
ITV CLASSROOM 205, CENTURY CITY CENTER  
ITV CLASSROOM 423, VERNON CAMPUS

I. OLD BUSINESS

- A. Approval of Minutes – October 25, 2010

II. NEW BUSINESS

- A. Automotive Technology Program Revisions Mark Holcomb  
Additions: AUMT 1267 Practicum (or Field Experience)-Automobile/  
Automotive Mechanics Technology/Technician  
AUMT 2267 Practicum (or Field Experience)-Automobile/  
Automotive Mechanics Technology/Technician  
Renewal: AUMT 1472 High Performance Modification: Theory and  
Execution  
Deletions: AUMT 1367 Practicum (or Field Experience)-Automobile/  
Automotive Mechanics Technology/Technician  
AUMT 2366 Practicum (or Field Experience)-Automobile/  
Automotive Mechanics Technology/Technician  
AUMT 2367 Practicum (or Field Experience)-Automobile/  
Automotive Mechanics Technology/Technician  
AUMT 2581 Cooperative Education-Automobile Mechanics  
Technology/Technician
- B. Farm and Ranch Management Program Karen Gragg  
Deletion: AGMG 2580 Cooperative Education-Agricultural Business  
and Management, General
- C. Business Management Program Mark Holcomb  
Deletion: BUSI 2302 Legal Environment of Business
- D. Heat, Ventilation, and Air Conditioning Program Mark Holcomb

III. OTHER

- A. Vernon College Concurrent or Dual Credit Enrollment Request and  
Approval Form Jessica Sutherland
- B. Continuing Education Program Updates Michelle Wood
- C. The next Academic Council meeting is November 29, 2010 at 3:00 pm.

IV. ADJOURN

**ACADEMIC COUNCIL MEETING MINUTES**  
**Monday, November 29, 2010**  
**Interactive Video Classrooms**  
**Vernon Campus and Century City Campus**

Present were: Shana Munson – Substitute Chair, Karen Gragg, Marian Grona, Kristin Harris, Lana Carter, (substitute for Joe Hite), Mark Holcomb, Chad Mueller, Jessica Sutherland, Sharon Winn. Absent were: Gary Don Harkey (attending a meeting in Austin), Greg Fowler (currently teaching a class), Joe Johnston, Michelle Wood, and Mike Ruhl.

**I. Old Business**

**Approval of Minutes**

Mark Holcomb motioned to accept the October 25, 2010 minutes, seconded by Marian Grona. The motion passed unanimously.

**II. New Business**

**A. Automotive Technology Program Revisions**

At the recommendation of the Program Advisory Committee, Mark Holcomb made a motion, effective Fall 2011, to revise the Automotive Technology certificates and AAS degree programs as follows:

1. Basic Certificate
  - a. Delete AUMT 1367 Practicum-Auto/Automotive Mechanic/Technician because it is difficult for students to find work sites for the practicum course during their first semester of training.
  - b. Add TBA Approved Elective as an option to AUMT 1410 Automotive Brake Systems.
  - c. The total semester hour credit will now be 15-16.
2. Certificate of Completion
  - a. Delete AUMT 2367 Practicum (or Field Experience)-Automobile/Automotive Mechanics Technology/Technician.
  - b. Add AUMT 1267 Practicum (or Field Experience)-Automobile/Automotive Mechanics Technology/Technician as an optional course to the TBA Approved Elective (2-4 semester hours)
  - c. The total semester hours will now be 29-32.
3. A.A.S. Degree
  - a. Delete AUMT 1366, 2366, and 2367 Practicum (or Field Experience)-Automobile/Automotive Mechanics Technology/Technician
  - b. Add AUMT 1267 and 2267 Practicum (or Field Experience)-Automobile/Automotive Mechanics Technology/Technician.
  - c. Add TBA Approved Elective of 5-8 semester hours.
  - d. Revise the TBS Elective to allow 5-8 semester hours of credit.
  - e. The Verification of Workplace Competencies: External Learning Experience is changed to AUMT 2310 Automotive Service Consultant.
  - f. AUMT 1472 High Performance Modification: Theory and Execution must be renewed as a Local Need course since it is due to expire August 31, 2011.
  - g. The total semester hours for the A.A.S. degree will now be 60-66.

4. Courses available for selection as TBA in the certificates and A.A.S. include:  
AUMT 1267 Practicum (or Field Experience)-Automobile/Automotive Mechanics Technology/Technician, AUMT 1472 High Performance Modification: Theory and Execution, MCHN 1320 Precision Tools and Measurements, MCHN 1438 Basic Machine Shop I, OSH1309 Physical Hazards Control, WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW), and WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW). Jessica Sutherland seconded the motion and the committee passed the motion unanimously.
- B. Farm & Ranch Management Program Revisions  
Karen Gragg motioned, effective Fall 2011 to delete AGMG 2580 Cooperative Education-Agricultural Business and Management, General from the course inventory and as an elective in the A.A.S. degree program. She explained that the course requires a paid external learning experience and worksites are not generally available for the number of hours required. Chad Mueller seconded the motion and the committee passed the motion unanimously.
- C. Business Management Program Revisions  
Mark Holcomb made a motion, effective immediately, to delete BUSI 2302 Legal Environment of Business from the elective options in the Business Management Program. This course was deleted from the ACGM effective Fall 2010.  
Karen Gragg seconded the motion and the committee passed it unanimously.
- D. Heating, Ventilation, and Air Conditioning Program Revisions  
Mark Holcomb motioned, effective Fall 2011, to revise the certificates and A.A.S. degree by adding CETT 1402 Electricity Principles as an optional “or” course listed with HART 1401 Basic Electricity for HVAC. The content and outcomes for these courses are similar and this change will give beginning students more course options each semester since both of these courses are not taught every semester. Mark included in the motion to add CETT 1402 to the Marketable Skills Award and to list the approved electives in the footnote for the A.A.S. degree. Chad Mueller seconded the motion and the committee passed it unanimously.

### III. Other

- A. Jessica Sutherland reviewed the changes to the Concurrent or Dual Credit Enrollment Request and Approval Form. Kristin Harris commented that the second item listed might cause some confusion for students. She suggested changing the wording to: “Students classified as freshman or sophomore at the time of their enrollment must receive permission from the college Dean of Instructional Services.” Jessica will discuss this revision with Dr. Harkey and she will update the committee during the January 24<sup>th</sup> meeting.
- B. Michelle Wood was on vacation so she will present information about Continuing Education changes during the January 24<sup>th</sup> meeting.
- C. The next Academic Council meeting is January 24, 2011 at 3:00 p.m. This will be the last opportunity to submit catalog changes for 2011-2012.

### IV. Adjourn

A motion was made and unanimously accepted to adjourn.



AGENDA  
ACADEMIC COUNCIL  
MONDAY, JANUARY 24, 2011 3:00 P.M.  
ITV CLASSROOM 504, CENTURY CITY CENTER  
ITV CLASSROOM 423, VERNON CAMPUS

I. OLD BUSINESS

- A. Approval of Minutes – November 29, 2010

II. NEW BUSINESS

- A. Computer and Information Sciences Program Revisions Mark Holcomb  
Additions: ITCC 1301 Cisco Exploration 1 – Network Fundamentals  
ITCC 1304 Cisco Exploration 2 – Routing Protocols & Concepts  
ITCC 2308 Cisco Exploration 3 – LAN Switching & Wireless  
ITCC 2310 Cisco Exploration 4 – Accessing the WAN  
Deletions: GAME 1301 Introduction to Game Design & Development  
ITCC 1310 Cisco Discovery 1: Networking for Home &  
Small Business  
ITCC 1311 Cisco Discovery 2: Working at a Small to Medium  
Business or ISP  
ITCC 1312 Cisco Discovery 3: Introducing Routing and Switching  
ITCC 1313 Cisco Discovery 4: Accessing the WAN  
ITNW 1408 Implementing & Supporting Client Operating Systems  
ITSY 1342 Information Technology Security  
Revision: ITSY 2301 Firewalls and Network Security, revise prerequisite
- B. Criminal Justice Program and Course Revisions Greg Fowler  
Deletions: CJSA 1312 Crime in America  
CJSA 1313 Court Systems and Practices  
CJSA 1322 Introduction to Criminal Justice  
CJSA 1327 Fundamentals of Criminal Law  
CJSA 1351 Use of Force  
CJSA 2331 Child Abuse, Prevention and Investigation  
Revisions: CRIJ 1307 Crime in America (TP)  
CRIJ 1306 Court Systems and Practices (TP)  
CRIJ 1301 Introduction to Criminal Justice (TP)  
CRIJ 1310 Fundamentals of Criminal Law (TP)
- C. Cosmetology Program Revisions Shana Munson  
Revisions: CSME 1405 Fundamentals of Cosmetology  
CSME 1435 Orientation to the Instruction of Cosmetology  
CSME 1543 Manicuring and Related Theory  
CSME 2244 Preparation for the State Licensing Written Examination  
CSME 2245 Preparation for the State Licensing Practical Examination  
CSME 2343 Salon Development  
CSME 2415 Cosmetology Instructor III  
CSME 2501 The Principles of Hair Color and Related Theory
- D. Pharmacy Technician Program and Course Revisions Shana Munson  
Additions: PHRA 1102 Pharmacy Law

- PHRA 1215 Pharmacy Terminology  
 PHRA 1165 Practicum (or Field Experience)-Pharmacy Technician/  
 Assistant  
 PHRA 1449 Institutional Pharmacy Practice  
 PHRA 1243 Pharmacy Technician Certification Review
- Deletions: PHRA 1301 Introduction to Pharmacy  
 PHRA 1349 Institutional Pharmacy Practices  
 PHRA 1163 Clinical – Pharmacy Technician/Assistant  
 HITT 1305 Medical Terminology (Course will remain in the  
 Health Information Technology program)
- Revisions: Revise the lecture/lab hours for the following courses:  
 PHRA 1162 Clinical-Pharmacy Technician/Assistant, revise  
 prerequisite courses  
 PHRA 1209 Pharmaceutical Mathematics I from (1-2) 48 clock hrs  
 to (1-3) 64 clock hrs; revise prerequisite courses  
 PHRA 1313 Community Pharmacy Practice from (2-3) 80 clock hrs  
 to (2-4) 96 clock hrs; revise prerequisite courses  
 PHRA 1349 Institutional Pharmacy Practice from (2-3) 80 clock hrs  
 to (2-4) 96 clock hrs; revise prerequisite courses  
 PHRA 1441 Pharmacy Drug Therapy and Treatment from (3-4) 112  
 clock hrs to (2-6) 128 clock hrs; revise prerequisite courses  
 PHRA 1445 Intravenous Admixture and Sterile Compounding from  
 (3-4) 112 clock hrs to (2-6) 128 clock hrs, revise prerequisite courses
- E. Surgical Technology Program Revisions Shana Munson  
 Additions: SRGT 1260 Clinical-Surgical Technology/Technologist  
 SRGT 1460 Clinical-Surgical Technology/Technologist  
 Deletions: SRGT 1160 Clinical-Surgical Technology/Technologist  
 SRGT 1560 Clinical-Surgical Technology/Technologist  
 Revisions: SRGT 2660 Clinical-Surgical Technology/Technologist
- F. Health Information Technology Program Revisions Shana Munson  
 Addition: HITT 2340 Advanced Medical Billing and Reimbursement  
 Deletions: POFM 1327 Medical Insurance  
 HITT 1349 Pharmacology
- G. Administrative Office Technology Program Revisions Mark Holcomb  
 Deletions: POFM 1327 Medical Insurance
- H. Industrial Automation Systems Mark Holcomb  
 Additions: HART 1401 Basic Electricity for HVAC as an option to  
 CETT 1402 Electricity Principles  
 DFTG 1315 Architectural Blueprint Reading  
 Add HART 1401 to the Marketable Skills Award  
 Deletion: CETT 1415 Digital Applications
- I. Heat, Ventilation and Air Conditioning Mark Holcomb  
 Additions: CETT 1402 Electricity Principles as an option to  
 HART 1401 Basic Electricity for HVAC  
 DFTG 1315 Architectural Blueprint Reading  
 Add CETT 1402 to the Marketable Skills Award
- J. Associate of Arts in Teaching Joe Johnston
- K. MATH 0201Elementary Algebra B and MATH 0102 Intermediate Karen Gragg  
 Algebra A

- |   |              |
|---|--------------|
| L. MATH 1342 Elementary Statistical Methods                             | Karen Gragg  |
| M. Career and Technical Programs Verification of Workplace Competencies | Sharon Winn  |
| N. Basic Firefighter Certification Revisions                            | Shana Munson |
| O. Licensed Vocational Nursing Program Revisions                        | Shana Munson |
| Revisions: VNSG 1122 Vocational Nursing Concepts                        |              |
| VNSG 1227 Essentials of Medication Administration                       |              |
| VNSG 1126 Gerontology   |              |
| VNSG 1136 Mental Health   |              |
| VNSG 1138 Mental Illness  |              |
| VNSG 1216 Nutrition   |              |
| VNSG 1331 Pharmacology  |              |
| VNSG 1234 Pediatrics  |              |
| P. RNSG 1311 Nursing Pathophysiology – Revise prerequisites             | Shana Munson |
| Q. Marketable Skills Achievement Awards 2010-2011                       | Shana Munson |

III. OTHER

- |  |                    |
|--|--------------------|
| A. Vernon College Concurrent or Dual Credit Enrollment Request and Approval Form | Jessica Sutherland |
| B. Continuing Education Program Updates  | Michelle Wood      |
| C. The next Academic Council meeting is February 28, 2011 at 3:00 pm.            |                    |

IV. ADJOURN

**ACADEMIC COUNCIL MEETING MINUTES**  
**Monday, January 24, 2011**  
**Interactive Video Classrooms**  
**Vernon Campus and Century City Campus**

Present were: Shana Munson – Substitute Chair, Lana Carter, Greg Fowler, Karen Gragg, Marian Grona, Joe Hite, Mark Holcomb, Joe Johnston, Chad Mueller, Mike Ruhl, Jessica Sutherland, Sharon Winn, and Michelle Wood . Absent were: Gary Don Harkey (ill), and Kristin Harris.

**I. Old Business**

**Approval of Minutes**

Chad Mueller motioned to accept the November 29, 2010 minutes, seconded by Greg Fowler. The motion passed unanimously.

**II. New Business**

**A. Computer and Information Sciences Program Revisions**

At the recommendation of the Program Advisory Committee, Mark Holcomb made a motion, effective Fall 2011, to revise the Computer and Information Sciences certificates and AAS degree programs as follows.

Revise the CISCO networking courses to the “Cisco Exploration” series; this provides for more flexibility for instruction.

Additions: ITCC 1301 Cisco Exploration 1 – Network Fundamentals  
ITCC 1304 Cisco Exploration 2 – Routing Protocols & Concepts  
ITCC 2308 Cisco Exploration 3 – LAN Switching & Wireless  
ITCC 2310 Cisco Exploration 4 – Accessing the WAN

Deletions: ITCC 1310 Cisco Discovery 1: Networking for Home &  
Small Business  
ITCC 1311 Cisco Discovery 2: Working at a Small to Medium  
Business or ISP  
ITCC 1312 Cisco Discovery 3: Introducing Routing and Switching  
ITCC 1313 Cisco Discovery 4: Accessing the WAN

Delete the following courses because the content of these courses is covered sufficiently in other courses

Deletions: GAME 1301 Introduction to Game Design & Development  
ITNW 1408 Implementing & Supporting Client Operating Systems  
ITSY 1342 Information Technology Security

Revisions: Add CETT 1407 Fundamentals of Electronics as an approved elective;  
Change total hours on the A.A.S. degree from 67-66 to 64-66 due to deletion of ITSY 1342;  
Revise the prerequisite for ITSY 2301 Firewalls and Network Security by deleting ITSY 1342 and adding ITNW 1325.

Greg Fowler seconded the motion and the committee voted unanimously to accept the changes.

**B. Criminal Justice Program and Course Revisions**

Greg Fowler motioned, at the recommendation of the program advisory committee, to revise the Criminal Justice Program as follows, effective Fall 2011. The revisions for the Criminal Justice program will shorten the number of semester hours required; this should increase the number of program completers. Also, deleting the WECM CJSA courses that mirror ACGM CRIJ transfer courses will eliminate having duplicate courses shown in the curriculum and in the course

inventory. The CJSA courses are no longer used for articulated Tech Prep credit. The 4 mirror CRIJ courses will be designated as Tech Prep. Instructors for the high school courses are fully qualified to teach the transfer courses.

The GIPWE Chapter 3 A.2.a. states “the technical specialty component of the award should constitute 50 percent to 75 percent of the course credits. These may include both WECM courses and academic courses that directly related to the discipline.”

Delete the following CJSA courses from the course inventory and curriculum:

CJSA 1312 Crime in America  
CJSA 1313 Court Systems and Practices  
CJSA 1322 Introduction to Criminal Justice  
CJSA 1327 Fundamentals of Criminal Law  
CJSA 1351 Use of Force  
CJSA 2331 Child Abuse, Prevention and Investigation

Add (TP) to the following courses in the curriculum:

CRIJ 1307 Crime in America  
CRIJ 1306 Court Systems and Practices  
CRIJ 1301 Introduction to Criminal Justice  
CRIJ 1310 Fundamentals of Criminal Law  
Mark Holcomb seconded the motion and it passed unanimously.

C. Cosmetology Course Revisions

Shana Munson made a motion, effective Fall 2011, to revise the Cosmetology Program as follows:

Revise the program description, admissions instructions, and training hours:

The Cosmetology operator program is a one-year certificate of completion consisting of 1500 training hours.

Graduates will be eligible to take the examination prescribed by the State Licensing agency to become a Licensed Cosmetologist.

Cosmetology Operator Program:

1. Complete and submit the Vernon College Application for Admission; see the Vernon College General Catalog and the Vernon College Class Schedule for information and instructions for applying for admission.
2. Must have a high school diploma or equivalent.
3. Complete and submit the Cosmetology Application for Admission; available from the Cosmetology department in Vernon and Century City.
4. Apply for financial aid by filling out and submitting the *Free Application for Federal Student Aid (FAFSA)* on line.
5. Make an appointment and meet with the program or instructor.
6. Attend New Student Group Advising.
7. Pick up Trial Schedule from the program director or instructor.  
Enroll in CSME 1405 Fundamentals of Cosmetology.

Cosmetology Instructor Program:

1. Complete the Vernon College admission procedures.
2. The applicant is required to have an operator's license, to have completed three (3) years of field experience and must complete 750 hours of instructor training prior to taking the instructor licensure exam. ~~In exceptional situations, this requirement may be waived by the Cosmetology Admission and Review Committee.~~
2. Students are required to successfully complete all Instructor courses to complete the Cosmetology Instructor program.
3. Students who think they may be ineligible for licensure due to criminal convictions (felony) must apply to the Texas Department of Licensing and Regulations for a determination.

Add/change lab fee:

CSME 1543 Manicuring and Related Theory; change Lab Fee from \$18.00 to \$24.00

CSME 2244 Preparation for the State Licensing Written Examination; add Lab Fee \$10.00

CSME 2245 Preparation for the State Licensing Practical Examination; add Lab Fee \$24.00; change Special Fee to \$22.00

Add "Liability Insurance: \$22.00 (charged once each academic year)" as requirement for the Cosmetology Instructor certificate:

CSME 1435 Orientation to the Instruction of Cosmetology

CSME 2415 Cosmetology Instructor III

Edit course descriptions due to WECM changes:

CSME 1405 Fundamentals of Cosmetology

CSME 1543 Manicuring and Related Theory

CSME 2343 Salon Development

CSME 2501 The Principles of Hair Color and Related Theory

Sharon Winn seconded the motion. The motion received unanimous approval from the committee.

D. Pharmacy Technician Program Revisions

Shana Munson made a motion, effective Fall 2011, to revise the Pharmacy Technician Program in order 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 to keep the program in compliance with the requirements for financial aid for certificate only programs. Currently, the requirement is a 30:1 ratio of clock hours to semester hours; in fall 2011, the ratio increases to 37.5:1. The total semester hours remain unchanged at 24, and the clock hours are increased from 720 to 912 which meet the 37.5 to 1 ratio.

Add the following courses:

PHRA 1102 Pharmacy Law

PHRA 1215 Pharmacy Terminology

PHRA 1165 Practicum-Pharmacy Technician/Assistant

PHRA 1449 Institutional Pharmacy Practice

PHRA 1243 Pharmacy Technician Certification Review

Delete the following courses from the catalog:

PHRA 1301 Introduction to Pharmacy

PHRA 1349 Institutional Pharmacy Practice

PHRA 1163 Clinical – Pharmacy Technician/Assistant

Delete the following course from the Pharmacy Tech Certificate, (will remain in HIT program):  
HITT 1305 Medical Terminology

Revise lecture/lab hours and prerequisites of the following courses:

PHRA 1162 Clinical-Pharmacy Technician/Assistant, revise prerequisite courses

PHRA 1209 Pharmaceutical Mathematics I from (1-2) 48 clock hrs to (1-3) 64 clock hrs; revise prerequisite courses

PHRA 1313 Community Pharmacy Practice from (2-3) 80 clock hrs to (2-4) 96 clock hrs; revise prerequisite courses

PHRA 1441 Pharmacy Drug Therapy and Treatment from (3-4) 112 clock hours to (2-6) 128; revise prerequisite courses

PHRA 1445 Intravenous Admixture and Sterile Compounding from (3-4) 112 clock hours to (2-6) 128; revise prerequisite courses

Mark Holcomb seconded the motion and it was unanimously approved.

Dr. Harkey and Shana Munson sent an additional revision in the form of a motion via email to all council members for approval. This change will allow students to receive full financial aid each semester. The revisions are as follows:

Delete PHRA 1162 Clinical-Pharmacy Technician/Assistant and PHRA 1165 Practicum-Pharmacy Technician/Assistant

Add PHRA 2265 Practicum-Pharmacy Technician/Assistant

Council members voted via email to accept these revisions with 11 in favor, 0 opposed and 2 abstentions.

#### E. Surgical Technology Program Revisions

Shana Munson reviewed the following revision to the Surgical Technology program which is requested for approval to adjust the clinical hours in order for students to have sufficient time to complete the objectives of the training and to meet the new the requirement for financial aid for certificate only programs. Currently, the requirement is a 30:1 ratio of clock hours to semester hours; in fall 2011, the ratio increases to 37.5:1. The total semester hours remain unchanged at 45, and the clock hours are increased from 1488 to 1728 which meet the 37.5 to 1 ratio.

Add the following courses:

SRGT 1260 Clinical-Surgical Technology/Technologist. This course replaces SRGT 1160 and correctly configures the allowable ratio of semester hours to contact hours, 1:6 and the maximum contact hours of 192.

SRGT 1460 Clinical-Surgical Technology/Technologist. This course replaces SRGT 1560 and utilizes allowable ratio of semester hours to contact hours, 1:6, in order to maximize the number of clinical hours available, 384.

Delete the following courses:

SRGT 1160 Clinical-Surgical Technology/Technologist. Replaced by SRGT1260 and the correct configuration of semester hours to contact hours.

SRGT 1560 Clinical-Surgical Technology/Technologist. Replaced by SRGT 1460 in order to maximize semester hours to contact hours 1:6.

Revise the following course:

SRGT 2660 Clinical-Surgical Technology/Technologist. The semester hour to contact hour ratio of 1:4 is used to increase clinical hours to 384.

F. Health Information Technology Program Revisions

Shana Munson made a motion to make the following revisions to the Health Information Technology program which are needed in order to train students using the new coding and procedures manual ICD-10-CM/PCS which will be mandatory for all medical records and insurance starting in 2013. The revisions apply to both the certificate and A.A.S. degree. The total hours for the A.A.S. will change from 67 to 64; the total hours for the certificate will change from 43 to 40.

Addition:

HITT 2340 Advanced Medical Billing and Reimbursement; this course is required to teach the new ICD-10-CM/PCS

Deletions:

POFM 1327 Medical Insurance; content is included in HITT 2340

HITT 1349 Pharmacology; content is included in MDCA 1302

Revision:

Require successful completion of BIOL 2401 Anatomy and Physiology I prior to student entering the Health Information Technology program.

Greg Fowler seconded the motion and the committee unanimously approved the motion.

G. Administrative Office Technology Program Revisions

Mark Holcomb made a motion to delete POFM 1327 Medical Insurance as an elective course for medical office emphasis in the Administrative Office Technology program due to the Health Information program's deleting POFM 1327 as a required course. Greg Fowler seconded the motion and it passed unanimously.

H. Industrial Automation Systems Certificate and A.A.S. Degree Revisions

Mark Holcomb motioned to add HART 1401 Basic Electricity for HVAC as an optional "or" course listed with CETT 1402 Electricity Principles. Content and outcomes for these courses are similar; this gives beginning students more course options each semester since both of these courses are not taught every semester. He also motioned to add HART 1401 to Marketable Skills Award. Greg Fowler seconded the motion and the committee unanimously passed the motion.

I. Heat, Ventilation and Air Conditioning Certificate and A.A.S. Degree Revisions

Mark Holcomb made a motion to add CETT 1402 Electricity Principles as an optional "or" course listed with HART 1401 Basic Electricity for HVAC. Content and outcomes for these courses are similar; this gives beginning students more course options each semester since both of these courses are not taught every semester. Mark also included in the motion to add CETT 1402 to the Marketable Skills Award and add the new course DFTG 1315 Architectural Blueprint Reading as an approved elective in the footnote for the A.A.S. degree. Michelle Wood seconded the motion and it passed unanimously.

J. Associate of Arts in Teaching

Joe Johnston made a motion to change the listing of science courses for the Core requirement of 8 semester hours to include all approved core science courses and list BIOL 1416 Life/Earth Science as recommended course for "Science Course Beyond Core." This change will alleviate confusion about which courses are part of the core requirements. Chad Mueller seconded the motion and it passed unanimously by the committee.



K. Developmental Math Course Revisions

Karen Gragg made a motion to revise the course description for MATH 0201 to read: "Continuation of linear topics from Elementary Algebra A to include inequalities, systems of equations and laws of exponents." Karen also included in the motion to revise the course description for MATH 0102 to read: "Factoring of polynomials, solving quadratic equations by factoring, simplifying rational expressions, solving equations containing rational expressions, introduction to functions." Greg Fowler seconded the motion and it passed unanimously.

L. MATH 1342 Revision

Karen Gragg motioned to revise the prerequisite for MATH 1342 to read: " MATH 1332; or "C" or better in MATH 0202; or a minimum score as indicated on one of the following tests: THEA 270, Accuplacer 84, TAKS 2400, SAT math section 618, or ACT math section 26." She explained that this revision was approved by the committee at an earlier date but the change was not made in the *2010-2011 General Catalog*. Jessica Sutherland seconded the motion and it passed unanimously.

M. Career and Technical Programs Verification of Workplace Competencies 2011-2012

Sharon Winn commented that Automotive Technology will now use AUMT 2310 Automotive Service Consultant as the capstone course. No other program made changes to their workplace competency courses. Sharon made a motion to accept the change, seconded by Mark Holcomb and unanimously approved by the committee.

N. Basic Firefighter Certification Program

Shana Munson reported that the Wichita Falls Fire Department has requested a 560 clock hour Basic Firefighter Certification program for the next academy rather than the 752 clock hour program due to the need to expedite training to fill current position openings and budget cuts. The next academy will start in May 2011. The new 560-hour continuing education certificate includes the same courses and objectives as the current certificate and covers the Texas Commission on Fire Protection (TCFP) Personnel Standards and Education Curriculum; the clock hours for each course are reduced to meet the 560 hour total training time requested. The description of the Basic Firefighter Certification in the General Catalog will be edited to include the 560 clock hours as well as the 752 clock hour program. (See p. 49 of 2010-11 General Catalog)

Shana made a motion to accept the change, seconded by Greg Fowler. The committee unanimously approved the motion.

O. LVN Program Revisions

Shana Munson stated, in the form of a motion, that the following revision to the LVN program is requested for approval to adjust the lecture/lab hours and contact hours in 8 courses in order for students to have more time to complete the course objectives and to meet the new the requirement for financial aid for certificate only programs. Currently, the requirement is a 30:1 ratio of clock hours to semester hours; in fall 2011, the ratio increases to 37.5:1. The total semester hours remain unchanged at 45, and the clock hours are increased from 1552 to 1696 to meet the 37.5 to 1 ratio (1688 hours). There is no change in the curriculum as displayed in the *General Catalog*.

Revise the lecture, lab and clock hours of the following courses:

<u>Course</u>	<u>Sem.</u>	<u>Current</u>			<u>Revised</u>		
		<u>Hrs</u>	<u>Lec</u>	<u>Lab</u>	<u>Clock</u>	<u>Lec</u>	<u>Lab</u>
VNSG 1122 Vocational Nursing Concepts	1	1	0	16	1	1	32
VNSG 1227 Essentials of Medication Administration	2	2	0	32	1	3	64
VNSG 1126 Gerontology	1	1	0	16	1	1	32
VNSG 1136 Mental Health	1	1	0	16	1	1	32
VNSG 1138 Mental Illness	1	1	0	16	1	1	32
VNSG 1216 Nutrition	2	2	0	32	2	1	48
VNSG 1331 Pharmacology	3	3	0	48	2	2	64
VNSG 1234 Pediatrics	2	2	0	32	2	1	48

Chad Mueller seconded the motion and it passed unanimously.

P. Associate Degree Nursing Program Revisions

Shana Munson motioned to revise the prerequisite for RNSG 1311 Nursing Pathophysiology to require BIOL 2401 Anatomy & Physiology I instead of BIOL 2421 Microbiology. Mike Ruhl expressed concern because the course content is better supported by a background of Microbiology than by taking A & P I. Shana stated that the nursing department had discussed this concern and they decided to go ahead with the change. Chad Mueller seconded the motion and the motion passed by majority vote.

Q. Credit Marketable Skills Achievement (MSA) Awards for 2011-2012

Shana Munson motioned to accept the Credit Marketable Skills Achievement Awards for 2011-2012. She stated that the only revisions for 2011-2012 are the Cisco Discovery Course changes for the CIS Program. No changes were reported for the Continuing Education Marketable Skills Achievement Awards for 2011-2012. Mark Holcomb seconded the motion and it was unanimously accepted by the committee.

**III. Other**

- A. Jessica Sutherland reviewed the changes to the Concurrent or Dual Credit Enrollment Request and Approval Form.
- B. Michelle Wood reported that Nursing Home Activity Director will no longer be offered through Continuing Education due a history of low or no enrollment. Michelle also reported that the Dental Assisting Program has decreased the contact hours from 315 to 299 at the recommendation of the program's advisory committee.
- C. The next Academic Council meeting is February 28, 2011, at 3:00 p.m. in Rm. 504 at CCC and Rm. 425 in Vernon.

**IV. Adjourn**

A motion was made and unanimously accepted to adjourn.

AGENDA  
ACADEMIC COUNCIL  
MONDAY, FEBRUARY 28, 2011, 3:00 P.M.  
ITV CLASSROOM 504, CENTURY CITY CENTER  
ITV CLASSROOM 423, VERNON CAMPUS

I. OLD BUSINESS

- A. Approval of Minutes – January 24, 2011

II. NEW BUSINESS

- A. 2010-2011 Program/Discipline Evaluation Task Force Summary Shana Munson
- B. Industrial Automation Systems Mark Holcomb  
Additions – ELMT 2433 Industrial Electronics  
Deletions – INCR 14302 Physics of Instrumentation  
Revisions – Revise the A.A.S. Degree
- C. Criminal Justice Program Greg Fowler  
Delete the Criminal Justice Certificate of Completion and Associate of  
Applied Science Tech Prep awards from the college's CTE program inventory  
Delete the following CRIJ courses from the course inventory:  
CRIJ 1307 Crime in America  
CRIJ 2301 Community Resources in Corrections  
CRIJ 2314 Criminal Investigation  
CRIJ 2323 Legal Aspects of Law Enforcement  
NOTE: All CJSA courses were approved for deletion in the January 2011  
Academic Council meeting  
Delete the Tech Prep (TP) designation from the following courses that will  
remain in the course inventory:  
CRIJ 1301 Introduction to Criminal Justice  
CRIJ 1306 Court Systems and Practices  
CRIJ 1310 Fundamental of Criminal Law
- D. Additions to Course Inventory Greg Fowler  
Additions - HIST 2311 Western Civilization I  
HIST 2312 Western Civilization II  
Add HIST 2311 and HIST 2312 as recommended electives within the major  
field of study sections for the following suggested transfer curricula:  
Government  
History

III. OTHER

- A. The next Academic Council meeting is March 28, 2011 at 3:00 pm.

IV. ADJOURN

**ACADEMIC COUNCIL MEETING MINUTES**  
**Monday, February 28, 2011**  
**Interactive Video Classrooms**  
**Vernon Campus and Century City Campus**

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

**I. Old Business**

**Approval of Minutes**

Sharon Winn motioned to accept the January 24, 2011 minutes, seconded by Marian Grona. The motion passed unanimously.

**II. New Business**

**A. Program/Discipline Evaluation Task Force Summary**

Shana Munson reported the results from the 2010-2011 Program/Discipline Evaluation.

Programs put on probation included Administrative Office Technology for a lack of recruiting, and Automotive and Criminal Justice for a low number of graduates.

Disciplines continuing without probation include: Criminal Justice, Economics, and Sociology.

Programs continuing without probation include: Basic Law Enforcement Academy, Business Management, Computer and Information Sciences, Emergency Medical Services, Machining, and Welding.

The task force recommended that the evaluation form be reviewed and revised as needed prior to the next evaluation cycle.

Mark Holcomb made a motion that members of the Academic Council approve the findings of the Program/Discipline Evaluation Task Force seconded by Kristin Harris. The motion received unanimous support.

**B. Industrial Automation Systems**

Mark Holcomb motioned to add ELMT 2433 Industrial Electronics and delete INCR 1402 Physics of Instrumentation effective Fall 2011. He added that for the A.A.S. degree only, change the major requirements from 46 semester hours to 42 semester hours and change the Related Requirements from 3 to 6 semester hours by adding a TBA Approved Elective of 3 semester hours. The total semester hours for the A.A.S. degree will change from 67 to 66. In the footnote section of the degree plan, add “\*\*TBA means electives to be selected by student from the following courses: DFTG 1315, EEIR 2366, ITCC 1301 (TP).” Greg Fowler seconded the motion and it passed unanimously.

**C. Criminal Justice Program**

Greg Fowler made a motion to close the Criminal Justice CTE program effective Fall 2011. Greg explained that enrollments are strong in the beginning-level courses but not enough students remain at Vernon College to complete a certificate or A.A.S. degree. He said most students transfer to MSU or they actually take the criminal justice courses as part of a different program's requirements. Greg stated that the college will teach-out the students currently enrolled in the program during the next year as part of the deactivation process. Courses deleted from the inventory include: CRIJ 1307 Crime in America, CRIJ 2301 Community Resources in Corrections, CRIJ 2314 Criminal Investigation, and CRIJ 2323 Legal Aspects of Law Enforcement. The following courses will no longer include a Tech Prep (TP) designation but will remain in the inventory: CRIJ 1301 Introduction to Criminal Justice, CRIJ 1306 Court Systems and Practices, and CRIJ 1310

Fundamentals of Criminal Law. Shana Munson seconded the motion. Kristin Harris expressed concerns about deleting the Criminal Justice certificate program because non-TSI clear students will be further limited on the number of classes they can take. Also, she said this change would force high school students to be TSI clear in order to be eligible to take Criminal Justice courses for dual credit. Dr. Harkey said he understood that this would have an effect on non-TSI clear students but he believes that, especially at the high school level, students should meet the TSI standards before earning transfer college credit. The motion passed unanimously.

D. Additions to the Transfer Credit Course Inventory

Greg Fowler made a motion to add HIST 2311 Western Civilization I and HIST 2312 Western Civilization II to Vernon College's course inventory effective Fall 2011. He explained that the courses will give students additional elective course options. He also asked that the two courses be added as recommended electives to the suggested transfer curricula for Government and History. Jessica Sutherland seconded the motion. Kristin Harris suggested adding a prerequisite to each of the courses so students will complete their core curriculum courses first. Chad Mueller stated that we did not impose that type of prerequisite on GOVT 2304 Introduction to Political Science. He also said that the course content for Western Civilization I and II does not need a prerequisite of U.S. History I and/or II because the course content is totally different. Chad suggested that a note be added to the course listing in the semester schedule alerting students that HIST 2311 and HIST 2312 do not meet or substitute for the core curriculum requirements for an A.A.S. degree. The motion passed by majority vote.

**III. Adjourn**

A motion was made and unanimously accepted to adjourn.

AGENDA  
ACADEMIC COUNCIL  
MONDAY, MARCH 28, 2011.  
VIA E-MAIL

I. OLD BUSINESS

- A. Approval of Minutes – February 28, 2011

II. NEW BUSINESS

- A. Surgical Technology Program Shana Munson  
Additions: SRGT 1160 Clinical-Surgical Technology/Technologist  
              SRGT 1560 Clinical-Surgical Technology/Technologist  
Revisions: SRGT 1409 Fundamentals of Perioperative Concepts and  
              Techniques  
Deletions: SRGT 1260 Clinical-Surgical Technology/Technologist  
              SRGT 1460 Clinical-Surgical Technology/Technologist
- B. Departmental Challenge Exam Fee For College-Level Math Karen Gragg
- C. Fee Increase for 3-peats and developmental math exceeding 27 semester hours Karen Gragg

**ACADEMIC COUNCIL MEETING MINUTES**

**Monday, March 28, 2011**

**Via E-mail**

Dr. Harkey sent the following message via e-mail.

Academic Council Committee Members,

Please review the attached document. After your review please "reply to all" with any questions, suggestions, points of discussion, etc. If you have no questions, please vote electronically (aye or nay) on the following motions:

1A Motion to approve the minutes of the February 28 meeting

2A Motion to approve the suggested additions, revisions, and deletions submitted by the Surgical Technology program

2B Motion to approve the proposed fee increase for College Level Departmental Challenge Exams from \$20/SCH to \$35/SCH

2C Motion to approve the proposed fee increase for 3-peats and excessive developmental coursework from \$50/SCH to \$75/SCH

Thank you for serving on Academic Council and for your response.

Response to the e-mail message from council members:

Voting Aye – Mark Holcomb, Mike Ruhl, Jessica Sutherland, Michelle Wood, Shana Munson, Karen Gragg, Greg Fowler, Joe Johnston, Chad Mueller, Marian Grona, Joe Hite, and Sharon Winn

Abstaining – Kristin Harris