

**2015-2016
End-of-Year
Committee/Advisory Council Report**

Committee Name: Academic Council

Chairperson: Dr. Gary Don Harkey

List of members: Dr. Brad Beauchamp, Sherrie Denham, Shana Drury, Christina Feldman, Greg Fowler, Clara Garza, Dr. Karen Gragg, Marian Grona, Kristin Harris, Joe Hite, Mark Holcomb, Bettye Hutchins, Joe Johnston, Melissa Moore, and Mary Rivard

Dates of meetings: September 18, 2015; October 16, 2015; November, 2015; January 29, 2016; February 26, 2016; and April 1, 2016

Accomplishments:

September 18, 2015 –

1. Effective Fall 2016, the total semester hours required for the Pharmacy Technician Certificate of Completion will increase from 24 to 30. Courses added to the program include: PHRA 1209 Introduction to Pharmacy, PHRA 1205 Drug Classification, and PHRA 1240 Third Party Billing.

October 18, 2015 –

1. Council members voted unanimously to delete POFM 1164 Practicum (or Field Experience) – Medical Administrative/Executive Assistant and Medical Secretary from the college's course inventory effective Fall 2016. The course is no longer included as a requirement or as an elective in the program.
2. Council members unanimously approved revision of the course prerequisite for RNSG 1246 Legal & Ethical Issues for Nursing to read: Admission to the ADN Program, **licensed vocational nurse**, or consent of Director of Nursing. This change, effective Fall 2016 will reduce the number of semester hours required in the fall semester for LVN transition students.

November, 2015 –

1. Council members voted electronically in approval of adding ITSC 1301 Introduction to Computers to the Vernon College course inventory effective Fall 2016 and to include the course as an option to COSC 1301 for the following programs: Automotive Technology Certificate and A.A.S.
Business Management Certificate and A.A.S.
Heat, Ventilation and Air Conditioning A.A.S.

Industrial Automation Systems A.A.S.
Surgical Technology Certificate and A.A.S.
Welding Certificate and A.A.S.

2. By unanimous vote, council members approved the addition of AUMT 1201 Introduction and Theory of Automotive Technology to the course inventory effective Fall 2016.

January 29, 2016 –

1. Council members unanimously approved a motion to revise the Associate Degree Nursing Program catalog information pages; revise the course prerequisite for RNSG 1209 Introduction to Nursing to read *Current LVN licensure*; delete RNSG 1205 and add RNSG 1105 Nursing Skills I; and add RNSG 1309 Introduction to Nursing
2. Council members voted unanimously to approve the following changes to the Pharmacy Technician Program: Additions- PHRA 1201 Introduction to Pharmacy; PHRA 1205 Drug Classifications; PHRA 1240 Third Party Billing. The certificate program increases from 24 to 30 Semester hours with the probable completion time of 3 semesters.

February 26, 2016 –

1. The Associate Degree Nursing Program received unanimous approval to add MATH 1342 Elementary Statistical Methods as an option for the General Education math requirements.
2. By unanimous vote of approval, KINE 1308 Sports Officiating I will be removed from the college inventory.
3. Council members reviewed the Marketable Skills Award and the Workplace Competencies for each CTE program and gave unanimous approval.
4. Due to GIPWE 2015 guidelines, the certificate level for the following programs has changed: Health Information Management – Level 2; Industrial Automation- Level I; Licensed Vocational Nursing – Level 2. Council members unanimously approved the revisions.

April 1, 2016 –

1. Council members voted unanimously in approval of the following changes for Health Information Management: Course additions- HITT 1211 Health Information Systems; HITT 1305 Medical Terminology. Course deletions- HITT 1205 Medical Terminology; HITT 1311 Health Information Systems. Course revisions- HITT 1301 Health Data Content and Structure; HITT 1341 Coding and Classification Systems; HITT 2335 Coding and Reimbursement Methodologies;

HITT 2340 Advanced Medical Billing and Reimbursement; HITT 2361 Clinical-Health Information/Medical Records Technology/Technician.

2. The following revisions to the Administrative Office Technology program received unanimous approval by council members: Course additions- ACNT 1325 Principles of Accounting I; ACNT 1326 Principles of Accounting II; ACNT 1313 Computerized Accounting Applications; ITSW 1301 Introduction to Word Processing; POFT 1220 Job Search Skills; POFT 1301 Business English; POFT 2331 Administrative Project Solutions. Course deletions- ITSW 1401 Introduction to Word Processing; POFT 1429 Beginning Keyboarding; POFT 2401 Intermediate Keyboarding. Course revisions- POFT 1309 Administrative Office Procedures I.
3. By unanimous vote, Council members approved the following revisions to the Business Management Program: Course additions- ACCT 2301 Principles of Financial Accounting; ACCT 2302 Principles of Managerial Accounting; POFT 1301 Business English. Course deletions- ACCT 2401 Principles of Financial Accounting; ACCT 2402 Principles of Managerial Accounting. Course revisions- BUSI 2304 Business Report Writing and Correspondence.
4. Council members voted unanimously in approval of the following revisions for the Medical Assisting Program (Continuing Education): Course additions-

May 6, 2016 –

1. Council members unanimously approved the addition of testing fees to the following Emergency Medical Services program:
EMSP 1501 Emergency Medical Technician – EMS-B Testing Fee \$45.00
EMSP 1338 Introduction to Advanced Practices – EMS-A Testing Fee \$60.00
EMSP 2206 Emergency Pharmacology – EMS-P Testing Fee \$90.00

Recommendations:

1. Council members recommended to the Vernon College Board of Trustees an increase in semester hours from 24 to 30 for the Pharmacy Technician Program.
2. Council members voted unanimously in approval of the following Program Evaluation Committee recommendations:
 - a) Computer Information Science program continue operations without any probationary status;
 - b) Law Enforcement Academy program continue without probationary status, but senior administrators should review the financial reports of the program for a better analysis;
 - c) Business/Management program continue without any probationary status
 - d) Culinary program be placed on probationary status for its adult learner program only due to low student enrollment under the 12 student average benchmarked for credit CTE programs

- e) Machining program remain on probation due to low student enrollment and graduation rates below state requirements
 - f) Welding program continue without any probationary status
3. Council members voted unanimously in approval of the following Discipline Evaluation Committee recommendations to continue the following disciplines without probation:
- a) Criminal Justice
 - b) Economics
 - c) Kinesiology
 - d) Physics
 - e) Sociology

Membership suggestions: N/A

Agendas, exhibits and minutes posted to Vernon College web site address:

www.vernoncollege.edu

Submitted by: Dr. Gary Don Harkey

Date submitted: June 7, 2016