

ACADEMIC COUNCIL MEETING MINUTES
Monday, January 28, 2013
Interactive Video Classrooms
Vernon Campus and Century City Campus

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

I. Old Business

A. Approval of Minutes

Shana Munson motioned to accept the November 19, 2012 minutes seconded by Mark Holcomb. The motion passed unanimously.

II. New Business

A. Automotive Program

Approval of AUMT 1472 High Performance Modification: Theory and Execution was completed during the November 2012 meeting. No other changes need to be addressed.

B. Health Information Technology Program

Shana Munson reported that during their fall 2012 meeting, the HITT advisory committee recommended changing the program title to Health Information Management (HIM) to replicate the title used by the Commission of Accreditation for Health Informatics and Information Management Education (CAHIIM). Shana motioned to accept this recommendation seconded by Greg Fowler. The motion passed unanimously. Shana also highlighted two WECM mandatory changes including a title change for HITT 1305 Medical Terminology I and a course description change for HITT 2340 Advanced Medical Billing & Reimbursement. No vote of approval is necessary for these changes.

C. Surgical Technology Course Revision

Shana motioned to revise the course description for HPRS 1206 Essentials of Medical Terminology (SRGT) in order for the course to meet accreditation requirements and the new Surgical Technology curriculum. She also included in the motion an increase of the lab fee for this course from \$16.00 to \$24.00 to cover the cost of supplies for the new lab. Cathy Bolton seconded the motion and it passed unanimously.

D. Licensed Vocational Nursing Program

Shana reviewed changes that were approved during the September 2012 Academic Council Meeting that included raising the Special Fee to \$50.00 for VNSG 1423 Basic Nursing Skills and VNSG 2431 Advanced Nursing Skills. At that time, Dr. Harkey expressed concerns about the rising costs of education for students and about the negative impact that results from increasing program costs. He asked program directors to review their program expenses to find opportunities for savings. After additional review, Shana recommended, in the form of a motion, that the Special Fee be returned to the original amount of \$26.00 for each class listed. Greg Fowler seconded the motion and it passed unanimously.

E. Computer and Information Sciences Course Revisions

Mark Holcomb made a motion to revise the following courses as listed:

CPMT 1451 IT Essentials: PC Hardware and Software – remove the prerequisite

ITSE 1401 Web Design Tools – remove the prerequisites

ITNW 1325 Fundamentals of Networking Technologies – remove the prerequisites

ITNW 2435 Network Troubleshooting and Support – revise the prerequisites to: ITNW 1325 Fundamentals of Networking Technologies or ITCC 1301 Cisco Exploration I-Network Fundamentals

ITNW 1454 Implementing and Supporting Servers – revise the prerequisites to: Knowledge of operating systems

ITSC 2339 Personal Computer Help Desk Support – remove the prerequisites and delete the lab fee since the course is a (3-0)

ITCC 1301 Cisco Exploration I-Network Fundamentals – remove the prerequisites

ITCC 1304 Cisco Exploration 2-Routing Protocols and Concepts – revise the prerequisites to: ITNW 1325 Fundamentals of Networking or ITCC 1301 Cisco Exploration I-Network Fundamentals

ITCC 2308 Cisco Exploration 3-LAN Switching and Wireless – revise the prerequisites to: ITCC 1304 Cisco Exploration 2-Routing Protocols and Concepts

ITCC 2310 Cisco Exploration 4-Accessing the WAN – revise the prerequisites to: ITCC 1301 Cisco Exploration I-Network Fundamentals, ITCC 1304 Cisco Exploration 2-Routing Protocols and Concepts

ITCC 2443 Network Security – revise the prerequisites to: ITCC 1301 Cisco Exploration 1-Network Fundamentals, ITCC 1304 Cisco Exploration 2-Routing Protocols and Concepts

ITSE 1402 Computer Programming – remove the prerequisites

ITSE 1450 System Analysis and Design – revise the prerequisites to: COSC 1301 Introduction to Computing or ITNW 1325 Fundamentals of Networking Technologies

ITSC 2335 Application Software Problem Solving – revise the prerequisites to: Consent of instructor

Shana Munson seconded the motion. The motion passed unanimously.

Dr. Harkey suggested that courses having a prerequisite of “Consent of Instructor” should be managed by entering a limit of zero students in POISE thus requiring the instructor to manually enroll eligible students into the course. This action would eliminate the necessity of withdrawing ineligible students from the course and notifying them of the action.

F. GOVT 2304 Introduction to Political Science

Greg Fowler stated that the ACGM has changed the course description for this course to read: Introductory survey of the discipline of political science focusing on the scope and methods of the field and substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function. The course description will continue to include the following statement for clarity: This course will **not** satisfy the government class requirements for graduation. It is highly recommended for potential government and social science majors. The prerequisite and Special Fee remains the same. No vote of approval is required for this revision. Dr. Harkey asked Greg to meet with the Government Department faculty to discuss whether this course should remain in our inventory since it has not been offered at Vernon College.

G. Marketable Skills Achievement Awards for 2013-2014

Shana directed the committee's attention to the list of Credit Marketable Skills Achievement Awards and the Continuing Education Marketable Skills Achievement Awards for 2013-2014. She noted that the Culinary Arts section should be removed from the list. Shana motioned to accept the revised list and Michelle Wood seconded the motion. The motion passed unanimously.

H. Career and Technical Programs Verification of Workplace Competencies for 2013-2014

Shana asked committee members to review the workplace competencies listed for 2013-2014. She made a motion to accept the items as listed. Greg Fowler seconded the motion and it passed unanimously. Dr. Harkey commented that programs with a national licensure examination can clearly document their student's successful attainment of required skills. However, without that standardized and approved exam it is more difficult to document mastery of outcomes. He asked the Division Chairs to visit with their program coordinators about the possibility of utilizing the Work Hard Work Smart General Education Certification Examination as a tool to measure competency.

I. Administrative Office Technology Course Revisions

Dr. Harkey reviewed the following mandatory WECM changes for courses in the Administrative Office Technology Program. These changes do not require a vote of approval from the committee.

POFI 2431 Desktop Publishing – revise the course description by adding: This course is designed to be repeated multiple times to improve student proficiency.

POFT 1309 Administrative Office Procedures I – add prerequisite: POFT 1429 Beginning Keyboarding or consent of instructor

POFT 1325 Business Math and Machine Applications – change title to: Business Math Using Technology; revise course description to: Skill development in business math problem-solving using electronic technology; and revise course outcome to read: Solve business math application problems **using electronic technology**.

POFT 2401 Intermediate Keyboarding – revise course description to read: A continuation of keyboarding skills emphasizing acceptable speed **and** accuracy **levels and** formatting documents.

III. Other

Dr. Harkey reminded committee members that the February meeting will be the last chance to submit changes for Academic Council approval for the *2013-2014 General Catalog*. He asked Kristin Harris to update the committee on the work in progress towards new TSI minimum scores. Kristin said the TSI exemptions will remain the same and revisions to the minimum scores will take effect after the start of fall 2013 classes. Karen Gragg added that the Coordinating Board assembled groups to review assessments in all areas of developmental coursework but clear guidelines will likely not be available until July or August. The new guidelines will be in effect for the Fall II semester.

Dr. Harkey stated that future Academic Council meetings will be on Fridays to better accommodate faculty that have teaching commitments on other weekdays. The next Academic Council meeting is scheduled for February 22, 2013 at 11:00 am in VER204 and CCC712.

IV. Adjourn

Shana Munson motioned to adjourn the meeting, seconded by Cathy Bolton.