

**ACADEMIC COUNCIL MEETING MINUTES**  
**Friday, January 30, 2015**  
**Interactive Video Classrooms**  
**Vernon Campus and Century City Campus**

Present: Dr. Gary Don Harkey, Chair; Dr. Brad Beauchamp, Cathy Bolton, Greg Fowler, Dr. Karen Gragg, Marian Grona, Kristin Harris, Joe Hite, Mark Holcomb, Bettye Hutchins, Dr. Adrien Ivan, Joe Johnston, and, and Shana Munson. Absent: Christina Feldman, Lynn Kalski, and Melissa Moore

**I. Old Business**

**A. Approval of Minutes**

Marian Grona motioned to accept the November 21, 2014 minutes, seconded by Joe Hite. The motion passed unanimously.

**II. New Business**

**A. Business Management Certificate of Completion**

Mark Holcomb made a motion to revise the Business Management Certificate of Completion effective Fall 2015. At the recommendation of the program's advisory committee, the following courses will be removed:

ACCT 2401 Principles of Accounting I – Financial  
ECON 2301 Principles of Macroeconomics  
BUSI 2301 Business Law  
TBS Elective

One addition to the certificate:

ITSW 1401 Introduction to Word Processing.

Greg Fowler seconded the motion. Mark explained that the revised certificate includes 22 hours of major requirements and 6 hours of related requirements for a total of 28 semester hours. The changes make this a Level I certificate with no TSI requirements and fulfills the rule that at least 50% of the course offerings are CTE courses. Mark also commented that this certificate is not recommended for Business **Management Administration** majors nor is it appropriate for transfer to MSU. Committee members voted unanimously in favor of the motion.

**B. Cosmetology**

Shana Munson motioned to revise the course prerequisites for the Cosmetology Program effective Fall 2015. The program advisory committee members recommended revising the prerequisite for CSME 1405 to "consent of instructor." The prerequisite for the following courses will change to "CSME 1405 or consent of instructor."

CSME 1401 Orientation to Cosmetology  
CSME 1451 Artistry of Hair, Theory and Practice  
CSME 1543 Manicuring and Related Theory  
CSME 1547 Principles of Skin Care/Facials and Related Theory  
CSME 1553 Chemical Reformation and Related Theory  
CSME 2244 Preparation for the State Licensing Written Examination  
CSME 2245 Preparation for the State Licensing Practical Examination  
CSME 2310 Advanced Haircutting and Related Theory  
CSME 2343 Salon Development  
CSME 2501 The Principles of Hair Coloring and Related Theory

Cathy Bolton seconded the motion. The motion passed unanimously.

### **III. Other**

#### **A. ACNT 1304 Introduction to Accounting II**

Mark Holcomb reviewed a mandatory WECM change for ACNT 1304 Introduction to Accounting II. The course description now reads, “A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.”

#### **B. HITT 2335 Coding and Reimbursement Methodologies**

Shana Munson shared information about a mandatory WECM change for HITT 2335 Coding and Reimbursement Methodologies. The following item was added to the course outcomes: “Sequence codes according to established guidelines and standards; and apply reimbursement methodologies.”

#### **C. The next Academic Council Meeting will be Friday, February 27, 2015, at 11:00 am.**

### **IV. Adjourn**

The committee voted unanimously to adjourn.