

**ACADEMIC COUNCIL MEETING MINUTES**  
**Monday, January 30, 2012**  
**Interactive Video Classrooms**  
**Vernon Campus and Century City Campus**

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

**I. Old Business**

**Approval of Minutes**

Greg Fowler motioned to accept the December 12, 2011 minutes, seconded by Shana Munson. The motion passed unanimously.

**II. New Business**

Dr. Harkey thanked Sharon Winn for monitoring the ACGM and WECM websites to catch course revisions, additions, and deletions. He asked the Division Chairs to remind their faculty members that they should also monitor these websites and make program adjustments as needed.

**A. Automotive Technology**

Mark Holcomb highlighted the mandatory WECM revisions to the Automotive Technology program. The following courses were revised:  
AUMT 1410 Automotive Brake Systems – course description  
AUMT 1416 Automotive Suspension and Steering – course title and description change  
AUMT 1419 Automotive Engine Repair – course description  
AUMT 1445 Automotive Climate Control Systems – course title and description change  
AUMT 2310 Automotive Service Consultant – course description change  
AUMT 2417 Automotive Engine Performance Analysis I – course title and description change.

Along with the catalog revisions, the course certificate and degree plans and syllabi will also be updated.

**B. Cosmetology**

Shana Munson made a motion, recommended by the program advisory committee, to revise the Cosmetology Program admissions requirements by requiring applicants to take all sections of the Accuplacer Exam. Greg Fowler seconded the motion. The committee discussed at length the added requirement and how it would impact future students. Shana explained that the exam would be part of a rubric used to assist in the applicant's placement into the program. The rubric will record points for the applicant's successful completion of: the Vernon College Application for Admissions, the Cosmetology Program Application, the interview with the program instructors, New Student Orientation, proof of receiving required bacterial meningitis shot. Shana said the Vocational Nursing and Surgical Technology programs have successfully used a similar rubric as part of their student selection process. Mark Holcomb asked whether the Work Hard Work Smart Career Testing would be a better gauge of potential student success than the Accuplacer test which is designed as a college-entrance exam. The committee discussed the access to each exam and decided to stay with the Accuplacer. The motion passed by majority vote with Mark Holcomb opposing the motion.

### **C. Emergency Medical Services**

Shana motioned to revise the Emergency Medical Services Program by increasing the external learning experience course hours to give students more clinical time and to be in compliance with the requirements for national accreditation. Courses revised include: EMSP 1162 Clinical – Emergency Medical Technology/Technician (EMT Paramedic) (A) and EMSP1163 Clinical – Emergency Medical Technology/Technician (EMT Paramedic) (A). The hours will change from (0-5) with 80 contact hours to (0-6) with 96 contact hours. The semester hours will not change. Betty Hutchins seconded the motion and it passed unanimously.

### **D. Health Information Technology**

Shana made a motion to revise HITT 2339 Health Information Organization and Supervision by adding a prerequisite stating: Must have completed Health Information Technology Medical Coding Certificate of Completion. Greg Fowler seconded the motion. Joe Hite commented that each course would have to be listed in POISE for the prerequisite function to work properly. Shana explained that by using the proposed wording in the course description section of the catalog, students would more easily understand the requirements than would be accomplished by listing each course individually as a prerequisite. The committee unanimously passed the motion.

### **E. Licensed Vocational Nursing**

Shana motioned to revise the Licensed Vocational Nursing Program to comply with WECM allowable clock hours for courses to meet the financial aid clock hour to semester hour ratio of 37.5:1 and to add a new course to combine the mental health and mental illness curriculum into one course. This revision changes the day program with fall start date from 45 to 44 semester hours - the same semester hours as the other program start dates.

Course added: VNSG 1201 Mental Health and Mental Illness (2-0); 32 clock hours. The certificate plan in *General Catalog* will list that PSYC 2301 General Psychology may be substituted for VNSG 1201.

Courses deleted: VNSG 1136 Mental Health; VNSG 1138 Mental Illness; VNSG 1463 Clinical-Licensed Vocational Nursing (LVN) Training (VNSG 1362 replaces this course in the day program with the fall start date)

Revised Courses: VNSG 1122 Vocational Nursing-Concepts – lecture/lab changed from (1-1) with 32 clock hours to (1-0) with 16 clock hours; VNSG 1126 Gerontology – lecture/lab changed from (1-1) with 32 clock hours to (1-0) with 16 clock hours; VNSG 1227 Essentials of Medication Administration – lecture/lab changed from (1-3) with 64 clock hours to (1-4) with 80 clock hours; VNSG 1329 Medical-Surgical Nursing I – lecture/lab changed from (3-0) with 48 clock hours to (3-1) with 64 clock hours; VNSG 1330 Maternal-Neonatal Nursing – lecture/lab changed from (3-0) with 48 clock hours to (3-1) with 64 clock hours; VNSG 1332 Medical-Surgical Nursing II – lecture/lab changed from (3-0) with 48 clock hours to (3-1) with 64 clock hours. Sharon Winn seconded the motion. The motion passed unanimously.

### **F. Pharmacy Technician**

Shana made a motion to revise the Pharmacy Technician Program by adding a \$30.00 special fee for online certification review to PHRA 1243 Pharmacy Technician Certification Review. When combined with the \$2.00 technology fee, the total Special Fee will be \$32.00 and the course will not require a lab fee. Shana explained that the review will better prepare students for the certification examination. Greg Fowler seconded the motion. Joe Hite asked if PHRA 1243 would be the capstone course for the program and Sharon Winn said the capstone would remain the credentialing examination. The committee unanimously voted to approve the motion.

### **G. Psychology**

Greg Fowler motioned to add PSYC 2314 Lifespan Growth and Development. The course description is almost identical to PSYC 2312 which was deleted two years ago. Mark Holcomb seconded the motion and it passed unanimously.

### **III. Other**

Dr. Harkey pointed out that the committee has 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. The revised formula has had a significant impact on programs with only one instructor such as Pharmacy Technician and Surgical Technology. Dr. Harkey has met with Sharon Winn, Joe Hite, and Shana Munson to explore the possibility of developing an Associate of Applied Arts and Sciences in Technical Occupation degree that would include 30 hours of general education course requirements and 32 hours of CTE requirements specific to the program. An associate degree can have a maximum of 72 semester hours. Every course included in the certificate program has to be applicable to the AAS degree and guidelines state that 50% of the degree requirements should be courses “in common” with these “in common” courses most likely being general education courses. Students deciding to pursue a BAAS degree would be able to apply the general education transfer course credits to their degree plan at the university. Dr. Harkey said the group will continue to explore the possibilities and they will report their findings to the Academic Council.

The next Academic Council meeting is scheduled for February 27, 2012 at 3:00 pm.

### **IV. Adjourn**