

ACADEMIC COUNCIL MEETING MINUTES
Friday, April 1, 2016
Interactive Video Classrooms
Vernon Campus and Century City Campus

Present: Dr. Gary Don Harkey, Chair; Dr. Brad Beauchamp, Shana Drury, Christina Feldman, Greg Fowler, Dr. Karen Gragg, Marian Grona, Kristin Harris, Joe Hite, Mark Holcomb, Bettye Hutchins, Joe Johnston, and Mary Rivard. Absent: Melissa Moore.

I. Old Business

A. Approval of Minutes

Gregg Fowler motioned to accept February 26, 2016 minutes, seconded by Joe Hite. The motion passed unanimously.

II. New Business

A. Health Information Management

Mark Holcomb made a motion to replace HITT 1205 Medical Terminology with HITT 1305 and to replace HITT 1311 Health Information Systems with HITT 1211. Mark explained that some students are unable to transfer the 2-hour medical terminology course towards a bachelor's degree. The program advisory committee recommended these changes. The following course revisions were also included in the motion:

HITT 1301 Health Data Content and Structure – Special Fee: \$45.00 for AHIMA membership

HITT 1341 Coding and Classification Systems – Special Fee: \$45.00 for Neehr Virtual Lab

HITT 2335 Coding and Reimbursement Methodologies – Special Fee: \$45.00 for AHIMA membership

HITT 2340 Advanced Medical Billing and Reimbursement – Special Fee: \$45.00 for Neehr Virtual Lab

HITT 2361 Clinical-Health Information/Medical Records Technology/Technician – remove the phrase “(includes AHIMA membership)

Marian Grona seconded the motion and it received unanimous approval.

B. Administrative Office Technology

At the recommendation of the program advisory committee, Mark Holcomb motioned to revise the certificate and degree plans as follows:

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 1329 Beginning Keyboarding

POFT 2401 Intermediate Keyboarding

POFT 2312 Business Correspondence and Communications

Course Revisions:

POFT 1309 Administrative Office Procedures I (prerequisite removed)
Greg Fowler seconded the motion. Mark stated that changing the accounting class revisions better align the AOT Program with the Business Management Program. The certificate now totals 26 hours which may be completed in two semesters. The motion passed unanimously.

C. Business Management

Mark Holcomb made a motion, based on the program's advisory committee recommendations, to revise the Business Management Certificate and Degree as follows:

Course Additions:

ACCT 2301 Principles of Financial Accounting
ACCT 2302 Principles of Managerial Accounting
POFT 1301 Business English (also added to Administrative Office Technology)

Course Deletions:

ACCT 2401 Principles of Financial Accounting
ACCT 2402 Principles of Managerial Accounting

Course Revision:

BUSI 2304 Business Report Writing and Correspondence (prerequisite of POFT 1301 Business English added to the course)

Bettye Hutchins seconded the motion and it passed unanimously.

D. Medical Assisting

At the recommendation of the program advisory committee, Christina Feldman motioned to revise the Medical Assisting Program (CE) as follows:

Course Additions:

HITT 1005 Medical Terminology I (48 hours – mirrored)
HPRS 2000 Pharmacology for Health Professions (54 hours)

Course Revision:

MDCA 1009 Anatomy and Physiology (for Medical Assistants) (98 hours)

These changes increase the total program hours from 343 to 490. In accordance with GIPWE 2015, this program which includes a coherent sequence of continuing education courses that totals 360 or more contact hours will be submitted as a workforce education certificate program. With the increase in program hours the probable completion time is now 10 months.

Also included in the motion is a requirement that students take the math and writing portions of the Accuplacer test prior to admission into the program. If a student has previously taken the TSI Assessment he/she may submit those scores.

Shana Drury seconded the motion and it received unanimous approval.

E. Dental Assisting

At the recommendation of the program advisory committee, Christina Feldman motioned to revise the Dental Assisting Program (CE) as follows:

Course Revision:

MDCA 1009 Anatomy and Physiology (for Dental Assistants) (98 hours)

This change increases the total program hours from 359 to 404. This program will be submitted as a workforce education certificate program. Students must take the reading, writing and math portions of the Accuplacer test prior to admission into the program. If a student has previously taken the TSI Assessment he/she may submit those scores.

Bettye Hutchins seconded the motion and it was unanimously approved.

F. Shana highlighted additions and revisions to the Verification of Workplace Competencies for each CTE program. She explained that a column was added to the chart to identify the

final course students take in a program to help trigger a degree audit from the Admissions Office. Shana also corrected the final courses for the Cosmetology Program to read CSME 2251 for the operator certificate and CSME 2450 for the instructor certificate. These were mandatory course number changes in WECM. Shana motioned that the information be approved as presented. Greg Fowler seconded the motion and it received unanimous approval.

G. Automotive Technology Certificate

Mark Holcomb made a motion to revise the Automotive Technology Certificate of Completion as follows:

Course addition:

OSHT 1309 Physical Hazards Control

Course Revision:

AUMT 2310 Automotive Service Consultant (remove the prerequisite)

Delete the TBA approved electives and AUMT 1267 from the certificate. Change the capstone course from AUMT 2310 Automotive Service Consultant to AUMT 2417 Automotive Engine Performance Analysis I.

The certificate now totals 30 semester hours and the courses will be displayed and taught in a block scheduling format.

Shana seconded the motion and it passed unanimously.

H. Machining Program

Based on advisory committee recommendations, Mark motioned to revise the Machining Certificate of Completion as follows:

Course additions:

MCHN 1408 Basic Lathe

MCHN 1413 Basic Milling Operations

Course deletions:

MCHN 1438 Basic Machine Shop I

MCHN 1458 Intermediate Lathe Operations

MCHN 2402 Intermediate Milling Operations

The certificate will change from 35 to 31 semester hours and will be displayed and taught in a block scheduling format.

Greg Fowler seconded the motion and the vote was unanimous in approval.

I. Shana explained that the Pharmacy Technician Certificate will be displayed and taught in a block scheduling format with a probable completion time of 1 year. No course changes were required.

J. Computer and Information Sciences Certificate

Mark made a motion to revise the Computer and Information Sciences Certificate of Completion and A.A.S. Degree by listing TBS (To be Selected by the student) electives instead of TBA (Approved Electives). Shana seconded the motion. Dr. Harkey explained that this program changes often on the State, local and college level and leaving the electives open will result in fewer Course Substitution Forms being required. Joe Hite recommended that a list of suggested courses be included in the footnotes of the certificate. Mark will visit with Sharon Wallace to compile the list. The motion passed unanimously.

III. Other

A. Core Objective Subcommittee Update

Dr. Brad Beauchamp, Coordinator for the Assessment of Student Learning, stated that faculty and evaluators are preparing for the spring signature assignment. He reported

progress with assisting faculty in selecting rubrics for the summer signature assignment.
The topic for the summer is social responsibility.

B. Block Scheduling

Shana stated that beginning with the Fall 2016 semester the following programs will utilize block scheduling for their certificates of completion:

Automotive Technology – Vernon Campus

Machining – Skills Training Center

Pharmacy Technician – Century City Center

Licensed Vocational Nursing – Vernon Campus, Century City Center, and Seymour Learning Center

Surgical Technology – Century City Center

Shana commented that a new directive states that at least 5 certificate programs must follow the block scheduling format where students can complete the coursework in one year.

C. The next Academic Council meeting, scheduled for 11:00 a.m. on April 29, 2016 in CCC712 and VER204.

IV. Adjourn

The committee voted unanimously to adjourn.