

ACADEMIC COUNCIL MEETING MINUTES
Monday, September 24, 2012
Interactive Video Classrooms
Vernon Campus and Century City Campus

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

I. Old Business

Approval of Minutes

Jessica Sutherland motioned to accept the February 27, 2012 minutes, seconded by Marian Grona. The motion passed unanimously.

II. New Business

A. Academic Course Guide Manual (ACGM) Course Revisions

Greg motioned to revise GOVT 2302, effective Spring 2013, to include a prerequisite of GOVT 2301. This change will align the government courses to prepare students for the new ACGM government courses that will be in effect for 2013-2014. Karen Gragg seconded the motion. Jessica Sutherland questioned whether this prerequisite will be added to the course information in POISE and Dr. Harkey confirmed that the Registrar's Office will put that requirement into the system. The motion passed unanimously.

Greg noted that the ACGM offers the following alternative combinations that will fulfill the content requirement of Section 51.301: "GOVT 2301 and GOVT 2305; GOVT 2301 and GOVT 2306. The ACGM specifically states that the following combinations will not satisfy the content requirement of Section 51.301: GOVT 2302 and GOVT 2305 (omits study of the Texas constitution; GOVT 2302 & GOVT 2306 (omits study of the U.S. Constitution.)" Due to flexible options listed in the ACGM, Vernon College must decide what courses to offer and how to make the transition to the new courses with the least disruption to student's schedules. Greg made an additional motion to delete GOVT 2301 and GOVT 2302 effective August 31, 2013, in accordance with the THECB and ACGM mandate and add GOVT 2305 Federal Government (Federal constitution & topics) and GOVT 2306 Texas Government (Texas constitution & topics) effective Summer 2013. The committee unanimously voted to support this motion.

Greg made a final motion relating to the government course changes, effective Summer 2013, asking the committee to approve the addition of a prerequisite to GOVT 2306 requiring students to first take GOVT 2305. During this transition period, the prerequisite will help to ensure that students taking a government course in the summer will not have problems with transferability of the credit. Specifically, students transferring out-of-state will face problems if they complete only GOVT 2306 because colleges in other states are not likely to accept credit for a course covering the Texas constitution. Dr. Harkey said he will send a letter of explanation to all high schools, post notices online and in the Spring and Summer Course Registration Guides, and send letters and/or emails to Vernon College students identified as having taken only GOVT 2302. He said that each program offering an A.A.S. degree will need to submit a program change identifying the new course requirements to align with the mandates.

Michelle Wood seconded the motion and the committee voted unanimously to accept the motion.

B. Industrial Automation Systems

Mark Holcomb explained that the Industrial Automation Systems (IAS) and Machining programs will have Advisory Committee Meetings within the next month and based on their recommendations, he plans to present a motion to the Academic Council in November. He said the plan is to revise the current courses offered in the two programs to update the curriculum and provide students with a broader field of study and skills in operation and maintenance of automated systems. The proposed revision will integrate the Machining program into the IAS program. The revised A.A.S. degree will give students a core of basic skills courses in automation systems combined with two options for specialization: Electrical/Energy and CNC Machining/Manufacturing. The four certificate options will include a basic certificate and advanced certificate for each specialization. He noted that the Advanced Electrical/Energy Technology Certificate of Completion that is proposed contains 49 semester credit hours making it is a Level 2 certificate requiring students to be TSI clear.

Proposed course additions include:

MCHN 2433 Advanced Lathe Operations

MCHN 2441 Advanced Machining I

MCHN 2444 Computerized Numerical Control Programming and

DFTG 2340 Solid Modeling/Design

Planned course deletions include:

MCHN 2333 Advanced Lathe Operations, MCHN 2341 Advanced Machining I, and

MCHN 2344 Computerized Numerical Control Programming.

Course revisions of the lecture/lab contact hours are proposed as follows:

MCHN 1320 Precision Tools and Measurements from (2-4) to (3-1)

MCHN 1426 Introduction to Computer-Aided Manufacturing (CAM) from (2-6) to (3-2)

MCHN 1438 Basic Machine Shop I from (2-6) to (3-2)

MCHN 1458 Intermediate Lathe Operations from (2-6) to (3-2)

MCHN 2402 Intermediate Milling Operations from (2-3) to (3-2) and

MCHN 2403 Fundamentals of Computer Numerical Controlled (CNC) Machine Controls from (2-6) to (3-2)

Dr. Harkey recommended that committee members look over the proposed changes and bring any questions to the next Academic Council meeting.

C. Proposed Fee Changes for 2013-2014

Shana Munson commented that her proposed fee increases are necessary due to the increases in space and maintenance costs for classrooms and labs, equipment update and repair costs, and supply costs particularly in the Allied Health Department. Estimated revenue based on lab and special course fees and does not include fees for clinical/practicum/cooperative courses. Shana noted that only fees being changed are included in her proposal. Shana motioned to make the following changes to the fees effective Fall 2013:

	<u>Special Fee</u>	<u>Liability Insurance</u>	<u>Lab Fee</u>
EMSP 1338 Introduction to Advanced Practice	\$50		
EMSP 1355 Trauma Management	\$50		
EMSP 1356 Patient Assessment and Airway Mgt	\$50		
EMSP 1501 Emergency Medical Technician	\$50		
EMSP 2143 Assessment Based Management	\$50		
EMSP 2248 Emergency Pharmacology	\$50		

	<u>Special Fee</u>	<u>Liability Insurance</u>	<u>Lab Fee</u>
EMSP 2330 Special Populations	\$50		
EMSP 2338 EMS Operations	\$50		
EMSP 2434 Medical Emergencies	\$50		
EMSP 2444 Cardiology	\$50		
Estimated lab and special fee revenue generated annually: \$14,320			

HITT 1301 Health Data Content and Structure	\$50		
HITT 1305 Medical Terminology	\$50		
HITT 1311 Health Information Systems	\$50		
HITT 1341 Coding and Classification Systems	\$50		
HITT 1345 Health Care Delivery Systems	\$50		
HITT 1353 Legal & Ethical Aspects of Health Info	\$50		
HITT 2335 Coding and Reimbursement Method	\$50		
HITT 2339 Health Info Org and Supervision	\$50		
HITT 2340 Adv Medical Billing & Reimbursement	\$50		
HITT 2343 Quality Assess& Performance Improve	\$50		
Estimated lab and special fee revenue generated annually: \$8016			

PHRA 1102 Pharmacy Law	\$50		
PHRA 1209 Pharmaceutical Mathematics	\$42		\$24
PHRA 1243 Pharmacy Technician Cert Review	\$50		
PHRA 1247 Pharmaceutical Mathematics II	\$42		\$24
PHRA 1313 Community Pharmacy Practice	\$50		
PHRA 1441 Pharmacy Drug Therapy & Treatment	\$50		
PHRA 1449 Institutional Pharmacy Practice	\$50		
Estimated lab and special fee revenue generated annually: \$7920			

HRPS 1206 Essentials of Medical Terminology			\$24
SRGT 1405 Introduction to Surgical Technology	\$50		
SRGT 1409 Fund of Perioperative Concepts & Tech	\$50		
SRGT 1441 Surgical Procedures I	\$50		
SRGT 1442 Surgical Procedures II	\$50		
Estimated lab and special fee revenue generated annually: \$4464			

VNSG 1423 Basic Nursing Skills	\$50		
VNSG 2431 Advanced Nursing Skills	\$50		
Estimated lab & special fee revenue generated annually \$24,254			

Liability Insurance fee for LVN program:

This will insure each student is charged once per year for liability insurance.

VNSG 1133 Growth and Development – delete liability insurance

VNSG 1161 Clinical-Licensed Voc Nurse (LVN) Tng	\$22
VNSG 1162 Clinical-Licensed Voc Nurse (LVN) Tng	\$22
VNSG 1163 Clinical-Licensed Voc Nurse (LVN) Tng	\$22
VNSG 1263 Clinical-Licensed Voc Nurse (LVN) Tng	\$22
VNSG 1460 Clinical-Licensed Voc Nurse (LVN) Tng	\$22

Greg Fowler seconded motion. Dr. Harkey expressed concerns about the rising costs of education for students and about the negative impact that results from increasing program

costs. However, with the advanced equipment and technology available to students, the additional labs creating the need for more supplies, and the reduced funding allocations, the college has no choice but to increase fees to support the programs. Council members unanimously voted to approve the motion.

III. Other

Karen Gragg stated that the 2013-2014 catalog descriptions for PHYS 1403 Stars and Galaxies will include a note below the title stating (Replaces PHYS 1412) and PHYS 1404 Solar System will include a note stating (Replaces PHYS 1411). The additional information will help students to make sure they are not repeating a course.

The next Academic Council meeting is scheduled for October 22, 2012 at 2:00 pm.

IV. Adjourn

Greg Fowler motioned to adjourn the meeting.