

Academic and Curriculum Committee

Minutes: Feb. 4, 2020

Next meeting – March 3, 2020 Board Room 11:15 am – 12:15 pm	
Members Present: Randy McCormick, Molly McDonald, Anne Donahue, Darin McGaw, Donna Geel, Elizabeth Sullivan, Cindy Moholland, Greg Johnson, Scott Fraser, Wayne Carter, Todd Cushing	
MINUTES Jan. 21, 2020 (December meeting cancelled due to inclement weather) ❖ Approved by Committee: Unanimous: Motion: Molly M.; 2 nd –Travis S.	Randy McCormick
ONGOING BUSINESS Checklist Form for Course Change Proposals Proposed change to the Course Change Proposal Checklist Form: change from “Attached Outline” to “Attached Syllabus.” SECOND READ & VOTE – Approved unanimously. Motion: Travis S.; 2 nd Ron O. - Medical Assisting Program course change proposals – SECOND READ & VOTE – Approved unanimously. Motion: Ron O.; 2 nd – Liz S. - Early Childhood Education Program Description change proposal SECOND READ & VOTE – Approved unanimously. Motion: Ron O; 2 nd – Travis S. - Adventure Recreation & Tourism Program <u>&</u> Criminal Justice/ConLaw change proposals – SECOND READS & VOTE - ADV 119 & ADV 121 or instructor approval will be prerequisite for the new CMJ 224 Search & Rescue course. An amended program matrix for Conservation Law will be created and submitted. Approved unanimously. Motion: Ron O.; 2 nd – Donna G.	Randy McCormick Cindy Moholland Linda Levesque Scott Fraser Wayne Carter
NEW BUSINESS - EIT 180; EIT 225; EIT 240; EIT 250 - Approve Pre-requisites – FIRST READ - Course Proposal Form: Proposed revision to reflect Credit Hours per Contact Hours – FIRST READ - Course Proposal Checklist Appendix B: Proposed revision as above – FIRST READ Discussion: the ‘new’ course & proposal forms are not listed in the ACC By-Laws that are posted on the portal. Randy will prepare a formal proposal for the March meeting. - MDT – add prerequisite courses to MDT 245 “Clinical Medical Cooperative Practicum”: MDT 103; MDT 125; MDT 130; MDT 133; MDT 221; MDT 223; MDT 227; MDT 235; MDT 135 – – FIRST READ - HTG 152 – Reduce credits from 12 to 9 – FIRST READ - HTG 125 – New Course: Intro to Air Conditioning Refrigeration – FIRST READ This move will add refrigeration as a topic area in the program and also reduce the Certificate Credit to 36 to be in line with system policy.	Gil Murphy Darin McGaw Randy McCormick Cindy Moholland Todd Cushing Todd Cushing
ADJOURNMENT – 12:15 p.m Motion: Ron O.; 2 nd –Donna G.	