

## Academic and Curriculum Committee

Minutes: March 3, 2020

<b>Next meeting – April 7, 2020</b> <b>Board Room 11:15 am– 12:15</b>	
Members Present: Randy McCormick, Anne Donahue, Mel Adams, Darin McGaw, Donna Geel, Liz Sullivan, Linda Levesque, Cindy Moholland, George Chmielecki, and Kelly Peters	
<b>MINUTES</b> February 4 <sup>th</sup> Meeting: <ul style="list-style-type: none"> <li>❖ Approved by Committee: Unanimous (Motion: Ron; 2<sup>nd</sup> – Liz)</li> </ul>	Randy McCormick
<b>ANNOUNCEMENTS</b> <b>Approved Proposals</b> <ul style="list-style-type: none"> <li>❖ ADV REC, ECE, and MA Program Proposals were approved by President Mingo.</li> </ul> <b>Catalog Changes</b> <ul style="list-style-type: none"> <li>❖ Need to amend program matrixes and descriptions including any new pre-requisites for the 2020-21 Course Catalog and submit that to Robyn digitally in a OneDrive folder and in hard copy.</li> </ul>	Randy McCormick
<b>ONGOING BUSINESS</b> <b>EIT Program Proposals (Second Read)</b> <ul style="list-style-type: none"> <li>❖ Approval of all EIT course updates for pre-requisites: Unanimous (Motion: Ron; 2<sup>nd</sup> Linda)</li> </ul>	Randy McCormick
<b>Course Proposal Form &amp; Checklist (Second Read)</b> <ul style="list-style-type: none"> <li>❖ Approval of the change in form to reflect credit hours per contact hours: Unanimous (Motion: Ron; 2<sup>nd</sup> Cindy)</li> </ul>	Randy McCormick
<b>Proposal to Revise ACC By-laws (First Read)</b> <ul style="list-style-type: none"> <li>❖ The ACC By-laws need to reflect the changes in the new course/proposal forms. The members approved this change to the by-laws in the first read and noted that this one time approval will approve any future changes of forms to be reflected in the ACC By-laws: Unanimous (Motion: Ron; 2<sup>nd</sup> Cindy).</li> </ul>	Randy McCormick
<b>MDT 245 Course and Prerequisites (Second Read)</b> <ul style="list-style-type: none"> <li>❖ Approved proposal for prerequisites for MDT 245 with amendment in the wording for the course catalog. Unanimous with amendment (Motion: Ann; 2<sup>nd</sup> Ron). The amended version is as follows:               <ul style="list-style-type: none"> <li>○ <i>MDT245, Clinical Medical Cooperative Practicum prerequisites: MDT103, MDT125, MDT130, MDT133, MDT135, MDT221, MDT223, MDT227 and MDT235. All passed with a B- or better.</i></li> </ul> </li> </ul>	Cindy Moholland
<b>HTG 152 &amp; HTG 125 Proposals (Second Read)</b> <ul style="list-style-type: none"> <li>❖ Approved changes in HTG 152 to reduce credits from 12 to 9 credits and approved the new course HTG 125 – Introduction to Air Conditioning Refrigeration. Unanimous (Motion: Ron; 2<sup>nd</sup> Liz).</li> </ul>	Randy McCormick Darin McGaw
<b>NEW BUSINESS</b> <b>Syllabus Template</b> <ul style="list-style-type: none"> <li>❖ Brief discussion on the need to create an easier/ more accessible syllabus template; Randy will put this item on the agenda for the next meeting.</li> </ul>	Randy McCormick

<p><b>NEC 111 Proposal Change (First Read)</b></p> <ul style="list-style-type: none"> <li>❖ Add the following as prerequisite for NEC 111 – National Electrical Code: <i>Electrical Helper’s License or higher, C or better in REY 103, or instructor permission.</i> Members have a number of questions that need to be clarified by Gil.</li> </ul>	Randy McCormick
<p><b>HUS 125 Proposal Change (First Read)</b></p> <ul style="list-style-type: none"> <li>❖ Change in course name from “Substance Abuse” to “Drugs, Substance Use, and Recovery; this change would more accurately reflect the course objectives. If title is changed, the change would need to be reflected in the course description; therefore, Randy requested that the course description changes be added to the proposal.</li> </ul>	Liz Sullivan
<p><b>CTT Program Proposals (First Read)</b></p> <ul style="list-style-type: none"> <li>❖ Add a new course, CTT 157 – Introduction to Network Security, to meet the high demand for computer and network security. This course could be transferred to other colleges. An adjunct would need to teach this course.</li> <li>❖ Remove CTT 150 as a prerequisite for the AAS since this course overlaps a significant portion of the material covered in CTT110. If approved, a number of changes would need to be made to course prerequisites.</li> <li>❖ CTT 100 course name change from “Microcomputer Hardware I” to just “Microcomputer Hardware”; if changed, need to adjust course prerequisites. Cindy noted that a new course number would need to be assigned – possibly CTT 101.</li> <li>❖ Prerequisite changes for the following courses: CTT 260, CTT 250, CTT 255, CTT 245</li> </ul>	George Chmielecki
<p><b>OTHER</b> <b>Deadline for Proposals</b></p> <ul style="list-style-type: none"> <li>❖ March 24<sup>th</sup> is the last time for proposals to be submitted and possibly approved for the 2020-21 school year.</li> </ul>	Randy McCormick
<p><b>Future of CPT112</b></p> <ul style="list-style-type: none"> <li>❖ With the elimination of CPT 112 as a program requirement, there are concerns that some students will not have a basic class to learn computer/keyboard skills.</li> <li>❖ Accuplacer has a test to evaluate students’ computer skill levels, which could be used to assess which students would benefit from taking CPT 112.</li> </ul>	Cindy Moholland Darin McGaw
<p><b>ADJOURNMENT – 12:24</b> <i>Unanimous (Motion: Ron; 2<sup>nd</sup> – Ann)</i></p>	