

Statewide Faculty Curriculum Council
Minutes from the March 13, 2015 Meeting
Lowry, Building 959, President's Conference Room


I. In attendance: Introductions of all members



Fred Boettcher – OJC
Peggy Burrus – RRCC
Kent Clement - CMC
Don Crawshaw – PPCC
Jennie Gross – CCCS
Lynnette Hoerner—RRCC
Martha Jackson Carter - CCA
David Johnson – CNCC
Scott Idlet – Pickens
Michelle Koch - CCCS
Carol Kuper - MCC
Danielle Langworthy – CCD
Beth Lattone - CCA
Lindsay Lewan – ACC
Chris Luchs – CCCOnline
Kelly Martin - CNCC
Warren Munick – PPCC
Ryan Newport - TSJC
Michael Payne – PCC
Paula Provence – ACC
Brenda Rhodes - NJC
Boyd Rodman, Chair —PCC
Claudia Romero—FRCC
Rhonda Schoenecker - TSJC
Brenda Stevens - EGTC
Scott Thompson – NJC
Tracey White - CMC
Matt Wilson - FRCC
Becky Young – LCC

Agenda:

Meeting Agenda

<u>Topic</u>	<u>Responsible Party</u>	<u>Discussion/Outcome</u>
1. Approval of Prior Meeting Minutes	Boyd Rodman, Chair	<p>APPROVED February 13, 2015 minutes</p> <ul style="list-style-type: none"> • first and second motion received.
2. HPR 178	Chris Heuston, HPR Discipline Chair	<ul style="list-style-type: none"> • 2:2 discussions to revamp this course to focus on medical terminology specific to the medical professional. • Decoding medical records, procedures, acronyms. • Rewrote the title and the learning objectives at the 2:2. • Many colleges offer this course as a 1 credit course. Financial aid won't allow funding more than one course of HPR 178. • At FRCC: Nursing, health info technology, patient care certificate, vet tech programs using this course. • Compares to HPR 208. Students got confused with the name Advanced in this course title. Students are taking these courses and don't need both. • Add patient record coding to HPR 178 title. • Suggest, Medical Records Terminology. Chris will send this out to the discipline group for discussion and let SFCC know whether the team approves or not. Chris will work with Matt Wilson.
3. HLT 263	Emma Locke	<ul style="list-style-type: none"> • Make the program relevant to the Arkansas Valley. • CCCS didn't offer a developed vegetable course for large scale producers. • Food safety act relevance. • Fits into AS and AAS degrees. • Change #2 Converse to Describe the history... • Change #13 Remove rest of sentence which begins with Vitamin C and move it to the Topical Outline, it is not a competency. • Course Approved with modifications.
4. JOU 106, JOU 225	Kristi Strother	<ul style="list-style-type: none"> • Blend what the industry and the high schools are teaching. • 2:2 discussion to make these changes. • JOU 106 changed to Media News and

		<p>Reporting</p> <ul style="list-style-type: none"> • Updated competencies verbs. • Change #3 to Prepare and Conduct • JOU 225 changed to reflect what the course really does in the field. Change title to New Media, to provide a more general term to teach social media or internet. More reflective of the industry. • Changed course description to maintain the 75 word compliance. • Change #3 and #4 to just Use and change the word difference to various. • Approved both courses with changes.
5. Health Navigator Courses	Kaysie Schmidt	<ul style="list-style-type: none"> • Joint program with Southeast project and OJC, 1 year program. • Started in 2012, funded by some industry members. • Expanding this program, CHW courses on the bulletin board. Industry members included in review of these new courses. • Certificate through OJC, there is no state licensing at this point. • Approved courses, see bulletin board for details.
6. Faculty Qualifications DWD – Studio Art	David Johnson	<ul style="list-style-type: none"> • Studio art degree is hands on, what constitutes a qualified instructor? • Gen Ed faculty are required to have a Master’s Degree and 18 hours in the specialized area; however, • If the professional is a prominent artist and has the expertise in the area, they can be hired without the Master’s Degree. • If a person has a Master’s Degree in Education Leadership, and Bachelors in Math, can they teach Math? No, unless the Masters had a specific content specialty. They must be (Master’s) content specific in their area in this situation.
7. Physician Assistant Master level course(s)	Lynnette Hoerner	 <p>Rationale for PAS curriculum review and</p> <ul style="list-style-type: none"> • In May 2015, SFCC will be looking at the PA Masters level courses.

		<ul style="list-style-type: none"> • 30 PA and 12 PVT for review in May. • On the BB now.
8. Course template updates/ Course approval guidelines – final review	Jennie Gross	  Draft Course Guide ES 9-91 Academic Template 3.2.15.docx Course and gt Approv: <ul style="list-style-type: none"> • Changes to the template: Old course title added and addition of more than 20 competencies template • Start with campus president to change a CIP for an entire program. • Under Faculty and Guide Templates on CCCS. • Academic guidelines information added to the application. (Gt Pathways eligible the next academic year; proposed course changes, which time of the year they can be implemented; courses which don't need to be reviewed by SFCC. • Jennie: Please add the course numbers to the document related to those SFCC does not review. • Is there a list of gt Pathways course numbers, yes, but the discipline needs to decide which category it fits in to. • APPROVED changes to Academic Course Document
9. Bulletin Board – review/approval	Boyd Rodman, Chair	See items in Bulletin Board Table
10. BAS – Bulletin Board – review/approval	Boyd Rodman, Chair	See items in Bachelors Bulletin Board Table
11. AGR Special Topics Discussion 3/13/2015		<ul style="list-style-type: none"> • 10 AGR 170- 174, 270 - 274 Special Topics classes added by the Ed Services Team. • SFCC discussion, added after the 3/13/2015 meeting, some confusion. These courses don't need to be approved by SFCC; however, these courses came in with titles and specific competencies. Not titled correctly. • Hold until further clarification is received. Scott will speak with Mike Anderson.
12. Meeting Dates		Change August and January to third Friday

2015-2016 Meeting Dates SFAC and SFCC

	SFAC (1 st Friday) CCCS 9am-3pm Room 104	SFCC (2 nd Friday) CCCS 9am-2pm President's conference room unless otherwise specified!
April 2015	3	10
May 2015	1	8
June 2015	No Meeting	No Meeting
July 2015	No Meeting	No Meeting
August 2015	No Meeting	21
September 2015	4	11
October 2015	2	9
November 2015	6	13
December 2015	4	11
January 2016	No Meeting	15
February 2016	5	12
March 2016	4	11
April 2016	1	8

Bulletin Board Review/Approvals:

Bulletin Board Listing Proposed Course Changes to CCCNS						
Updated		12-Mar-15				
COURSES POSTED IN February 2015						
Prefix & #	Course Title	Crdts	New/Delete/Revise	Chair Approval	SFCC Approval	Notes
OUT 221	Top Rope Climbing	1	NEW	√	√	<ul style="list-style-type: none"> RRCC OUT Faculty member has not seen this course. Needs to be added by RRCC VPI. #5 start with Construct #2 and #3, should be Demonstrate an understanding... Identify and practice #6 and #7
OUT 222	Sport Climbing	1	NEW	√	√	<ul style="list-style-type: none"> Remove #9 #2 change to Demonstrate an Understanding
JOU 106	Media News and Reporting	3	Revise: ttl, comptnc ies,	√	√	Approved with changes, see the notes in the agenda.
JOU 225	New Media	3	Revise: ttl, comptnc ies,	√	√	Approved with changes, see the notes in the agenda.
ENG 030	Basic Writing Skills	2	DELETE	√	√	Effective summer 2015
ENG 045	Academic Writing Preparation	4	DELETE	√	√	Effective summer 2015
ENG 060	Writing Fundamentals	3	DELETE	√	√	Effective summer 2015
ENG 090	Basic Composition	3	DELETE	√	√	Effective summer 2015
REA 030	Basic Reading Skills	2	DELETE	√	√	Effective summer 2015
REA 045	Accelerated Prep Reading	4	DELETE	√	√	Effective summer 2015
REA 060	Foundations of Reading	3	DELETE	√	√	Effective summer 2015
REA 090	College Preparatory Reading	3	DELETE	√	√	Effective summer 2015
MAC 210	Introduction to Swiss Turn Operations	3	NEW			
MAC 211	Swiss Turn Programming I	3	NEW			
MAC 212	Swiss Turn Programming II	3	NEW			
MAC 266	Advanced Inspection Techniques II	3	NEW			
MAC 267	Metrology Maintenance	3	NEW			

MLT 131	Introduction to Hematology	2	Revise: competencies	√	Send back	<ul style="list-style-type: none"> • How is attendance a competency – need something to prove this is required by a national accreditation board. • Looks like a syllabus. • Many competencies read like a topical outline. • Titles are difficult to understand what they mean
MLT 132	Hematology II	4	Revise: competencies	√	Send back	
MLT 141	Immunology/Immunohematology	4	Revise: competencies, outline	√	Send back	
MLT 180	Internship/Blood Banking I	.25 to 6	Revise: descpt	√	Send back	
MLT 182	Internship II/ Hematology, Coagulation & Urinalysis	.25 to 6	Revise: descpt	√	Send back	
MLT 231	Clinical Microbiology	4	Revise: outln	√	Send back	Course description not within 75 max words
MLT 280	Internship III / Clinical Chemistry	.25 to 6	Revise: descpt	√	Send back	
MLT 241	Introduction to Clinical Chemistry	2	Revise: outln	√	Send back	Poorly written course description
MLT 242	Clinical Chemistry II	4	Revise: competencies, outline, descptn	√	Send back	Is laboratorian a word
MLT 282	Internship IV / Microbiology	0 to 12	Revise: descpt	√	Send back	
EMS 207	EMT – Intermediate 99 Transition	2	DELETE	√	√	
FVM 222	Writing the Web Series	3	NEW	√	√	
FVM 232	Writing the TV Pilot	3	NEW	√	√	
FVM 242	Writing the TV Spec Script	3	NEW	√	√	
CHW 200	Health System Navigation	5	NEW	√	√	
CHW 201	Community Health	2	NEW	√	√	Change #3 to Develop a prevention plan to use evidence plan....
CHW 210	Health Communications	3	NEW	√	√	Change #1 & #3 to Demonstrate an understanding... or use Examine Only 4 competencies for a 3 credit course? The outline really expands on the competencies.
CHW 212	Transition to Practice	2	NEW	√	√	Change Title: Transition into CHW Development of portfolio in this course, shouldn't this be a Capstone course?

							Preparing students for their internship CHW 280 course. Prefer students to take CHW and CHW as co-requisites.
CHW 280	CHW Internship	3	NEW	√	√		Change to Variable credits
HWE 137	Skills and Methods of Teaching Fitness Instruction	3	NEW	√	√		Change #3 to Educate and remove explain
HWE 254	Skills and Methods of Teaching Special Populations	3	NEW	√	Send back		Title could be confusing – possibly remove special populations, course description is confusing after persons with a wide range.. implies symptomatic and stable. Visit with someone who knows medical terminology when rewriting course description.
HWE 256	Health and Wellness Coaching	3 to 9	NEW	√	On hold		<ul style="list-style-type: none"> • Can't be variable credit, • similar to HHP 231 – join the HHP/MSTgroup
HLT 263	Vegetable Crop Production	3	NEW	√	√		Course approved with changes, see agenda for details.

COURSES POSTED IN January 2015

<u>Prefix & #</u>	<u>Course Title</u>	<u>Crdts</u>	<u>New/Delete/Revise</u>	<u>Chair Approval</u>	<u>SFCC Approval</u>	<u>Notes</u>
CAD 236	MAP/3D	3	Revise: ttl, comptnc ies,	hold		
ZOO 111	Ungulates - The Hoofed Mammals	2	NEW	√	√	

COURSES POSTED IN December 2014

<u>Prefix & #</u>	<u>Course Title</u>	<u>Crdts</u>	<u>New/Delete/Revise</u>	<u>Chair Approval</u>	<u>SFCC Approval</u>	<u>Notes</u>
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MAC 251	Introduction to Wire EDM	2	NEW	√	HOLD	2.13.15 still wtg rewrite descpt to active verb, define acroynms
MAC 253	Wire EDM Operation	3	NEW	√	HOLD	see MAC 251
MAC 257	Wire EDM Programming	3	NEW	√	HOLD	see MAC 251
MAC 259	Introduction to the 5-Axis Milling Machine	2	NEW	√	HOLD	see MAC 251
MAC 260	5-Axis Milling Machine Operation	3	NEW	√	HOLD	see MAC 251
MAC 261	5-Axis Milling Machine Programming	3	NEW	√	HOLD	see MAC 251

MAC 262	Introduction to Multi-Axis Machining	2	NEW	√	HOLD	see MAC 251
MAC 263	Multi-Axis Machine Operation	3	NEW	√	HOLD	see MAC 251
MAC 264	Multi-Axis Machine Programming	3	NEW	√	HOLD	see MAC 251
MAC 280	Machining Internship	3	NEW	√	HOLD	rewrite descpt to active verb, define acroynms; rewrite top outln CAR280 for descpt; boilerplate for comp
HHP 155	Meridian Acupoint Tapping Techniques	2	NEW	√	HOLD	2.26.15 request for hold and further review
HHP 168	Reflexology of the Hands and Feet	3	NEW	√	HOLD	see HHP 168
HHP 231	Advanced Health and Wellness Coaching	3	NEW	√	HOLD	see HHP 168
HHP 240	Holistic Nutrition: Digestive Healing	3	NEW	√	HOLD	see HHP 168
HHP 249	Journaling the Healing Journey	1	Revise: chng descrip, comptncies, outline	√	HOLD	see HHP 168
HHP 252	Holistic Health Keystone	3	NEW	√	HOLD	see HHP 168
HHP 260	Advanced Reflexology	2	Revise: chng descrip, comptncies, outline, credits from 1 to 2	√	HOLD	see HHP 168
HHP 261	Ethics in Holistic Touch Therapies	2	NEW	√	HOLD	see HHP 168
COURSES POSTED IN November 2014						
Prefix & #	Course Title	Crdts	New/Delete/Revise	Chair Approval	SFCC Approval	Notes
CRJ 167	The Science of Fingerprinting: Classification and Uses	3	NEW	HOLD	HOLD	SEE CRJ 113
CRJ	Restorative Justice	3	NEW	HOLD	HOLD	SEE CRJ 113

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CRJ 232		Forensic Criminology	3	NEW	HOLD	HOLD	SEE CRJ 113
CRJ 272		Forensic Victimology	3	NEW	HOLD	HOLD	SEE CRJ 113
HHP 190		Holistic Health Applications of Crystals and Minerals	1	Revise: ttl, chng, descrip, comptnc ies, outln, credits .5 to 1	√	HOLD	See HHP 168
HPR 208		Medical Terminology for Health Professionals	2	Revise: chng ttl, descrip, comptnc ies, outln	√	waiting	2.15.14 email sent from M Wilson, need clarification on HPR 178

COURSES POSTED IN October 2014

<u>Prefix & #</u>	-	<u>Course Title</u>	<u>Crdts</u>	<u>New/Delete/Revise</u>	<u>Chair Approval</u>	<u>SFCC Approval</u>	<u>Notes</u>
CRJ 113		Evidence & Courtroom Procedure	3	NEW	hold pending outcome of cross-discipline committee	HOLD	mtg of faculty and Tara Bell to discuss duplication/different courses with LEA and new Committee to include multi discipline (PSY, CRJ ANT, CHEM) with Metro and BS - Forensic Chem Jerry Migler requested to chair Meeting in April
CRJ 119		Legal and Ethical Concepts	3	NEW	see 113	HOLD	see 113
CRJ 154		Critical Issues in Victimology	3	NEW	see 113	HOLD	see 113
CRJ 167		Fingerprinting: Class and Uses	3	NEW	see 113	HOLD	see 113
CRJ 238		Responses to Violence	3	NEW	see 113	HOLD	see 113
CRJ 270		Human Trafficking	3	NEW	see 113	HOLD	see 113

COURSES POSTED IN APRIL 2014

<u>Prefix & #</u>	-	<u>Course Title</u>	<u>Crdts</u>	<u>New/Delete/Revise</u>	<u>Chair Approval</u>	<u>SFCC Approval</u>	<u>Notes</u>
AVT 116		ATC Phraseology	2	NEW	hold	waiting	C. Gaudinski working with M. Joy and curriculum committee
AVT 117		ATC Procedures	4	NEW	hold	waiting	Same as AVT 116

BAS – Bulletin Board Approval

COURSES POSTED IN February 2015

<u>Prefix & #</u>	<u>Course Title</u>	<u>Crdts</u>	<u>New/Delete/Revise</u>	<u>Chair Approval</u>	<u>SFCC Approval</u>	<u>Ed Services Approval</u>	<u>Notes</u>
WQM 421	Environmental Sampling and Containment	3	NEW	√	√		
WQM 465	Water Toxicity Impacts on the Environment and Human Health	4	NEW	√	√		

<u>Prefix & #</u>	<u>Course Title</u>	<u>Crdts</u>	<u>New/Delete/Revise</u>	<u>Chair Approval</u>	<u>SFCC Approval</u>	<u>Ed Services Approval</u>	<u>Notes</u>
WQM 311	Survey of Environmental Water Acts	2	NEW	√	√	HOLD	updated title to "Survey" 12.15.14
WQM 312	Survey of the Safe Drinking Water Act	2	NEW	√	√	HOLD	updated title to "Survey" 12.15.14
WQM 327	Water Industry Management	3	NEW	√	√	HOLD	
WQM 345	Principles of Hydrology	3	NEW	√	√	HOLD	
WQM 427	Managing Water projects	3	NEW	√	√	HOLD	
WQM 428	Water Data Management and Analysis	3	NEW	√	√	HOLD	
WQM 455	Interrelationships Between Humans and Water Ecosystems	3	NEW	√	√		2.4.15 received updated course template. revise compt #1, #2
WQM 460	Source Water Management	3	NEW	√	√		2.4.15 received updated course template. revise compt #1, #2
WQM 480	Senior Internship	3	NEW	√	√		2.4.15 received updated course template. revise compt #1, #2
WQM 489	Senior Capstone	3	NEW	√	√		2.4.15 received updated course template. revise compt #1, #2

The Meeting was adjourned. Next meeting is on April 10, 2015.

Minutes Respectfully Submitted by
Claudia Romero, FRCC
SFCC Secretary