

## UNDERGRADUATE CURRICULUM COMMITTEE MINUTES

**Date:** November 19, 2008

**Present:** Agnes Samples  
Mark Jacobson  
Dixie Metheny  
Vern Gagnon  
Rita Kratky (for C. Johannes)

Maggie McBride  
Brian Gurney  
Alan Christensen  
Trisha Biggs

**Absent:** Jennifer Leonard  
Jim Hughs  
Loretta Morgan – *excused*  
Jared Coyle – *excused*

Cindy Dell  
Gary Acton – *excused*

**Guests:** Kirk Lacy  
Cindy Rossmith

Dave Gurchiek



Mark Jacobson called the meeting to order at 4:05 p.m. on Wednesday, November 19, 2008, in room B002 of the College of Technology.

The November 12 meeting minutes were accepted as presented.

### I. ITEMS – FIRST READING

**Item 28** AS Program of Study in Applied Supervision. Modification of an existing program, including name change to 2+2 Program of Study in Business Administration.

**Item 28.a** CTBU 280 Principles of Applied Management. New course.

**Item 28.b** CTBU 270 Introduction to Sales & Marketing. New course.

- Motion by Dixie Metheny, seconded by Maggie McBride to **approve Items 28, 28.a, and 28.b on first reading.**

Trisha Biggs stated they are very excited to implement this program and they have worked diligently with the College of Business to smooth the articulation process. Items 28 and 28.a are new courses which will replace existing courses in the program, and those replaced courses will eventually be deleted. There is, therefore, no impact on teaching load. They are currently working toward offering this program online or in a hybrid format, which *would* require additional faculty. It was noted that the COB looks forward to gaining FTE through this program.

- Motion carried with 1 abstention.

- Motion by Brian Gurney, seconded by Dixie Metheny to **waive second reading of Items 28, 28.a, and 28.b.**

- Motion carried with 1 abstention.

**Item 30** NURS 102 Pharmacology I. Delete course.

**Item 30.a** NURS 108 Introduction to Normal and Clinical Nutrition. Delete course.

**Item 30.b** NURS 120 Medical/Surgical Nursing I. Delete course.

**Item 30.c** NURS 201 Psychiatric Mental Health Nursing. Delete course.

**Item 30.d** NURS 206 Nursing Fundamentals. Delete course.

**Item 30.e** NURS 210 Medical/Surgical Nursing II. Delete course.

**Item 30.f** NURS 213 Nursing's Role and Human Relations. Delete course.

**Item 30.g** NURS 215 Practical Nursing Preceptorship Program. Delete course.

- Motion by Vern Gagnon, seconded by Dixie Metheny to **approve Items 30, 30.a, 30.b, 30.c, 30.d, 30.e, 30.f, and 30.g on first reading.**

Cindy Rossmith, Director of Nursing, stated that the old Practical Nursing program is no longer admitting students, and the last semester of teach-out for that old program is Spring 2009. These deletions clean up the old courses which will no longer be used. Some are effective Spring 2009, while the rest are effective Fall 2009.

- Motion carried.

- Motion by Vern Gagnon, seconded by Trisha Biggs to **waive second reading of Items 30, 30.a, 30.b, 30.c, 30.d, 30.e, 30.f, and 30.g.**

- Motion carried.

**Item 31** AAS in Paramedic. Modification of an existing program.

- Motion by Vern Gagnon, seconded by Dixie Metheny to **approve Item 31 on first reading.**

Dave Gurchiek, Director of the Paramedic program, stated that this change removes HLTH 100 as a required course. The Paramedic program was the only health program still requiring the unnecessary course.

- Motion carried.

- Motion by Trisha Biggs, seconded by Brian Gurney to **waive second reading of Item 31.**

- Motion carried.

**Item 29** AAS in Automotive Technology. Modification of an existing program.

**Item 29.a** Certificate of AS in Automotive Technology. Modification of an existing program.

**Item 29.b** AUTO 110 Manual Drive Train and Axles. Change credits from 4 to 2 and change course description.

**Item 29.c** AUTO 140 Automotive Brake Systems. Change course number to 160, credit hours from 4 to 2, and change course description.

**Item 29.d** AUTO 141 Automotive Suspension and Steering Systems. Change course number to 210, credit hours from 4 to 2, change prerequisite, and change course description.

**Item 29.e** AUTO 182 Diagnosis and Tune-Up. Change credit hours from 4 to 2 and change course description.

**Item 29.f** AUTO 220 Automotive Electrical/Electronic Systems. Change credits from 4 to 2 and change course description.

**Item 29.g** AUTO 222 Automotive Engine Performance. Change credits from 6 to 3 and change course description.

**Item 29.h** AUTO 255 Applied Automotive Service Operations. Change lecture/lab credits.

**Item 29.i** AUTO 257 Automatic Transmission/Transaxle. Change title to Automatic Transmission/Transaxle Lab, change credit hours from 6 to 3, and change course description.

**Item 29.j** AUTO 111 Manual Drive Train and Axles Lab. New course.

**Item 29.k** AUTO 161 Automotive Brake Systems Lab. New course.

**Item 29.L** AUTO 183 Automotive Diagnosis and Tune-Up Lab. New course.

**Item 29.m** AUTO 202 ASE Exam Preparation. New course.

**Item 29.n** AUTO 211 Automotive Suspension and Steering Systems Lab. New course.

**Item 29.o** AUTO 221 Automotive Electrical/Electronic Systems Lab. New course.

**Item 29.p** AUTO 223 Automotive Engine Performance Lab. New course.

**Item 29.Q** AUTO 256 Automatic Transmission/Transaxles. New course.

- Motion by Dixie Metheny, seconded by Trisha Biggs to **approve Items 29, 29.a, 29.b, 29.c, 29.d, 29.e, 29.f, 29.g, 29.h, 29.i, 29.j, 29.k, 29.L, 29.m, 29.n, 29.o, 29.p, and 29.Q on first reading.**

Vern Gagnon, Instructor of Automotive Technology, stated that there are three types of changes in this group: splitting lecture and lab components of current courses (which involves changing existing course and adding new courses), one truly new course, and the program modifications to reflect these courses. It is a challenge to manage both classroom space and faculty load with combined lecture/lab courses, so he has made all the lecture courses even numbers and all the labs separate courses with odd numbers. This will also contribute to enhanced learning for the students as well as greater safety because fewer students will be in the lab session at one time.

Mr. Gagnon noted that AUTO 202 (Item 29.m) is a completely new course aimed at helping students prepare for the ASE exam. This course was requested by the program's Advisory Board and accreditors. There is a course fee which will be used to pay for one half of the 8 exams. The faculty have discovered that many students are waiting until they find employment to take their exams, when the testing should really be done before employment, and is also a great addition to a resume. The exams are administered right here at the COT, so students will have 4 of their 8 tests taken care of when they graduate. This course will

also serve as a program assessment because the students can be graded on their performance on the exams. Further, working auto techs could take just AUTO 202 in order to help them pass their exams. It was noted this fact especially should be advertised. It was noted that the UCC should inform the Academic Senate that this course is effective Fall 2009, even though the fee has not yet been approved by the Board of Regents. Mr. Gagnon noted that he will keep the course in the program even if the fee is denied by the BOR.

Finally, Mr. Gagnon noted that the lab courses list their lecture counterparts as corequisites, but not vice versa. This is because in the future the lecture courses may be offered in an online format with the lab taken later in a short time period.

- Motion carried with 1 abstention.

- Motion by Trisha Biggs, seconded by Brian Gurney to **waive second reading of Items 29, 29.a, 29.b, 29.c, 29.d, 29.e, 29.f, 29.g, 29.h, 29.i, 29.j, 29.k, 29.L, 29.m, 29.n, 29.o, 29.p, and 29.Q.**

- Motion carried with 1 abstention.

The meeting adjourned at 4:35 p.m.

rjrm