

## UNDERGRADUATE CURRICULUM COMMITTEE MINUTES

**Date:** December 4, 2024

**Present:** Carl Castles  
Karen Washburn  
Robin Rasmussen  
Jaki Penninger (Registrar representative)

Scott Butterfield  
Elaine Westbrook  
Nicole Bogunovich

**Absent:** Jeff Willardson  
Jennifer Scroggins\*

Josh Hill\*  
Ying Wang\*

*\*excused*

**Guests:** Melinda Tilton  
Kathleen Thatcher  
Tammy McDowell

Vern Gagnon  
Suzette Nynas



The meeting was called to order at 4:01 p.m. in the Chancellor's Conference Room, with some members and guests attending virtually.

### I. APPROVAL OF MINUTES

The minutes of November 20 were accepted as presented.

### II. ITEMS FOR APPROVAL

Item 1		
COLS 108: The College Experience	Added	11/18/2024

- Motion by Elaine Westbrook, seconded by Scott Butterfield to **approve Item 1.**

Melinda Tilton, Communication, stated that this course has been in the works for two years. It is grounded in student success and retention. Students learn how interdisciplinary fields are needed to solve problems. One third of the course will be campus resources and skills, and the other two thirds will be based on the instructor's expertise. The course will be primarily in-person, with a restricted online section. The classes are capped at 20. The Center for Teaching and Learning will work with the TCE Subgroup to select the instructor applications for the coming year.

- Motion carried.

It was agreed Item 1 will go to the Senate as an action item.

Item 2		
Geography Minor	Deleted	11/18/2024

- Motion by Elaine Westbrook, seconded by Scott Butterfield to **approve Item 2.**

- Motion carried.

It was agreed Item 1 will go to the Senate as a consent item.

Group 3		
AHMS 298: Internship	Added	11/20/2024
Medical Coding & Insurance Billing Specialist Associate of Applied Science	Edited	11/20/2024

- Motion by Elaine Westbrook, seconded by Karen Washburn to **approve Group 3.**

Vern Gagnon, Dean, City College, noted that an internship course is being created and added as a restricted elective to the program. It was noted that since the internship is variable credit, the statement, “Select 2 courses from the following in consultation with an advisor” is misleading. The statement was updated.

- Motion carried.

It was agreed Group 3 will go to the Senate as consent items.

Group 4		
AHUS 100: Introduction to Sonography	Edited	11/20/2024
AHUS 101: Sono Physics & Instrumentation	Edited	11/20/2024
AHUS 102: Abdominal Sonography	Edited	11/20/2024
AHUS 103: OB/Gyn Sonography I	Edited	11/20/2024
AHUS 104: Clinical Experience I	Edited	11/20/2024
AHUS 105: Clinical Experience II	Edited	11/20/2024
AHUS 111: Intro to Clinical and Scan Lab	Edited	11/20/2024
AHUS 201: Sound Futures in Sonography	Added	11/20/2024
AHUS 202: Emerging Trends in Sonography	Added	11/20/2024
AHUS 203: OB/Gyn Sonography II	Edited	11/20/2024
AHUS 204A: Clinical Experience III	Edited	11/20/2024
AHUS 205: Clinical Experience IV	Edited	11/20/2024
AHUS 206: Small Parts and Ped Sonography	Edited	11/20/2024
AHUS 207: Vascular Sonography	Edited	11/20/2024
AHUS 208: Abd & OB/Gyn Registry Review	Edited	11/20/2024
Diagnostic Medical Sonography Associate of Applied Science	Edited	11/20/2024

- Motion by Elaine Westbrook, seconded by Nicole Bogunovich to **approve Group 4.**

Tammy McDowell, Sonography Program, noted that they are resequencing their courses to align with accreditation recommendations. The total credits remain the same. Two new courses are also being added, also for accreditation recommendations, and to get those credits in, they are combining the two registry review courses.

There was a small error noted in the program, that a course had been incorrectly removed from the requirements. It was fixed during the meeting.

- Motion carried.

It was agreed Group 4 will go to the Senate as action items.

Group 5		
Business Administration Associate of Science Program of Study	Edited	11/22/2024
General Business Associate of Applied Science Degree	Edited	11/22/2024

- Motion by Elaine Westbrook, seconded by Karen Washburn to **approve Group 5.**

Nicole Bogunovich, Business Programs, noted they have made changes after their external review to add marketing content and remove duplication of business planning courses. The Social Media Marketing course has been popular as a seminar and now as a regular course.

- Motion carried.

It was agreed Group 5 will go to the Senate as consent items.

Group 6		
HADM 365: Managing Cont of LongTerm Care	Deleted	11/26/2024
HADM 409: Aging America & Long-Term Care	Deleted	11/26/2024
Health Administration Bachelor of Science Degree	Edited	11/26/2024

- Motion by Scott Butterfield, seconded by Elaine Westbrook to **approve Group 6.**

Suzette Nynas, Co-Chair of Health Sciences & Human Performance, noted that the Health Administration Program has allowed students to take tracks for their electives, and one of those tracks was the long-term care. There has been little interest, so the courses are being deleted and the track is removed from the program.

- Motion carried.

It was agreed Group 6 will go to the Senate as consent items.

Due to some items getting stuck in the CourseLeaf workflow, the Committee agreed to meet virtually during Finals Week.

The meeting adjourned at 4:34 p.m.

rjrm