

UNDERGRADUATE CURRICULUM COMMITTEE MINUTES

Date: April 9, 2002

Present: Rachel Schaffer
George Madden
Audrey ConnerRosberg
Karen Everett
Gersh Bulgatz
Susan Barfield
Tim Urbaniak

Absent: Lorrie Steerey – *excused*
Kyle Colling – *excused*
David Butler
Stan Mendenhall – *excused*
Pat Holman

Guests: Robert Carr
Craig McKenzie
Chris Brewer
Liz Tooley
Bruce Brumley
John Cech

Presiding: George Madden, Chair



George Madden called the meeting to order at 3:35 p.m. on Tuesday, April 9, 2002 in room B8 of the SUB.

I. The February 27, 2002 meeting minutes were approved as amended.

II. ITEMS – FIRST READING

After it was noted that the deadline for submitting items to the Academic Senate for the next (2003-2005) catalog is November 21, 2002, the UCC began discussing the following items.

Item 23 AAS in Computer Systems Technology. Program modifications (add a Networking Technology Certificate as exit point in degree).

Item 23.a CTCS 200 Cisco CCNA Exam Prep. New course.

Item 23.b CTCS 174 Advanced Routing and Ethernet Switching. Change credit hours.

Item 23.c CTCS 176 Wide Area Networking. Change credit hours.

Item 23.d CTCS 262 Implementing and Administrating a Microsoft Windows 2000 Directory Services Infrastructure. Change credit hours.

Item 23.e CTCS 264 Designing a Microsoft Windows 2000 Directory Services Infrastructure. Change credit hours.

Item 23.f CTCS 270 Advanced Routing Configuration. Change credit hours.

Item 23.g CTCS 272 Remote Access Networks. Change credit hours.

Item 23.h CTCS 274 Multi-Layer Switching. Change credit hours and prerequisite.

Item 23.i CTCS 276 Network Troubleshooting. Change credit hours and prerequisite.

- Motion by Susan Barfield, seconded by Gersh Bulgatz, to approve **Items 23, 23.a, 23.b, 23.c, 23.d, 23.e, 23.f, 23.g, 23.h, and 23.i** with submitted signature sheet, corrected lab hours, and a new plan of study reflecting credit changes.

- Motion carried.

- Motion by Susan Barfield, seconded by Audrey ConnerRosberg, to waive the second reading of **Items 23, 23.a, 23.b, 23.c, 23.d, 23.e, 23.f, 23.g, 23.h, and 23.i**.

- Motion carried.

Item 27 AAS HVACR Technology. Program modifications.

Item 27.a CTHV 214 Heating and Boiler Lab II. New course.

Item 27.b CTHV 238 Air Conditioning, Refrigeration, Sheet Metal Lab II. New course.

Item 27.c CTHV 242 Hot Water and Steam Heating Systems. New course.

Item 27.d CTHV 250 Electricity for Heating and Air Conditioning. Change prerequisites.

Item 27.e CTHV 222 Sheet Metal Lab. Delete Course.

Item 27.f CTHV 120 Air Conditioning, Heating, and Refrigeration Lab I. Change title and course description.

Item 27.g CTHV 162 Air Conditioning, Heating, and Refrigeration Lab II. Change title, prerequisites, and catalog description.

Item 27.h CTHV 172 HVACR Electrical Controls. Change title, prerequisites, and catalog description.

Item 27.i CTHV 213 Refrigeration and Air Conditioning Lab II. Delete course.

Item 27.j CTHV 237 Air Conditioning, Heating, Refrigeration Lab IV. Delete course.

Item 27.k CTHV 241 Hot Water and Steam Heating Systems. Delete course.

- Motion by Susan Barfield, seconded by Audrey ConnerRosberg, to approve **Items 27, 27.a, 27.b, 27.c, 27.d, 27.e, 27.f, 27.g, 27.h, 27.i, 27.j, and 27.k** with corrections to Item 27.

- Motion carried.

- Motion by Audrey ConnerRosberg, seconded by Tim Urbaniak, to **waive second reading of Items 27, 27.a, 27.b, 27.c, 27.d, 27.e, 27.f, 27.g, 27.h, 27.i, 27.j, and 27.k**.

- Motion carried.

Item 26 AS in Emergency Management. Modification of Plan of Study.

Item 26.a EMGT 105 Fundamentals of Emergency Management. New course.

Item 26.b EMSE 112 Introduction to Montana Hazards. New course.

Item 26.c EMGT 125 Hazard Mitigation and Planning. New course.

Item 26.d EMGT 137 Hazard Risk Analysis and Management. New course.

Item 26.e EMGT 271 Management Skills for Emergency Managers. New course.

Item 26.f EMGT 274 Technical Applications in Emergency Management. New Course.

Item 26.g EMSE 258 Disaster Operations. New course.

Item 26.h EMSE 288 Field Project. New course.

It was noted that the College of Technology is in the process of hiring faculty for this program.

- Motion by Rachel Schaffer, seconded by Susan Barfield, to approve **Items 26, 26.a, 26.b, 26.c, 26.d, 26.e, 26.f, 26.g, and 26.h** as to the course descriptions and with submitted signature sheet.

- Motion carried.

- Motion by Tim Urbaniak, seconded by Audrey ConnerRosberg, to **waive second reading of Items 26, 26.a, 26.b, 26.c, 26.d, 26.e, 26.f, 26.g, and 26.h**.

- Motion carried.

Item 28 AAS in Medical Assisting. New program.

Item 28.a CTHO 134 Medical Assisting Clinical Procedures I. New course.

Item 28.b CTHO 135 Medical Assisting Clinical Procedures I Lab. New course.

Item 28.c CTHO 234 Medical Assisting Clinical Procedures II. New course.

Item 28.d CTHO 235 Medical Assisting Clinical Procedures II Lab. New course.

Item 28.e CTBU 255 Medical Law and Ethics. New course.

It was stated that this kind of degree (a combination of medical practices and business) is needed in the community and Montana. The program will also be fairly cost effective.

- Motion by Rachel Schaffer, seconded by Susan Barfield, to approve **Items 28, 28.a, 28.b, 28.c, 28.d, and 28.e** provisionally, pending corrections and submission of a signature sheet.

- Motion carried.

- Motion by Susan Barfield, seconded by Audrey ConnerRosberg, to **waive second reading of Items 28, 28.a, 28.b, 28.c, 28.d, and 28.e**.

- Motion carried.

Item 22 AAS in Drafting Technology. Program modifications (change title).

Item 22.a Paramedic Certificate. Delete program.

Item 22.b AAS in Microcomputer Operations. Program modifications (change title).

Item 22.c AAS in Medical Secretary. Program modifications (change title).

Item 22.d CTTI 160 Hazardous Materials Technician General Training. Change lecture hours.

- Motion by Susan Barfield, seconded by Tim Urbaniak, to approve **Items 22, 22.a, 22.b, 22.c, and 22.d**.

- Motion carried.

- Motion by Susan Barfield, seconded by Audrey ConnerRosberg, to **waive second reading of Items 22, 22.a, 22.b, 22.c, and 22.d**.

- Motion carried.

Item 24 CTBU 131 Records Management. Change title, prerequisite, and catalog description.

Item 24.a CTBU 153 Medical Transcription. Change lecture and credit hours.

Item 24.b CTBU 251 Medical Office Procedures. Change prerequisites.

Item 24.c CTBU 252 Medical Coding. Change prerequisite.

It was cited that the credits changed on Item 24.a, and a revised plan of study should be attached to reflect the change.

- Motion by Susan Barfield, seconded by Audrey ConnerRosberg, to approve **Items 24, 24.a, 24.b, and 24.c** with a submitted plan of study reflecting the credit change.

- Motion carried.

- Motion by Audrey ConnerRosberg, seconded by Susan Barfield, to waive second reading of **Items 24, 24.a, 24.b, and 24.c**.

- Motion carried.

Item 25 CTFS 180 Incident Command. New course.

Item 25.a CTFS 115 Fire Fighter Essentials. Change lecture hours.

- Motion by Susan Barfield, seconded by Audrey ConnerRosberg, to approve **Items 25 and 25.a** with corrections.

- Motion carried.

- Motion by Audrey ConnerRosberg, seconded by Susan Barfield, to waive second reading of **Items 25 and 25.a**.

- Motion carried.

Item 29 CTCS 160 Installing, Configuring, and Administrating Microsoft Windows 2000 Professional. Change title and catalog description.

- Motion by Susan Barfield, seconded by Rachel Schaffer, to approve **Item 29**.

- Motion carried.

- Motion by Audrey ConnerRosberg, seconded by Susan Barfield, to **waive second reading of Item 29.**

- Motion carried.

Item 18 BIOL 302 Plant and Animal Physiology Lab. Change title.

- Motion by Rachel Schaffer, seconded by Susan Barfield, to approve **Item 18.**

- Motion carried.

- Motion by Rachel Schaffer, seconded by Audrey ConnerRosberg, to **waive second reading of Item 18.**

- Motion carried.

Item 9 CHS to HS. Change rubric on all undergraduate courses.

- Motion by Audrey ConnerRosberg, seconded by Tim Urbaniak, to approve **Item 9.**

- Motion carried.

- Motion by Audrey ConnerRosberg, seconded by Susan Barfield, to **waive second reading of Item 9.**

- Motion carried.

All new course syllabi are approved as to content but with the understanding that the new faculty hired can and will alter the syllabi.

The question was raised as to whether the College of Technology would have funding, facilities, and equipment for the many new programs submitted. Bob Carr, Dean, COT, confirmed that there would be funding, facilities, and equipment. Particularly in the Medical Assisting degree, the students will work in other places besides in the COT building, using equipment from those places. In many cases, the COT will not even need to acquire new equipment.

The meeting adjourned at 5:30 p.m.

The next meeting will be in the Fall 2002 semester. Officers will be elected by electronic vote.

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