

## UNDERGRADUATE CURRICULUM COMMITTEE MINUTES

**Date:** November 12, 2002

<b>Present:</b>	Dennis Nettiksimmons	Marvin Bulgatz
	Pat Holman	Tom Hinthorne
	George Madden	James Nowlin
	Susan Gregory	Bruce Brumley
	Tim Urbaniak	Vern Gagnon
	Karen Everett (ex-officio)	

<b>Absent:</b>	Lorrie Steerey – <i>excused</i>	Rachel Schaffer – <i>excused</i>
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<b>Guests:</b>	Craig McKenzie	John Cech
	Chris Brewer	

**Presiding:** George Madden, Chair



George Madden called the meeting to order at 3:40 p.m. on Tuesday, November 12, 2002 in room B001 of the College of Technology.

I. The October 29, 2002 meeting minutes were approved.

### II. ITEMS – FIRST READING

The question was raised as to whether catalog descriptions must start with an action verb. It was noted that all of them already in the catalog start with an action verb, and ultimately Dr. Sexton is the editor. It is his decision. Several of the new courses today have descriptions that do not start with an action verb, but that can be changed when the changes are put into the catalog.

**Item 25** AAS in Automotive Technology. Modification of an existing program.

**Item 25.a** Automotive Technology Certificate. Modification of an existing program.

**Item 25.b** CTAT Courses (140, 141, 292, 293, & 296). Change rubric to AUTO.

**Item 25.c** TRID 170 Engine Theory. New course.

**Item 25.d** AUTO 172 Engine Rebuild. New course.

**Item 25.e** AUTO 110 Manual Drive Train and Axles. New course.

**Item 25.f** AUTO 257 Automatic Transmission/Transaxle. New course.

**Item 25.g** TRID 180 Electrical Systems. New course.

**Item 25.h** AUTO 220 Automotive Electrical/Electronic Systems. New course.

**Item 25.i** AUTO 182 Diagnosis and Tune-Up. New course.

**Item 25.j** AUTO 222 Automotive Engine Performance. New course.

**Item 25.k** AUTO 255 Applied Automotive Service Operations. New course.

**Item 25.L** CTAT 142 Open Shop. Change rubric, catalog number, title, lecture hours, credit hours, prerequisites, & description.

**Item 25.m** CTAT 103 Automatic Transmissions/Open Shop. Change rubric, catalog number, title, lecture hours, credit hours, prerequisites, and description.

- Motion by James Nowlin, seconded by Susan Gregory to approve **Items 25, 25.a, 25.b, 25.c, 25.d, 25.e, 25.f, 25.g, 25.h, 25.i, 25.j, 25.k, 25.L, and 25.m** on first reading.

- Motion carried.

It was noted that these changes are moving from 15-credit blocks to 3 credit courses. The old instructor, who is no longer here, set up the program with these large blocks of credits. The new instructor is now breaking them up so there are no large number credit courses.

It was also noted that as the College of Technology moves to being a Community College, the rubrics for the courses should not change again.

- Motion by James Nowlin, seconded by Tim Urbaniak to waive second reading of **Items 25, 25.a, 25.b, 25.c, 25.d, 25.e, 25.f, 25.g, 25.h, 25.i, 25.j, 25.k, 25.L, and 25.m.**

- Motion carried.

**Item 26** CTHV Courses. Change rubric to HVAC. (CTHV 111, 120, 130, 152, 162, 172, 200, 201, 204, 212, 213, 222, 231, 237, 242, 292, 293)

**Item 26.a** CTAB Courses. Change rubric to ABDY. (CTAB 111, 112, 121, 122, 131, 132, 141, 142, 292, 293)

**Item 26.b** CTDR Courses. Change rubric to DSGN. (CTDR 107, 116, 148, 204, 208, 238, 248)

**Item 26.c** CTDR Courses. Change rubric to DRFT/DSGN. (CTDR 291, 292, 293)

**Item 26.d** CTHO Courses. Change rubric to HLTH. (CTHO 101, 150, 250, 291, 292, 293)

**Item 26.e** CTHO Courses. Change rubric to MEDA. (CTHO 124, 125, 224, 225, 296)

**Item 26.f** CTHO Courses. Change rubric to NURS. (CTHO 102, 106, 107, 108, 120, 122, 201, 202, 206, 210, 213, 214, 215)

**Item 26.g** CTHO Courses. Change rubric to PARA. (CTHO 130, 131, 132, 133, 134, 135, 240, 241, 242, 243, 244, 245, 246, 247, 252, 253, 254)

**Item 26.h** CTDR Courses. Change rubric to DRFT. (CTDR 102, 104, 109, 110, 128, 138)

**Item 26.i** CTDT Courses. Change rubric to DIES. (CTDT 110, 115, 120, 125, 130, 135, 145, 150, 292, 293, 296)

**Item 26.j** CTMF Courses. Change rubric to METL. (CTMF 101, 102, 103, 201, 202, 203, 204, 292, 293)

**Item 26.k** CTDP Courses. Change rubric to CMP. (CTDP 105, 106, 111, 112, 114, 115, 116, 118, 119, 204, 205, 291, 292, 293)

**Item 26.L** CTTI Courses. Change rubric to TRID. (CTTI 150, 151, 152, 160, 206, 290, 292, 296)

**Item 26.m** CTCS Courses. Change rubric to CST. (CTCS 160, 162, 170, 172, 174, 176, 180, 250, 252, 260, 262, 264, 266, 268, 270, 272, 274, 276, 280, 292)

**Item 26.n** CTFS Courses. Change rubric to FIRE. (CTFS 101, 110, 115, 151, 172, 210, 214, 275)

**Item 26.o** CTPT Courses. Change rubric to PPT. (CTPT 101, 120, 151, 152, 175, 201, 202, 210, 211, 292, 293, 296)

It was noted that the above changes are to make the rubrics more descriptive of the courses unique to the COT. No gen ed courses are addressed in these items.

- Motion by Tim Urbaniak, seconded by Susan Gregory to approve **Items 26, 26.a, 26.b, 26.c, 26.d, 26.e, 26.f, 26.g, 26.h, 26.i, 26.j, 26.k, 26.L, 26.m, 26.n, and 26.o** on first reading.

- Motion carried.

- Motion by Dennis Nettiksimmons, seconded by Bruce Brumley to waive second reading of **Items 26, 26.a, 26.b, 26.c, 26.d, 26.e, 26.f, 26.g, 26.h, 26.i, 26.j, 26.k, 26.L, 26.m, 26.n, and 26.o.**

- Motion carried.

**Item 27** AS Program of Study in Human Resources. Modification of a program.

**Item 27.a** HR 180 Employment Law and Practices. New course.

**Item 27.b** HR 181 Recruitment and Selection. New course.

**Item 27.c** HR 280 Compensation and Benefits. New course.

**Item 27.d** HR 281 Risk Management, Safety, and Security. New course.

**Item 27.e** HR 282 Organizational Development. New course.

**Item 27.f** HR 283 Human Resource Applications. New course.

**Item 27.g** HR 284 Field Experience. New course.

It was stated that the courses and program in Item 27 are for someone who may own a small business and who needs some Human Resource training, or other such situations. Students who complete the program would not move directly to an HR manager's role, but in a lower position moving that direction. The new program of study is made up of the new courses presented today, as well as existing courses.

It was noted that the College of Business has some interest in this program. It was noted that this program could be a feeder for baccalaureate degrees from the COB. It was suggested that the COB talk with the COT about this program. It was noted that some discussion already took place, but since both colleges have new deans, that discussion may be lost to time.

It was also noted that the COT is in the skills market, whereas the COB is more a career-oriented program. Most COT students will go to work right after completing this program.

It was also noted that this program was unofficially announced some time ago, and there are already students in this program, even though the program does not yet exist. Those students are taking their gen eds, but they will need courses to take next semester. This should not happen, but since it has, we must do what is best to serve the students.

It was also noted that in a budget situation like the current one, if a new program is created, usually another program is cut. Will programs on the Senior Campus be cut to compensate for the COT's new programs?

It was noted that we need to get in the habit of communicating between the two campuses.

- Motion by Pat Holman, seconded by Tom Hinthorne to **table Items 27, 27.a, 27.b, 27.c, 27.d, 27.e, 27.f, and 27.g** until the **November 19 meeting**, so that the COB and the COT can get together to discuss the items in question.

- Motion carried with one abstention.

John Cech, Dean of the College of Technology, stated that he had not heard about moving gen eds out to the COT. However, growth at the COT benefits the entire University.

**Item 28** AAS in Microcomputer Operations. Modification of a program (change the title of the degree)

**Item 28.a** CST 281 Computerized Inventory and Asset Tracking. New course.

**Item 28.b** CST 282 Research & Advanced Software Technical Support. New course.

**Item 28.c** CST 254 Advanced Hardware Technical Support. New course.

**Item 28.d** CST 182 Help Desk Support. New course.

**Item 28.e** CST 285 Help Desk Infrastructure. New course.

It was noted that the AAS in Microcomputer Operations was sorely out of date. In these changes, it will be updated to accommodate the demands of desktop support—one of the largest areas of growth in the computer industry. It was noted that the COT has been working with the COB and the Math Department on these changes.

- Motion by James Nowlin, seconded by Pat Holman to approve **Items 28, 28.a, 28.b, 28.c, 28.d, and 28.e** on first reading.

- Motion carried.

- Motion by Tim Urbaniak, seconded by Bruce Brumley to waive second reading of **Items 28, 28.a, 28.b, 28.c, 28.d, and 28.e.**

- Motion carried.

**Item 29** CTDR 112 Architectural Drafting Lab. Change title and rubric.

**Item 29.a** CTDR 114 Civil Drafting Lab. Change title and rubric.

**Item 29.b** CTDR 228 CAD Productivity. Change title and rubric.

**Item 29.c** DRFT 108 Introduction to CAD. New course.

**Item 29.d** DSGN 218 SDS/2 Structural Detailing. New course.

It was noted that in the rubric change items, the rest of the Drafting & Design Technology courses were changed. However, these few also required title changes. The credits and description do not change. The two new courses can be offered in other programs besides Drafting & Design, such as HVACR and Process Plant Technology.

- Motion by Tim Urbaniak, seconded by James Nowlin to approve the change in title and rubric in **Items 29, 29.a, and 29.b** and to approve the new courses in **Items 29.c and 29.d** on first reading.

- Motion carried.

It was noted that the two new courses will either be overload for current instructors or taught by part-time faculty.

- Motion by Dennis Nettiksimmons, seconded by Susan Gregory to waive second reading of **Items 29, 29.a, 29.b, 29.c, and 29.d.**

- Motion carried.

**Item 30** AAS in Heating, Ventilation, Air Conditioning, and Refrigeration. Modification of a program.

**Item 30.a** CTHV 204 Advanced Air Conditioning and Heat Pumps. Change prerequisites and rubric.

**Item 30.b** CTHV 250 Electricity for Heating and Air Conditioning. Change credit hours, prerequisites, and rubric.

**Item 30.c** CTHV 172 HVAC Controls. Change prerequisites and rubric.

**Item 30.d** CTHV 231 Residential and Light Commercial Heating Systems. Change prerequisites and rubric.

**Item 30.e** CTHV 141 HVACR Electricity. Delete course.

**Item 30.f** CTHV 242 Hot Water and Steam Heating Systems. Change prerequisites and rubric.

**Item 30.g** CTHV 201 Advanced Refrigeration. Change prerequisites and rubric.

It was noted that the purpose of these changes is to create a generic 4 credit electrical course that takes the place of a 5 credit course. Other programs can make use of the new

electrical course, and the one credit in HVACR will be taken up by adding it to another course (Item 30.b).

- Motion by Dennis Nettiksimmons, seconded by Tim Urbaniak to approve **Items 30, 30.a, 30.b, 30.c, 30.d, 30.e, 30.f, 30.g** on first reading.

- Motion carried.

- Motion by Pat Holman, seconded by Susan Gregory to waive second reading of **Items 30, 30.a, 30.b, 30.c, 30.d, 30.e, 30.f, 30.g**.

- Motion carried.

**Item 31** CTMA 161 Math Computations for Health Occupations. Change prerequisites.

**Item 31.a** CTHO 112 Math Fundamentals for Health Occupations. New course.

- Motion by Dennis Nettiksimmons, seconded by Susan Gregory to approve **Items 31 and 31.a** on first reading.

- Motion carried.

- Motion by Pat Holman, seconded by Bruce Brumley to waive second reading of **Items 31 and 31.a**.

- Motion carried.

**Item 35** CTAT 101 Gasoline Engines—Manual Drive Train and Axles. Delete course.

**Item 35.a** CTAT 121 Automotive Engine Performance. Delete course.

**Item 35.b** CTAT 120 Automotive Electrical Systems. Delete course.

**Item 35.c** CTAT 142 Open Shop. Delete course.

**Item 35.d** CTAT 103 Automatic Transmissions/Open Shop. Delete course.

It was noted that these items go with Items 25 to 25.m. The credits are spread out from 5 courses to 9 courses.

- Motion by Dennis Nettiksimmons, seconded by Bruce Brumley to approve **Items 35, 35.a, 35.b, 35.c, and 35.d** on first reading.

- Motion carried.

- Motion by Vern Gagnon, seconded by Dennis Nettiksimmons to waive second reading of **Items 35, 35.a, 35.b, 35.c, and 35.d**.

- Motion carried.

**Item 36** AS Program of Study in Human Resources. Modification of a program: Add a Human Resource Management Certificate as exit point.

**Item 36.a** AS Program of Study in Human Resources. Modification of a program: Add a Human Resource Management Essentials Certificate as exit point.

It was noted that these two items go along with the rest of the Human Resources program, so they should be tabled for one week as well.

- Motion by Pat Holman, seconded by James Nowlin to **table Items 36 and 36.a** until the **November 19 meeting**, so that the COB and the COT can get together to discuss the items in question.

- Motion carried.

There was some discussion of the Honors Program changes, and as time was running short, the following motion was made.

- Motion by James Nowlin, seconded by Pat Holman to **defer the rest of the items on the agenda** (Items 7, 8, 9, 10, 11, 13, 14, 15, and 16) **until the next meeting**.

- Motion carried.

The meeting adjourned at 5:13 p.m.

UCC Schedule:

◆ Meet Tuesday, November 19 at 3:45 in COB 306  
The Academic Senate deadline is November 21, 2002.

rjrm