

## UNDERGRADUATE CURRICULUM COMMITTEE MINUTES

**Date:** December 1, 2004

**Present:** Susan Gilbertz Joy Honea  
Debra Johnson Brian Gurney  
Nafi Heiat Dixie Metheny  
Bruce Brumley Tim Urbaniak  
Vern Gagnon Kelly Buck (student)  
Karen Everett (ex-officio) Cheri Johannes (ex-officio)

**Absent:** Loretta Morgan Mike Diede  
James Nowlin Susan Gregory  
Kyle Colling – *excused* Tom Rust – *excused*

**Guests:** Lonnie Schrag Deanna Rieke  
Bob Robertus

Tim Urbaniak called the meeting to order at 4:06 p.m. on Wednesday, December 1, 2004, in the Missouri room of the SUB.

The Committee agreed to proceed without a quorum (there was no College of Allied Health Professions representative).

The November 17 meeting minutes were accepted as presented.

### I. ITEMS – FIRST READING

**Item 51** CMP 112 Database Management. Change rubric, number, title, and prerequisites.

- Motion by Dixie Metheny, seconded by Vern Gagnon to **approve Item 51 on first reading.**

Bruce Brumley stated that he and Lorrie Steerey wrote this course together. COB and COT students will both be able to take the course, so a COB prerequisite and rubric had to be added. Otherwise, it's the same course. During the academic year, the course is offered at the COT, and in the summer Dr. Steerey teaches it online.

- Motion carried.

- Motion by Vern Gagnon, seconded by Joy Honea to **waive second reading of Item 51.**

- Motion carried.

**Item 52** AAS in Process Plant Technology. Modification of a program.

**Item 52.a** PPT 250 Power Plant Basics. New course.

- Motion by Vern Gagnon, seconded by Nafi Heiat to **approve Items 52 and 52.a on first reading.**

Bob Robertus, Process Plant Technology Instructor, stated that the program modification is to change the restricted electives from 3 credits to 6 credits, in order to add a course in Power Plant Basics. This change was requested by PP&L Montana and the instruction is funded by a grant. The increase in credits won't harm students.

- Motion carried.

- Motion by Bruce Brumley, seconded by Susan Gilbertz to **waive second reading of Items 52 and 52.a.**

- Motion carried.

**Item 50** BS in Liberal Studies. Modification of an existing program.

- Motion by Vern Gagnon, seconded by Bruce Brumley to **approve Item 50 on first reading.**

Susan Gilbertz reported for Dean Tasneem Khaleel that the program changes include a requirement that of the 36 upper division credits, 24 have to be from MSU-Billings. The other new requirement is that students must earn a C or better in their thematic concentration, regardless whether those courses are from MSU-Billings or transfer credits.

It was noted that Dean Khaleel took this to the Arts and Sciences Chairs for their agreement. She is not acting as Dean to force a change through. These are much needed changes to a program that allowed students to graduate with a bachelor's degree after taking only a few courses from MSU-Billings.

- Motion carried with one abstention.

- Motion by Vern Gagnon, seconded by Debra Johnson to **waive second reading of Item 50.**

- Motion carried with one abstention.

**Item 53** AAS in Medical Assisting. Modification of a program.

- Motion by Dixie Metheny, seconded by Bruce Brumley to **approve Item 53 on first reading.**

Deanna Rieke, Medical Assistant Instructor, stated that this spring the COT graduated the first students from the Medical Assisting program, and there are a few things that need to be revised in the program. The courses in keyboarding and ten-key will be removed, as they are covered in the intro to computers course and the accounting course. Also, the course in medical terminology will be deleted because terminology is covered in all the other Medical Assisting courses.

Lonnie Schrag, Team Leader of Nursing, Health, and Safety Occupations, noted that all of the medical programs are changing the way students enter the programs. The four health programs will have a common health care core that can lead into any of the programs. Before, if a student dropped out of one health program, they had to start all over at the beginning of another health program. Also, there will be added a one credit course called Survey of Health Occupations that will inform the students what the four programs are about before they get into them, so students can make a more informed decision about which program to enter.

The new admission procedure is divided into phases. The first six phases all occur in the first semester (admission to the COT, prep and remediation, the Health Care Core, application to specific program, Health Care Committee review, and admission to specific program), and the last three semesters are in their specialization. Anyone can still apply for the program, but the student is not guaranteed a degree.

- Motion carried.
- Motion by Vern Gagnon, seconded by Bruce Brumley to **waive second reading of Item 53.**
- Motion carried.

The meeting adjourned at 4:36 p.m.

rjrm