

UNDERGRADUATE CURRICULUM COMMITTEE MINUTES

Date: April 19, 2006

Present:	B.J. Harrold Maggie McBride Tom Rust Brian Gurney Dixie Metheny Vern Gagnon Trisha Biggs	Ernie Randolfi Joy Honea Pat Holman Barbara Wheeling Cindy Dell Becky Richardson
Absent:	Loretta Morgan – <i>excused</i> Cheri Johannes – <i>excused</i>	Kathy Kelker – <i>excused</i>
Guests:	Randy Schmitz Craig McKenzie Sarah Keller Victor Valgenti	Audrey Conner Rosberg Mike Campbell Tony Hecimovic Tammi Miller

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Joy Honea called the meeting to order at 4:05 p.m. on Wednesday, April 19, 2006, in the Bridger room of the SUB.

The March 29 meeting minutes were accepted with corrections.

Dr. Honea noted that there has been a request to move the election of Chair to the beginning of the meeting, as well as Item 71.

I. ITEMS – FIRST READING

Item 71 COMT/HHP/HADM 482/582 Women, Media & Health. New course.

- Motion by Tom Rust, seconded by Dixie Metheny to **approve Item 71 on first reading.**

Sarah Keller, Department of Communication and Theatre, stated that this course, crosslisted among three departments, will be a required course for the Health Communication Option in the Master in Public Relations, as well as the communication minor. The course will be offered only online, once a year.

- Motion carried.

- Motion by Vern Gagnon, seconded by Tom Rust to **waive second reading of Item 71.**

- Motion carried.

II. Election of Chair and Chair Alternate for 2006-2007

Dr. Honea asked for nominations for the position of chairperson.

- Maggie McBride nominated Vern Gagnon for chairperson, and Tom Rust seconded.

- By acclamation, Mr. Gagnon was approved as UCC chairperson for 2006-2007.

Dr. Honea asked for nominations for the position of chair alternate.

- Tom Rust nominated Maggie McBride for chair alternate.

- By acclamation, Dr. McBride was approved as UCC chair alternate for 2006-2007.

III. ITEMS – FIRST READING

Item 40 HHP 246 Coaching Soccer. New course.

Item 40.a HHP 380 Coaching Practicum. New course.

Item 40.b HHP 445/545 Exercise Testing and Prescription. New course.

- Motion by Vern Gagnon, seconded by Cindy Dell to **approve Items 40, 40.a, and 40.b on first reading.**

Ernie Randolfi stated that HHP 246 will be added to the coaching minor. HHP 380 replaces the 490 practicum, and HHP 445/545 was in the curriculum before but somehow got dropped out through the years. The program changes for these courses will come as part of next year's catalog revision.

- Motion carried.

- Motion by Vern Gagnon, seconded by Cindy Dell to **waive second reading of Items 40, 40.a, and 40.b.**

- Motion carried.

Item 78 AAS in Computer Systems Technology. Modification of an existing program.

Item 78.a AAS in Computer Programming and Application Development. Modification of an existing program.

Item 78.b Certificate in Networking Technology. Modification of an existing program.

Item 78.c CST 115 Introduction to Game Programming. Delete course.
Item 78.d CST 211 Visual Basic .NET Capstone Project. Change credits from 2 to 3.
Item 78.e CST 220 Applied Introduction to Java. Change credits from 4 to 3.
Item 78.f CST 221 Applied Intermediate Java. Change credits from 4 to 3.
Item 78.g CST 246 Introduction to Programming Lab Companion Course. Change course number to 244.
Item 78.h CST 169 Administering Web Servers. New course.
Item 78.i CST 236 Creating Interactive Flash Applications and Games. New course.
Item 78.j CST 277 Fundamentals of Wireless LANs. New course.

- Motion by Cindy Dell, seconded by Dixie Metheny to **approve Items 78, 78.a, 78.b, 78.c, 78.d, 78.e, 78.f, 78.g, 78.h, 78.i, and 78.j on first reading.**

Victor Valgenti, Computer Systems Technology, stated that these changes are minor. The previous program lacked a cohesive marketing plan, so these changes enhance parts of the degree to make it more attractive to students. The changes do move some credits around, but there is no content change. There is also a more comprehensive list of electives.

- Motion carried.

- Motion by Vern Gagnon, seconded by Becky Richardson to **waive second reading of Items 78, 78.a, 78.b, 78.c, 78.d, 78.e, 78.f, 78.g, 78.h, 78.i, and 78.j.**

- Motion carried.

Item 80 MEDA 125 Medical Assisting Clinical Procedures I Lab. Change credits from 2 to 1.

- Motion by Vern Gagnon, seconded by Ernie Randolfi to **approve Item 80 on first reading.**

Audrey ConnerRosberg, Nursing, Health, and Safety Occupations, stated that the Medical Assisting program is correcting an error in the credits of this course. When the program was new, this course was proposed as two credits, but students only need one and have only been taking one.

- Motion carried.

- Motion by Vern Gagnon, seconded by Becky Richardson to **waive second reading of Item 80.**

- Motion carried.

Item 81 Certificate in Welding and Metal Fabrication Technology. Modification of an existing program.

- Motion by Dixie Metheny, seconded by Vern Gagnon to **approve Item 81 on first reading.**

Craig McKenzie, Business & Industry and Computer Technology & Transportation Team Leader, stated that this change fixes the math requirements, so students take MATH 101 rather than the remedial MATH 085. There is no change in total credits.

- Motion carried.
- Motion by Cindy Dell, seconded by B.J. Harrold to **waive second reading of Item 81.**
- Motion carried.

Item 82 AAS in Practical Nursing. Modification of an existing program.

Item 82.a AAS in Medical Assisting. Modification of an existing program.

Item 82.b CTHO 103 Basic Psychology. Delete course.

- Motion by Dixie Metheny, seconded by Ernie Randolfi to **approve Items 82, 82.a, and 82.b on first reading.**

Audrey ConnerRosberg stated that these changes delete the COT Psychology course, CTHO 103, and add PSYC 101 to the two programs. CTHO 103 and PSYC 101 are essentially the same course, and Dr. ConnerRosberg will teach PSYC 101 at the COT. The Chair of Psychology and Dean of Arts and Sciences are agreeable to this change.

- Motion carried.
- Motion by Becky Richardson, seconded by Cindy Dell to **waive second reading of Items 82, 82.a, and 82.b.**
- Motion carried.

Item 83 Certificate in Computer Assistant. Delete program.

- Motion by Vern Gagnon, seconded by Dixie Metheny to **approve Item 83 on first reading.**

Craig McKenzie noted that this is an outdated program and there is only one student in it. There are no course deletions associated with this program deletion, so the one student will be able to finish.

- Motion carried.

- Motion by Cindy Dell, seconded by B.J. Harrold to **waive second reading of Item 83.**

- Motion carried.

Item 84 Certificate to “Certificate of Applied Science.” Modification of degree name, including the following degrees:

Certificate in Accounting Assistant

Certificate in Assistant Drafter

Certificate in Automobile Collision Refinishing Technician

Certificate in Automobile Collision Repair Technician

Certificate in Automotive Technology

Certificate in Diesel Technology

Certificate in Human Resources Management

Certificate in Medical Coding and Insurance Billing

Certificate in Networking

Certificate in Office Assistant

Certificate in Welding and Metal Fabrication Technology

- Motion by Dixie Metheny, seconded by B.J. Harrold to **approve Item 84 on first reading.**

Craig McKenzie stated that these are degree name changes only, to conform with BOR policy.

It was noted that the catalog should be clear about the differences between Certificates of Applied Science and Associate of Applied Science Degrees, as well as noting that students who have completed either program do not get their general education requirements waived when beginning a four-year program.

- Motion carried.

- Motion by Cindy Dell, seconded by Brian Gurney to **waive second reading of Item 84.**

- Motion carried.

Item 72 SOCL 352 Diseases and Societies. New course.

- Motion by Vern Gagnon, seconded by Dixie Metheny to **approve Item 72 on first reading.**

Dr. Honea noted that she could speak for the course, proposed by Mark Hardt. This course was a seminar and is now becoming a regular course. The seminar was initially developed to be a required part of the Health Administration program, but currently it is only a restricted elective. It will be taught once a year.

- Motion carried.

It was noted that the course proposal says it will be a required course in the Health Administration program.

- Motion by Vern Gagnon, seconded by Cindy Dell to **waive second reading if the statement that SOCL 352 will be required for Health Administration students is removed.**

- Motion carried.

Item 75 EDCI 485, Student Teaching (Elementary). Change credits from 9 to 12.

Item 76 SPED 484 Special Education Student Teaching. Change credits from 8 to 9.

- Motion by Dixie Metheny, seconded by Cindy Dell to **approve Items 75 and 76 on first reading.**

It was noted that the agenda is in error on Item 76. The credits are going from 8 to 9, not 9 to 12.

Cindy Dell stated that these changes will increase the number of weeks students teachers will spend in the field to match national trends and Bozeman and Missoula. These changes will not put the students over the 128 credit cap, but they will not have any electives. The secondary education student teaching course was not changed because it would have gone over the 128 credit limit.

The question was raised as to whether this will affect the schools our students will teach in. Dr. Metheny noted that most schools want our students to stay longer, so this is a step in the right direction. Dr. Dell noted that these changes were approved by the Teacher Education Committee, which has representation from School District #2. There will be a program change to reflect these credit changes next year.

- Motion carried.

- Motion by Dixie Metheny, seconded by Ernie Randolph to **waive second reading of Items 75 and 76.**

- Motion carried.

Item 64 Teaching Minor in Health Education (5-12). Modification of an existing program.

- Motion by Vern Gagnon, seconded by Becky Richardson to **approve Item 64 on first reading.**

Ernie Randolfi stated that this change will include a methods course in the program, as well as make sure that this minor is not directed only at education majors. Staffing will not be a problem.

- Motion carried.

- Motion by Cindy Dell, seconded by Dixie Metheny to **waive second reading of Item 64.**

- Motion carried.

Item 86 AAS in Accounting Technology. Modification of an existing program.

Item 86.a AAS in Administrative Assistant. Modification of an existing program.

Item 86.b AAS in Medical Assisting. Modification of an existing program.

Item 86.c Certificate in Accounting Assistant. Modification of an existing program.

Item 86.d Certificate in Office Assistant. Modification of an existing program.

Item 86.e AAS in Medical Administrative Assistant. Modification of an existing program.

Item 86.f CTBU 101 Accounting Procedures I. Delete course.

Item 86.g CTBU 102 Accounting Procedures II. Delete course.

Item 86.h CTBU 103 Payroll Accounting. Change prerequisites.

Item 86.i CTBU 105 Computerized Accounting. Change title, course description, and prerequisites.

Item 86.j CTBU 111 Keyboarding/Formatting. Change title, course description, and credits.

Item 86.k CTBU 112 Keyboarding Applications. Delete course.

Item 86.L CTBU 114 Ten-Key Procedures. Delete course.

Item 86.m CMP 115 Introduction to Desktop Publishing. Change credits and course description.

Item 86.n CTBU 132 Office Procedures. Delete course.

Item 86.o CTBU 207 Special Projects. Delete course.

Item 86.p CTBU 232 Advanced Office Procedures. Delete course.

Item 86.Q CTBU 251 Medical Office Procedures. Change rubric.

Item 86.r CTBU 106 QuickBooks. New course.

Item 86.s CTBU 108 Applied Accounting I. New course.

Item 86.t CTBU 109 Applied Accounting II. New course.

Item 86.u CTBU 115 Keyboard Applications/Ten Key. New course.

Item 86.v CTBU 133 Office Applications. New course.

Item 86.w CTBU 201 Applied Accounting III. New course.

- Motion by Dixie Metheny, seconded by Becky Richardson to **approve Items 86, 86.a, 86.b, 86.c, 86.d, 86.e, 86.f, 86.g, 86.h, 86.i, 86.j, 86.k, 86.L, 86.m, 86.n, 86.o, 86.p, 86.Q, 86.r, 86.s, 86.t, 86.u, 86.v, and 86.w on first reading.**

Randy Schmitz, Business & Industry, stated that these are changes to the accounting courses that then carry across to all the above programs. There is no impact for the students in accounting, but the other programs, Administrative Assistant and Medical Assisting, don't need as much accounting training as they are getting. These changes reduce those programs' accounting requirements, and also do some housekeeping of courses that are no longer taught. There will be no changes in staffing except for the new course in Quickbooks, which will most likely be taught by part-time faculty.

- Motion carried.
- Motion by Vern Gagnon, seconded by Becky Richardson to **waive second reading of Items 86, 86.a, 86.b, 86.c, 86.d, 86.e, 86.f, 86.g, 86.h, 86.i, 86.j, 86.k, 86.L, 86.m, 86.n, 86.o, 86.p, 86.Q, 86.r, 86.s, 86.t, 86.u, 86.v, and 86.w.**
- Motion carried.

Item 87 BS in Business Administration Online. Change title of degree to BS in Business Administration option in General Business and modify program.

Item 87.a BUS 485 Business Case and Simulation Capstone. Change title and course description.

Item 87.b BUS 347 Integrated Business Cases and Simulation. New course.

Item 87.c MGMT 439 Entrepreneurship. New course.

- Motion by Pat Holman, seconded by Dixie Metheny to **approve Items 87, 87.a, 87.b, and 87.c on first reading.**

Mike Campbell, Department of Business Academic Programs Chairperson, stated that the College of Business developed a program to get a business degree entirely online. The BOR approved it as a Level I, and then they said we should resubmit it as a Level II. This program modification also make some changes to the program, but the total credits remain the same. There are approximately 76 majors in this online program.

- Motion carried.
- Motion by Cindy Dell, seconded by B.J. Harrold to **waive second reading of Items 87, 87.a, 87.b, and 87.c.**
- Motion carried.

The meeting adjourned at 5:03 p.m.

rjrm