

UNDERGRADUATE CURRICULUM COMMITTEE MINUTES

Date: October 18, 2017

Present: Ambrin Masood
Carl Castles
Brian Gurney
Jessica Baker (Registrar representative)

Alex Shafer
Joseph Bryan
Natalie Bohlmann

Absent: Jennifer Scroggins
Alan Christensen*
Nick Douglas*

Ying Wang*
Heather Thompson-Bahm*

**excused*

Guests: Victor White
Steve Wodrich

Randy Schmitz
Lonnie Schrag



Carl Castles called the meeting to order at 4:00 p.m. in the City College Health Science South Conference Room.

I. ITEMS – FIRST READING

Item 10 Associate of Science in Nursing (ASN). Modification to an existing program.

- Motion by Joseph Bryan, seconded by Brian Gurney to **approve Item 10 on first reading.**

Lonnie Schrag, Chair of Nursing, Health and Safety, noted that the new Math for Healthcare course is being added to the program. The faculty teaching the current course (College Algebra) will teach the new course, so there is no additional staffing need.

- Motion carried.

- Motion by Joseph Bryan, seconded by Brian Gurney to **waive second reading of Item 10.**

- Motion carried.

The Committee agreed Item 10 will go to the Senate as a consent item.

Item 11 AAS in Automobile Collision Repair and Refinishing Technology. Modification to an existing program.

Item 11.a Certificate of AS in Automobile Collision Repair Technology. Modification to an existing program.

Item 11.b Certificate of AS in Automobile Refinishing Technology. Modification to an existing program.

Item 11.c ABDY 101 Introduction to Estimating. New course.

Item 11.d ABDY 110 Introduction to Collision Repair. New course.

Item 11.e ABDY 120 Non-Structural Collision Repair. New course.

Item 11.f ABDY 150 Refinish Safety. New course.

Item 11.g ABDY 160 Automotive Undercoats. New course.

Item 11.h ABDY 170 Automotive Topcoats. New course.

Item 11.i ABDY 201 Advanced Estimating. New course.

Item 11.j ABDY 220 Structural Collision Repair. New course.

Item 11.k ABDY 240 Aluminum Repair. New course.

Item 11.L ABDY 270 Advanced Refinishing. New course.

Item 11.m ABDY 275 Waterborne Paint Systems. New course.

Item 11.n ABDY 280 Custom Painting. New course.

- Motion by Brian Gurney, seconded by Joseph Bryan to **approve Items 11 through 11.n on first reading.**

Steve Wodrich, Auto Refinishing Program, stated that the Auto Body curriculum was out of date, so he is overhauling the program to add content in new technology as well as a focus on estimating. The changes will also allow students to leave with additional certifications. Currently, the program has split courses: one course taught over the first half of the semester and another taught in the second half. These changes roll courses together so they cover the whole semester. Auto Body is a fall-start-only program, so students finishing their courses this year will be able to move into the new program. The introduction to computers course (CAPP 120) has been removed from the Certificate programs, and the new estimating course will address that content, as estimating is heavily computer based.

It was noted that the form for ABDY 201 (Item 11.i) seems to have the incorrect course description. Mr. Wodrich stated he would email the corrected copy as soon as possible. It was cited that a course description probably shouldn't start with "learn," as it does in ABDY 170 (Item 11.h). This, too, will be corrected.

- Motion carried.

It was agreed that Items 11.i and 11.h will be corrected before these items are forwarded to the Senate.

- Motion by Joseph Bryan, seconded by Alex Shafer to **waive second reading of Items 11 through 11.n, contingent upon the changes.**

- Motion carried.

The Committee agreed Items 11 to 11.n will go to the Senate as action items.

Item 12 AAS in Accounting Technology. Modification to an existing program.

Item 12.a ACTG 211 Income Tax Fundamentals. New course.

Item 12.b ACTG 102 Accounting Procedures II. Change course description.

Item 12.c ACTG 101 Accounting Procedures I. Change course description.

- Motion by Brian Gurney, seconded by Natalie Bohlmann to **approve Items 12 through 12.c on first reading.**

Randy Schmitz, Business/Accounting, noted that since they have adopted the online learning management system, they are now able to condense three accounting courses into two. The 9 credits of electives are also being removed from the program, and instead students will take an internship. Since the accounting courses are being merged, there is room in the faculty loads to teach the new ACTG 211.

The question was raised as to whether a two-year program should require a 300-level course. There is no campus or BOR policy against such a practice. Also, BFIN 305 was a popular elective for students in the program in the past. BFIN 305 is a COB course and is only offered through the main campus. Mr. Schmitz did consult with the Chair of Business Administration and the Chair was not worried about the additional students in the course. It was noted that the 300- and 400-level COB courses fill up fast, so City College students may struggle to get registered. It was suggested a separate section be set up for City College students, but it was responded that Banner most likely cannot do that, and City College probably won't have enough students to fill a section. It was cited that City College students may be more interested in moving on to the COB for a four-year degree because of taking BFIN 305. It was noted that the plan of study has students taking BFIN 305 in their first year, which seems inappropriate. Perhaps the course should be moved later in the program.

It was suggested that BFIN 305 be "stacked" with a BFIN 205 (that is, two different level courses in the same classroom) so City College students would be able to take the 200-level course. However, a new course BFIN 205 would have to be created for this plan. Mr. Schmitz agreed to work with the COB on a possible stacked course, or other options for this program.

It was noted that the new course, ACTG 211, has no prerequisites. Mr. Schmitz noted that he will research and then add a prerequisite to that course.

- Motion carried.

Second reading will be at the next meeting, after City College and the College of Business have had a chance to confer.

Item 13 Certificate of AS in Ultrasound Technology. New program.

Item 13.a AHUS 100 Introduction to Ultrasound. New course. (Offered only online.)

Item 13.b AHUS 101 Ultrasound Instrumentation. New course. (Offered only online.)

Item 13.c AHUS 102 Abdominal Sonography. New course. (Offered only online.)

Item 13.d AHUS 103 Obstetrical (OB) and Gynecologic (GN) Sonography. New course. (Offered only online.)

Item 13.e AHUS 104 Clinical Experience I. New course.

Item 13.f AHUS 105 Clinical Experience II. New course.

Item 13.g AHUS 106 Sectional Anatomy. New course. (Offered only online.)

Item 13.h AHUS 107 Ultrasound Physics. New course. (Offered only online.)

Item 13.i AHUS 108 Clinical Experience III. New course.

- Motion by Brian Gurney, seconded by Natalie Bohlmann to **approve Items 13 through 13.i on first reading.**

Victor White, Radiologic Tech Program, stated that St. V's and Billings Clinic hospitals have both been wanting an ultrasound program since 2004, mainly because all of their current ultrasound techs are travellers. To get this program rolling, the hospitals have donated \$90,000 worth of equipment. All of the courses will be taught online, except for the clinical experiences. They are starting small with just the two local hospitals, to work out the kinks, but hope to expand state-wide, since there is no ultrasound tech program in Montana. Future expansion could include the four-state area. Down the road they hope to expand this certificate program into an associate's degree. There is a lot of demand for this program.

As per the accreditation standards, the clinical courses will be taught by certified sonographers in the hospitals, and the online courses will be taught by Mr. White. To balance this, they will have to utilize some part-time instructors in the Rad Tech program. The intended target for this program is healthcare workers. Many of those people will already meet the requirements of the prerequisite semester, but there will be an application process to ensure this. It was noted that the catalog copy should be clear that the prerequisite semester is not really included as part of the program, thus making the program only 30 credits.

It was noted that the prerequisite for AHUS 106 (Item 13.g) lists BIOH 101, but students have to have completed that course before being admitted to the program. The prerequisite was corrected.

- Motion carried.

- Motion by Brian Gurney, seconded by Joseph Bryan to **waive second reading of Items 13 to 13.i.**

- Motion carried.

The Committee agreed Items 13 to 13.i will go to the Senate as action items.

The meeting adjourned at 5:07 p.m.

rjrm