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CURRICULUM ADVISORY BOARD
MEETING MINUTES
November 19, 2004

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Members Present: Craig Leverette - Chair, Elizabeth Pannell, Joanne Stevens, Arlene Bakner, Kathy Morgan, Kyle Wilkinson, and Tom Mobley substituting for Serena Butler.
Members Not Present: Sirous Malek, Serena Butler
Advisory Members Present: Leslie Cannon, Vickie Dobbs, Karen Murph, Linda Robertson - recorder

PRESENTATIONS:

Fine Arts – In order to spend more time focusing on advanced skills when students get into the advanced courses, these course revisions are will require the co-requisite to be a lower level-less advanced course. This co-requisite would be ARTC 1302.   ARTC 1341will change ARTC 1345 from a prerequisite to a co-requisite. The request for ARTC 1345 is to change the prerequisite ARTC 1302 to a co-requisite. The prerequisite for ARTC 2372 is being changed from ARTC 1341 to ARTC 2341 which was previously a co-requisite.

A program modification for Gaming Graphics & Animation Certificate is requested. The request is to reorder the sequence of courses throughout the semesters within the curriculum. The affected courses are ARTC 1353 and IMED 2301.

Q. If the co-requisite for ARTC1345 is ARTC 1302 and the co-requisite for ARTC 1341 is ARTC 1345, wouldn't you have students taking ARTC 1302, 1341, and 1345 at the same time?
A. Yes, the change in the co-requisites affects more than this program revision. The other program revision is not included because the other curriculum has broken out certain core technical courses under the general heading technical course requirement.
Q. Are you expecting the students to take all three of them at the same time?
A. Because the co-requisite change affects two different programs, the other program did not functionally need to have a change in the curriculum. The rational for keeping the co-requisites in separate semesters is to offer a suggested sequence.
Q. Do these courses all make at the same time?
A. Generally they do.
Q. Is it easy for a student to take one even though it's a prerequisite or co-requisite?
A. Yes

Music, Theatre, Photography – A request for two new Local Needs courses, MUSC 1171 and MUSC 1172 were presented. These courses were needed for commercial students which differ from the traditional classical piano. A skills assessment is being added to MUSC 1327. There is no additional room or seat space available in the audio music program.

The co-requisites for MUSC 2343 and MUSC 1405 are intended to affect the sequencing of the courses so students can complete the program in the time frame allotted. MUSC 1405 is a new course mandated by THECB. This has been noted on the form.

A prerequisite change is requested for MUSC 2427 in order to add the skills assessment. Due to the demand for this course, and the limited space, this needs to be added.

Q. Is the skills assessment statement in the catalogue?
A. Yes.
Q. Is the skills assessment being done to limit the number of students in the classes?
A. It is a way to control the number of students enrolled in the class.

Q. Would it be possible to add another section?
A. The space is too small and it would not be possible.

The prerequisite phrase for DRAM 2331 is being changed to read "or consent of instructor".

Prerequisite statements for PHTC classes are being revised. The revision is to update the prerequisite statements for PHTC 1307, PHTC 1325, PHTC 1340, PHTC 1343, PHTC 1345, PHTC 1347, PHTC 1349, PHTC 1351, PHTC 1353, PHTC 2301, and PHTC 2331 to ARTS 2356 or PHTC 1311.

ARTS 1313 is coming back before CAB to be more in-line with the ACGM. There was some concern that the production component of the ACGM descriptor was included in the syllabus and course description. These have been accomplished in this re-submission. This course will allow for ARTS 1213 and PHTC 1313 to be deleted from our inventory.

Q. There seems to be quite a few classes that will have ARTS 2356 and PHTC 1311 as prerequisites. What is the flow of students? There are a number of pre-requisites for these classes. Are there lots of people in the prerequisite classes and do they branch off into the other ones?
A. We have a two-prong program that maintains the traditional photography and also embraces digital photography and new technologies. To do this and give the students the option to move forward in the concentration, the prerequisites of Photo I are essential to make sure they are well founded in order to move on to those concentrates.
Q. It looks like the course number changed for Photo I from ARTS 2357 and ARTS 2356, and Photo I in the WECM site changed from 1353 to 1311. Is this basically course number changes?
A. Yes, but it may not be the case on the WECM side with the new degree plan proposal for photography which was approved.

Clarification was given stating that it is not a course number change. It was determined that only the first level of photography was needed to go into these other courses.

Business & Computer Science

E-Business Media (EBM) AAS – IMED 1316 is one of the courses that is shared with AGDT and will no longer be taught in EBM. The material will now be taught under ITSE 1311. Another shared course, IMED 2315, will be replaced by ITSE 2302, which is a better fit for our program. E-Business is part of the business school in most universities; therefore, BCIS 1305 is the preferred 'computer literacy' course. Other changes: ARTC 1302 is being replaced by a new course, GRPH 1357; IMED 2313 is being eliminated and replaced with BCIS 2390, which is the transfer version; and ENGL 2311 is being replaced with the new course, ITSE 1356, which is better suited for the program.

AAS Web Developer Specialization – Again, BCIS 1305 is the preferred 'computer literacy' course. Other changes: ITSE 1311 is a better fit than the shared course, IMED 1316; however, since it is already in the program, a new course, BUSG 1310 will be used. ITSE 2302 is more appropriate than the shared course, IMED 2315; however, it is also already in the program; therefore, INEW 2334 will be added. The current program is a little graphics heavy, so students will be given a choice of three graphics courses. One of the graphics courses, ARTC 1302, is also being used by another division; therefore, it will be replaced by GRPH 1357, a new course. GRPH 1359 has been added to the list of graphics choices, so ITSE 1356, a new course, will replace it as a required course. IMED 2313 is being eliminated and replaced with BCIS 2390, the transfer version of the same course. It is felt that a co-op course is very important in AAS degrees; therefore, ITSC 2380 has been added and will replace IMED 1341, which is now one of the graphics choices. The question was asked whether there is a place for co-op students to fit into. Yes; in addition, there is a special projects course that students can be placed into if there is a problem with co-op.

E-Business Media Certificate – The following changes are due to courses already being used by another division and because the replacement courses are more appropriate for the changing needs of the workforce: ITSE 1311 will replace IMED 1316; ITSE 2302 will replace IMED 2315; and ARTC 1302 will be replaced by GRPH 1357, a new course.

Web Developer Specialization Certificate – To keep pace with changing technology, several changes were made. ITSE 1311 is a better fit than IMED 1316; however, since it is already in the program, BUSG 1310, a new course, will be used. ITSE 2302 is more appropriate than IMED 2315; however, it is already in the program; therefore, INEW 2334 will be added. Also, IMED 1341 will be replaced by new course, ITSE 1356, as it is a better fit for this certificate.

E-Commerce Certificate – ITSE 1311 is a better fit than IMED 1316; however, since it is already in the program, a new course, BUSG 1310, will be used. ITSE 1356 is much more appropriate for this certificate; therefore, it will be added to replace INEW 2330. In the list of allowed substitutions for IMED 1341, new course, GRPH 1357 will replace ARTC 1302, as another division is using the ARTC rubric.

Multimedia Graphics Applications Marketable Skills Achievement Award – GRPH 1357 will replace ARTC 1302.

Interactive Web Programming Marketable Skills Achievement Award – To keep pace with changing technology and to meet the needs of the workforce, ITSE 1311 will replace IMED 1316, and ITSE 2302 will replace IMED 2315. For the same reasons, the award title will be changed from "Interactive Web Design Marketable Skills Achievement Award" to "Interactive Web Programming Marketable Skills Achievement Award".

Four new courses were presented:
1) **ITSE 1356**, Introduction to XML, is the direction the web page is going.
2) **BUSG 1310, Scripting for E-Commerce,** is the course used to teach scripting languages. The course content was formerly taught in ITSE 1311.
3) **INEW 2334, Advanced Web Page Programming-ASP.NET,** is used to teach active server This was formerly taught in ITSE 2302.
4) **GRPH 1357, Digital Imaging II – Photoshop,** is the replacement for ARTC 1302.

Q. Is there some kind of precaution being taken to prevent the students from not being able to finish the program? Some started with the current catalog and since their courses are not being changed, will there be some help for them to graduate?
A. Yes, there will be help. The problem is with the substitution form but it will be monitored very closely.

Medical Coding and Billing Specialization – Prospective students and Advisory Board members have been recommending this for several semesters. Excellent materials recently became available, making the development of the certificate a timely addition to the program. There is a move for medical transcriptionists to begin adding coding to their records. New courses being presented for this specialization are:
1) MDCA 1343, Medical Insurance Billing – This is the highest demand course and is recommended by advisory members as an important component of this specialization.
2) HITT 1371 — Physician Coding Exam Review – This is also recommended by advisory members.   A permanent WECM course is not available; therefore, a Local Need course has been developed. The students taking this will be those who are interested in passing an entry level certification exam for coding. This course is to help them prepare to pass the exam.
3) HITT 2346 – This course was added to build on and add to the current Medical Coding and Billing Specialization.
4) HITT 1266, Practicum—Health Information/Medical Records Technology/Technician – This course is actual work experience. It is recommended by advisory members as an important

capstone component of the proposed Specialization. May be substituted for HITT 1280 in the specialization.

5) HITT 1280, Cooperative Education — Health Information/Medical Records Technology/Technician – This is also actual work experience. Recommended by advisory members, this is an important capstone component. May be substituted for HITT 1266.

POFI 1301 – Computer Applications I – Word Perfect -
The use of software in the medical and legal office environment has been consistently high in Word Perfect until recently. However; both MS Word and Word Perfect will be taught until next fall. The course title will then be changed from Word Perfect to MS Word.

Medical Office Support Specialization – The revision is to increase the number of credit hours required from 35 to 38 in order to add the new course MDCA 1343. This was recommended by the advisory board because of demand for this specialized skill.

Mathematics and Natural Sciences –

Biotechnology – In the catalog, under the AAS program, Biology 2421 is listed as the course of choice. It states in the catalog that this course may have substitutes. Too much emphasis may be placed on this one course. However, BIOL 2401, BIOL 2416, or CHEM 2423 would be equally appropriate. Therefore, BIOL 2401 will become the preferred course, with BIOL 2416, BIOL 2421, or CHEM 2423 as options. This will allow students to tailor their degree to fit their needs. BIOL 1391, a Special Topics course, has been replaced with BITC 1350, a new permanent WECM course. Other WECM course number changes are: BITC 2411 replaces BITC 1401 and BITC 2441 replaces BITC 2401.

GEOL 1346 is a course offered in the ACGM. Although an astronomy course exists in the Physics department, this new course will be designed for students without highly technical or mathematical backgrounds. This course will not fit into the core but would allow students to take it as a three-hour science transfer course to another institution.

GEOL 1404 - Prerequisites will be added: GEOL 1401 and GEOL 1403.

The motion was made and seconded to approve all prerequisite changes in the AGDT classes. All were in favor.

The motion was made to have the program re-ordered to have all the co-requisites in the same semester. This does not need to come back to CAB; only reviewed by the AVPAA office. All were in favor.

The motion was made and seconded to accept the course revision for AGDT. All were in favor.

The motion was made and seconded to approve MUSC 1171 and MUSC 1172.   All were in favor.

The motion was made and seconded to approve the music revisions MUSC 1327, MUSC 2343, MUSC 1405, and MUSC 2427. All were in favor.

The motion was made and seconded to approve the DRAM 2331 revision. All were in favor.

The motion was made and seconded to accept the eleven PHTC course revisions that are affected by the PHTC change. These are PHTC 1306, 1325, 1341, 1343, 1345, 1347, 1349, 1351, 1353, 2301, and 2331. All were in favor.

The motion was made and seconded to approve the termination of PHTC 1313 and ARTS 1213. All were in favor.

The motion was made and seconded to re-approve ARTS 1313. All were in favor.

The motion was made and seconded to approve all course degree plans for E-Business Media. All were in favor.

The motion was made and seconded to accept the new courses that are replacing the old courses in E-Business Media. All were in favor.

The motion was made and seconded to accept all new courses in the medical coding and billing specialization. All were in favor.

The motion was made and seconded to approve the revisions for the Medical Office Support Specialization and the Medical Coding and Billing Specialization. All but one approved. One was opposed and felt the capstone number should be checked on.

The motion was made and seconded to approve POFI 1301. All were in favor.

The motion was made and seconded to accept the revised program for Biotechnology. All were in favor.

The motion was made and seconded to accept the three BITC courses. All were in favor.

The motion was made and seconded to accept the new course GEOL 1346. All were in favor.

The motion was made and seconded to approve the prerequisite change for GEOL 140.   All were in favor.

The motion was made and seconded to adjourn.