

Summary of CPSC Actions

February 27, 2009

Class Size Change

CADD-203, CADD-204, CADD-205, CADD-206

Summary of rationale for change: 1) Software and applications courses have been combined requiring more student contact with instructor, 2) Peripheral lab equipment requires smaller numbers of students to provide ample time to demonstrate competence, 3) CADD analysis tools require more hands on interaction with students to demonstrate competence, 4) Fundamentals courses where design level skills and peripheral lab devices are not employed (100 level) maintain 24 seat count to address program needs with linked programs such as HVAC, MOT, BCON, etc.

Action/Effective Date

Approved
Fall 2009

Course Revision

ACCT-215 and ACCT-105 prerequisite changes

ACCT-215 Income Tax Accounting change prerequisite to : ACCT-201 with a minimum 2.0 GPA. ACCT-105-Computerized Accounting, change prerequisite to: Pre-or Co-requisites ACCT-101 or ACCT-201.

Action/Effective Date

Approved
Spring 2009

Memorandum from Mary Cusack re: prerequisite changes to ART.- 275

Change prerequisite to: ART.-145 Intro to Digital Design (formerly Intro to Computer-based Art), or PHOT-190 Computer Imaging I & ART.-141 Basic Two Dimensional Design, or permission of instructor.

Approved
Fall 2009

AUTO-221 Automatic Transmission Theory and Repair

This course combines the content of the transmission theory class Auto 121 (4 credit/4 contacts) and the transmission service and repair class AUTO 222 (6 credit/8contact). The new AUTO 221 Transmission Theory and Repair will meet enough hours (120) to satisfy NATEF requirements while allowing students enough lab time to rebuild and repair both front wheel drive and rear wheel drive automatic transmission. The course content will meet all of the standards set forth by NATEF. This course replaces AUTO-121 and AUTO-222 which are to be deleted.

Approved
Summer 2009

COMN-114 Fundamentals of Network Cabling

This course is being increased from 1 credit/contact hour to 2 credits/contact hours. A one credit course does not provide enough time to provide students with the hands-on network cabling and installation experience that the course was originally designed for. In addition, feedback from students indicate a support for a two credit course to expand the hands-on activities.

Forwarded to Curriculum Subcommittee

COMN-271 Computer Forensics

Prerequisite change to: COMC-125 AND COMN-181 or permission of instructor.

Approved
Fall 2009

COMV-140 Digital Video Production

Prerequisite change to: COMG-153 or PHOT-180.

Forwarded to Curriculum Subcommittee

DHYG-116 Head, Neck and Oral Anatomy Lab

The prefix DHDA is to be changed to DHYG. This course is for dental hygiene students only.

Forwarded to Curriculum Subcommittee

(course revisions continued)

DHYG-121, 122, 221, 222, 241 & 180 change in class size.

The American Dental Association Commission on Dental Accreditation revised the standards which were implemented in January 2009. The revised standard affects all the dental hygiene clinical sections and the radiology laboratory sections. The old standard allowed faculty to student ratio to be 1:6 and the revised standard is 1:5.

Approved
Winter 2009

DHYG-127 Legal and Ethical Aspects of Dentistry

The prefix DHDA is to be changed to DHYG. This course is for dental hygiene students only.

Forwarded to Curriculum Subcommittee

ECED-105 School Age Development and Education

Remove prerequisite of ECED-102.

Approved
Fall 2009

ENGL-098 and ENGL-099

Revision to course descriptions; substituting the words "you" and "your" for "students" and "their".

The committee advised that since the course descriptions are listed in the college catalog and on the web, they reach a larger audience, and since consistency in wording is important, it was recommended that the syllabi should be altered instead of the course descriptions.

Withdrawn

HIST-261 United States Labor History

Change course from 3cr/3ct to 4cr/4ct.

Approved
Spring 2009

PHOT-180 Basic Photography I

References to film have been removed. Course title revised to 'Basic Photography'.

Approved
Fall 2009

Memorandum from Mary Cusack regarding course changes to PHOT-182, 183, 188, 210 & 211

Bracket PHOT-182; Rename PHOT-183 to: Introduction to Studio Photography, and add prerequisite of ART.-141; Remove PHOT-180 as a prerequisite to PHOT-188; Rename PHOT-210 to Commercial Product Photography; Rename PHOT-211 to Intermediate PhotographyII- PHOT-182 course revision was withdrawn.

Approved

Fall 2009

PHOT-186 Careers in Photography

Credit and contact hours increased from 2/2 to 3/3.

Approved
Fall 2009

PHOT-190 Computer Photo Imaging I

This course replaces PHOT-185 which should be deleted. Course title changed to 'Computer Photo Imaging'.

Approved
Fall 2009

PHOT-205 Photography Internship

This course replaces PHOT-195 and PHOT-220 which are to be bracketed.

Approved
Fall 2009

Minutes

Minutes of January 30, 2009

The minutes of January 30, 2009 were approved with a correction to the seminar policy. The text was corrected to read: "A seminar may be offered for a second time within two years of the first offering, with a division vote".

Approved as Amended

New Certificate

Automotive Technology Brakes and Suspension Systems Certificate

The Automotive Technology Certificate program in BRAKES AND SUSPENSION SYSTEMS provides complete and comprehensive training in Brakes and Suspension Systems theory and repair. The certificate emphasizes skills to help the student function successfully in the field and build a foundation for new technology as it evolves. A key component emphasized is the ability to be a self-directed learner and develop life-long learning skills. Graduates will find employment opportunities in car dealerships, independent garages, fleet operations and other related areas.

Approved
Summer 2009

Automotive Technology Engine Performance and Electrical Systems Certificate

The Automotive Technology Certificate program in ENGINE PERFORMANCE AND ELECTRICAL SYSTEMS provides complete and comprehensive training in Advanced Engine Performance and Electrical systems theory and repair. The certificate emphasizes skills to help the student function successfully in the field and build a foundation for new technology as it evolves. A key component emphasized is the ability to be a self-directed learner and develop life-long learning skills. Graduates will find employment opportunities in car dealerships, independent garages, fleet operations and other related areas.

Approved
Summer 2009

Automotive Technology Automotive Heating and Air Conditioning and Electrical Systems Certificate

The Automotive Technology Certificate program in AUTOMOTIVE HEATING AND AIR CONDITIONING AND ELECTRICAL SYSTEMS provides complete and comprehensive training in Heating Ventilation and Air Conditioning & Electrical systems theory and repair. The certificate emphasizes skills to help the student function successfully in the field and build a foundation for new technology as it evolves. A key component emphasized is the ability to be a self-directed learner and develop life-long learning skills. Graduates will find employment opportunities in car dealerships, independent garages, fleet operations and other related areas.

Approved
Summer 2009

Automotive Technology Automotive Drivetrains Certificate

The Automotive Technology Certificate program in AUTOMOTIVE DRIVETRAINS provides complete and comprehensive training in Automatic Transmissions and Manual Transmission theory and repair. The certificate emphasizes skills to help the student function successfully in the field and build a foundation for new technology as it evolves. A key component emphasized is the ability to be a self-directed learner and develop life-long learning skills. Graduates will find employment opportunities in car dealerships, independent garages, fleet operations and other related areas.

Approved
Summer 2009

(New certificates continued)

Automotive Technology Powertrain Certificate

Approved
Summer 2009

The Automotive Technology Certificate program in POWERTRAIN provides complete and comprehensive training in Engine Repair and Automatic Transmission theory and repair or Manual Transmissions and Drive Axles. The certificate emphasizes skills to help the student function successfully in the field and build a foundation for new technology as it evolves. A key component emphasized is the ability to be a self-directed learner and develop life-long learning skills. Graduates will find employment opportunities in car dealerships, independent garages, fleet operations and other related areas.

Computer Applications Specialist Certificate

Forwarded to Curriculum Subcommittee

This certificate prepares students to work in entry-level positions supporting and modifying business applications. Students in this certificate program can continue to earn a degree in Computer Occupations Technology.

Computer Repair Technical Certificate

Forwarded to Curriculum Subcommittee

This certificate program prepares students for entry-level positions in computer repair. Students in this program can continue their studies in the Computer Networking Administration degree program.

Computer Security Certificate

Forwarded to Curriculum Subcommittee

This certificate will prepare students to work entry-level positions within information technology security. This certificate maps to the National Training Standard for Information Systems Security Professionals, NSTISSI No. 4011. Students in this certificate program can continue coursework to complete an associate degree in Computer Occupations Technology.

Electronics and Electrical Technology Certificate

Forwarded to Curriculum Subcommittee

This program prepares the students for a wide range of careers in control systems, industrial automation, robotics, electronics, electronic system development, embedded controls, medical equipment, avionics, aerospace and navigation equipment. Careers are also available in design, product development, automation, work cell development, maintenance, installation, testing, troubleshooting and even technical sales careers.

Medical Records Registries Certificate

Forwarded to Curriculum Subcommittee

The tumor registrar compiles biostatistics then reports incidences of cancer and survival rates to the CDC, epidemiologists and research entities. Oncology reporting sources medical records and documents, diagnostics, clinical screening and treatment protocols; follow up and patient interviews. Related databases track demographics, disease-specific biomarkers, contagious and transmitted diseases for federal, state and local agencies. Registrars abstract, collect and analyze clinical outcomes; manage data systems; and may monitor cancer prevention programs; and evaluate compliance to accreditation standards.

New Course

ANTH-100 Survey of Forensic Science

This course is a general introduction to the field of forensic science. This course examines the history of field of forensic science and explores various forensic sciences and their relation to presentation of evidence and problems of law. This course introduces the major concepts and areas of specialty within forensic science and the professional requirements for careers in these areas. This course reviews current guidelines for quality assurance/control and certification/accreditation within the field.

Approved

Fall 2009

BHSR-116 Clinical Terminology

A reference system of clinical and disease terminology which facilitates interoperable exchange of electronic health records, data and treatment-related information. Physicians, dentists, nurses, and allied health professionals document procedures and diagnosis, pathology and etiology in this standardized medical vocabulary.

Forwarded to Curriculum Subcommittee

BHSR-203 Health record abstracting

An examination of source documents critical to tracking incidents of cancer for the tumor registry. Case studies practice selective extraction of oncology data and pertinent clinical information, and maintenance of related databases for designated diseases. Subcommittee

Forwarded to Curriculum Subcommittee

BHSR-205 Medical Office Routines

Course content integrates business procedures and daily tasks associated with a clinical setting or private practice. Topics introduce HIPPA policy, ethics, confidentiality and discretion and systems security. Simulations evaluate affect; organize records, file, transcribe and chart; route phone calls and greet patients; schedule and follow referrals; handle cash, bill and post charges.

Forwarded to Curriculum

BHSR-207 Oncology Informatics

An analysis of cancer diagnosis and therapy by comprehensive review of medical records. Examination of source documents identifies cancer by type, site and extent; and tracks surgery, chemo-radio-immunotherapies, conventional and nonconventional modalities. Case studies reference coding standards, transfer data to epidemiological databases, and monitor for consistency and quality of biostatistical information.

Forwarded to Curriculum Subcommittee

DHYG-113 Oral Radiology

The study of oral radiology encompasses the principles of radiology in the study of teeth and their surrounding structures, as well as radiographic interpretation and patient treatment planning.

Forwarded to Curriculum Subcommittee

DHYG-114 Oral Radiography Lab

This hands-on radiography lab allows the dental hygiene student to become entry-level proficient in the application of the principles of dental radiography.

Forwarded to Curriculum Subcommittee

MATH-128 Technical Mathematics

This course is intended for students who need to fulfill their math requirements in the technical fields. Topics covered include solving linear and quadratic equations; ratio and proportion; problem solving and applications; graphing; measurement and geometry; and right angle trigonometry.

Forwarded to Curriculum Subcommittee

(New courses continued)

MGMT-211 Oncology Coding

Case studies code incidences of cancer, subsequent treatment modalities, surgeries, clinical diagnostics and procedures. Practice exercises review records and relevant documents, extract and collect oncology data for epidemiological databases.

Forwarded to Curriculum Subcommittee

NRSG-105 Basic Health Assessment and Physical Examination

This course will introduce the student to various health assessment techniques and skills used in routine client examinations. The focus will be to develop clinical decision making skills in regard to which assessment technique to use in a given situation. The student will be prepared to perform a complete head to toe assessment and document their findings appropriately.

Postponed

OTA.-102 Pathophysiology for OTA

Study of pathology, etiology, prognosis, clinical findings, precautions, and medical treatment for selected conditions and the potential impact on occupational performance.

Approved
Fall 2009

PHOT-192 Computer Photo Imaging II

This class will investigate more deeply issues introduced in PHOT-190. Commercial level pre-press standards, substantial retouching and image restoration, and advanced collage for expressive/creative uses are covered.

Approved
Fall 2009

PHOT-199 Special Topics in Photography

Special topics of interest and concern to photographers and photography students. Given in a workshop or seminar format; attention in this course is focused on topics which are not usually considered in depth in the other studio courses and/or on special approaches of techniques which are intended to expand the student's base of expression in photography.

Approved
Fall 2009

PHOT-295 Supervised Photography Projects

An individualized course providing the opportunity for in-depth study or work in an approved photography project. Content will vary based on the project pursued by the individual students. This course replaces PHOT-195 and PHOT-220 which are to be deleted.

Approved
Fall 2009

New Program

Web Development Associate Degree

This degree program prepares students to create, maintain, and manage web sites on the Internet. Students within this program gain the skills to design attractive web pages, interactive content, and e-commerce applications.

Forwarded to Curriculum Subcommittee

Program Revision

Accounting Associates Degree Changes to update to current General Education requirements only.	Approved Summer 2009
Air Conditioning, Heating and Refrigeration Technology Associate Degree Update to the new general education requirements for the AAS degree.	Approved Summer 2009
Applied Technology Associate Degree Update to the new general education requirements for the AAS degree.	Approved Summer 2009
Auto Body Repair and Painting Associate Degree Update to the new general education requirements for the AAS degree.	Approved Summer 2009
Automotive Technology Associate Degree The revision incorporates the college's new General Education Requirements as well as a change in our automatic transmission courses.	Approved Summer 2009
Building and Construction Technology Associate Degree Update to the new general education requirements for the AAS degree.	Approved Summer 2009
Business Health Services Management Associate Degree Gen Ed changes reflected in modification; MKT co-op as substitute removed.	Forwarded to Curriculum Subcommittee
Business Management Associate Degree Program changes for new General Education.	Approved Summer 2009
Business Office Management Associate Degree Microsoft Excel, Word and Access, and Windows moved to related courses of 3-6 hour selection.	Forwarded to Curriculum Subcommittee
Communication Technology Associate Degree Adding the COMN-140 and COMV-140L courses can be taken as an alternative to the COMT-220 course in the program core course requirements. Students would be able to choose between the all software applications course (COMT-220) in video/audio editing or the more hands-on video production/editing course (COMV-140, COMV-140L). PHOT-182 is being bracketed by the Photography discipline. PHOT-185 has been renumbered to PHOT-190 and PHOT-192 is being added to replace PHOT-182 course for the ComTech program.	Forwarded to Curriculum Subcommittee
Computer Aided Drafting and Design Associate Degree Update to the new general education requirements for the AAS degree.	Approved Summer 2009
Computer Information Systems Associate Degree This program has removed the two track system and will cover just the applications developer portion.	Forwarded to Curriculum Subcommittee
Computer Network Administration Associate Degree These changes reflect new general education outcomes along with a course revision of COMN-114.	Forwarded to Curriculum Subcommittee

(Program revisions continued)

Computer Network Engineering Associate Degree

These changes reflect new general education outcomes along with a course revision of COMN-114.

Forwarded to Curriculum Subcommittee

Computer Occupations Technology Associate Degree

The COT program is being revised to include course options for students. This will help direct them in their studies for their desired position within information technology.

Forwarded to Curriculum Subcommittee

Criminal Justice Associate Degree

The program revision is in compliance with new General Education designations

Approved
Summer 2009

Dental Hygiene Associate Degree

The prefix DHDA is no longer used for the Dental Hygiene courses. DHYG 116 and DHYG 127 are a change in prefix only. DHDA 114 has been divided in two course for dental hygiene students (only). One is lecture, DHYG-113 and the other is the lab DHYG-114. The total credit and contact hours for the program remain the same. Eligibility requirements have been changed.

Forwarded to Curriculum Subcommittee

Electronics and Electrical Technology Associate Degree

Update to the new general education requirements for the AAS degree.

Approved
Summer 2009

Fire Protection Technology Associate Degree

Update to the new general education requirements for the AAS degree.

Approved
Summer 2009

General Business Associate Degree

Adding courses, COMG-153, MGMT-184 and MGMT-186, and deleting PSYC-282 and updating general education requirements.

Approved
Spring 2009

Haircare Salon Management

This revision removes the general education designations of wac, cac & sac.

Approved
Summer 2009

Industrial Technology Associate Degree

Update to the new general education requirements for the AAS degree.

Approved
Summer 2009

Manufacturing Simulation Technology

Update to the new general education requirements for the AAS degree.

Approved
Summer 2009

Marketing Management Associate Degree

New General Education requirements.

Approved
Summer 2009

Mechanical Operations Technology Associate Degree

Update to the new general education requirements for the AAS degree.

Approved
Summer 2009

Occupational Therapy Assistant Associate Degree Program

BIOL 152 has been added to the curriculum to be consistent with other health programs at Mott and OTA programs in the state. AHLT 113 was added because it will provide the multicultural content to the curriculum

Approved
Fall 2009

(Program revisions continued)

required by our accreditation. OTA. 102 is a pathophysiology course (new) which is currently missing in the curriculum.

Office Management Associate Degree

Add the Division name Business to the Office Management program. It should read Business Office Management.

Approved
Spring 2009

Photography Associate Degree Program

The program has been expanded slightly to include video production and professional business practices. The emphasis has been changed from film imaging to digital tools and means.

Approved
Fall 2009

Physical Therapist Assistant Program

Change in General Education requirements to conform with college policies regarding General Education. Add AHLT-113, delete TECH-100 from the program.

Approved
Summer 2009

Quality Assurance Associate Degree

Update to the general education requirements for the AAS degree.

Approved
Summer 2009

Respiratory Therapy Program

This revision was initiated to comply with the new general education requirements only. Add AHLT-113 to program.

Approved
Summer 2009

Small Business Management

Program changes for new General Education requirements only.

Approved
Summer 2009

Vehicle Design Associate Degree

Bracket the Vehicle Design Associate in Applied Science Degree. The program has not had students in recent years and the field of vehicle design is suffering from the downturn in the automotive industry.

Approved
Spring 2009

Report

February 2009 Report from the Academic Affairs Subcommittee. No Report.

No Report

February 2009 Report from the ACS

1. Discussion of the gmail deployment to faculty and students. Deployment is going well, while there are occasional troubles with some accounts. These are being handled, please call the computer support services.
2. Emailing lists have been updated, please see "everybody" email for details on new list names and groups they send too.
3. Pay for Print (PFP) request to not only accept PFP cards but allow for central electronic accounts for each student. This is being investigated. (est completion 7/09)
4. Blackboard version 9 is being considered for a Fall 2009 roll out. Members were asked to discuss the move with their divisions.

Received for Information

(Reports continued)

5. The IT division has had a student approach about attending the ACS meetings, while attendance request would be impossible to fulfill for all students, the group discussed methods for students to submit agenda items. Both methods are being investigated (Randy Schapel)
6. Faculty in the Science and Math department have requested the next time they are upgraded they be upgraded with laptops. The request is going to be investigated (Michelle Robinson)
7. Upgrades to the Attendance reporting system where requested. Primarily a reduction in the number of clicks required to do attendance for instructors. (Randy Schapel)
8. Internet Band width was discussed, currently Mott is using 100% of available bandwidth during peak times. Work is progressing on a web form faculty/staff can use to reserve bandwidth for classes and special events.
9. Misc computer lab issues where discussed and will be submitted to computer support services. Please make all service requests directly to computer support services at 2-4357 (2-help).

February 2009 Report from the Academic Honesty Subcommittee. No Report.

No Report

February 2009 Report from the DLAS

Received for Information

The committee discussed the following:

- Temp Instructional Technologist Chad Parmentier
- eLearning Outstanding Educator award – ceremony and process
- eLearning annual faculty certifications
- Data on start up session participation from Winter 2009
- Date for Fall 2009 startup sessions (9/2/09)
- Several new and revised courses (listed below)

A.) Motion by LL Massoud, seconded by C. Iwanusa for COMG-165-WWW Using The Internet for new instructor R. Benard to the existing course,. Proposed Spring 2009 implementation. Approved.

B.) Motion by C. Iwanusa, seconded by R. Barber for COMI-261: Database Concepts for both new instructor R. Benard and designation change from IMM to WWW. Proposed Fall 2009 implementation. Approved.

C.) Motion by C. Iwanusa, seconded by R. Barber for COMI-262-WWW: Systems Analysis & Design for new instructor R. Benard . Proposed Winter 2010 implementation. Approved.

D.) Motion by C. Iwanusa, seconded by LL. Massoud for MATH-110: Beginning Algebra for both new instructors L. Sutton & T. Hughes with WWW designation. Proposed Fall 2009 implementation. Approved.

E.) Motion by R. Barber, seconded by C. Iwanusa for MATH-120: Intermediate Algebra for both new instructors S. Larsen & J. Steward with WWW designation. Proposed Fall 2009 implementation. Approved.

F.) Motion by C. Iwanusa, seconded by R. Barber for MATH-021: Basic Mathematics for both new instructors M. Carr & V. Iyengar with WWW designation. Proposed Fall 2009 implementation.

February 2009 Report from the Policy Subcommittee.

Report

The committee is currently reviewing CPSC policies and procedures.

Revised Certificate

Air Conditioning, Heating & Refrigeration Technology Certificate

Change the certificate degree requirements from 10 related credits to 6. By implementing this change students would be given more flexibility to tailor part of the instruction to fit their desired interest. This would also reduce the overall requirement credits for a certificate degree making heating and air conditioning more in line with other programs in our division.

Approved
Summer 2009

Communication Technology Certificate

Adding the COMN-140 and COMV-140L courses can be taken as an alternative to the COMT-220 course in the program core course requirements. Students would be able to choose between the all software applications course (COMT-220) in video/audio editing or the more hands-on video production/editing course (COMV-140, COMV-140L). PHOT-182 is being bracketed by the Photography discipline. PHOT-185 has been renumbered to PHOT-190 and PHOT-192 is being added to replace PHOT-182 course for the ComTech program.

Forwarded to Curriculum Subcommittee

Computer Programming Certificate

Removing ENGL-101 as a requirement from the Computer Programming Certificate. This will allow returning professionals who may already have degrees or are looking to increase their skill sets more options in program completion.

Forwarded to Curriculum Subcommittee

Cosmetic Services Certificate of Achievement

Adding COMG-153 and deleting ENGL-101, ACCT-101, BUSN-245, BUSN-255, MKT.-151 & BUSN-190 from program. This certificate revision would allow the student to obtain a certificate of achievement by completing 32 credits instead of the current certificate at 50 credits. The related required courses would provide the student with sufficient business, management, and computer skills to be a successful Esthetician at entry-level employment.

Approved
Fall 2009

Medical Practice Management Certificate

Adding AHLT-120, AHLT-135, BHSR-205, HEAL-125, deleting BHSR-200, BUSN-206 and OISY-136.

Forwarded to Curriculum Subcommittee

Nail Technician/Salon Management Certificate

Adding COMG-153 and deleting ENGL-101, ACCT-101, BUSN-245, BUSN-255, MKT.-151 & BUSN-190 from program. This certificate revision would allow the student to obtain a certificate of achievement by completing 32 credits instead of the current certificate at 46 -53 credits. The related required courses would provide the student with sufficient business, management, and computer skills to be a successful Nail Technician at entry-level employment.

Approved
Fall 2009