

REPORT OF MINUTES
BOARD OF TRUSTEES
STUDENT SUCCESS AND COMPLETION COMMITTEE MEETING

BAY de NOC COMMUNITY COLLEGE
Catherine Bonifas Board Room 201D
Escanaba, MI

March 16, 2016

The meeting was called to order at 5:01 p.m. ET by Student Success and Completion Committee Chair, Tom Butch.

Committee Members Present: Tom Butch, Tom England, Eric Lundin (alternate)

Committee Member Absent: Bill Lake

Guest Trustee: Joy Hopkins

Administration: Laura Coleman, Mark Kinney

Faculty: Amy Anderson, Brian Black, Mark Highum, June Klees

Guest: Jordan Beck, *Daily Press*

The following curriculum activity from September 25, 2015, through March 4, 2016, was offered for review and approval by the Board Student Success and Completion Committee.

CURRICULUM ACTIVITY
(September 25, 2015 – March 4, 2016)

| REQUEST TO ADD NEW PROGRAM (1) AND NEW COURSES (2) | | |
|--|--------------|--|
| Mechatronics and Robotics Systems AAS: Mechatronics is an interdisciplinary field involving mechanical, electronic, computer, robotic, and control systems. Students will gain the technical knowledge and skills needed to install, repair and maintain electromechanical, fluid power, process control or robotic systems. Mechatronics and Robotics Systems graduates will be prepared for employment in a wide variety of jobs in a steadily growing field. | | |
| COURSE | CR/CT | COURSE INFORMATION |
| ELEC 240 Real Time Robotics Systems | 4/4 | This course introduces the theories involved in operating a robotic system. This includes safety, types of robots, mechanical and electrical components, and hardware and software controls. The student will learn proficient robotic operation using simulation software as well as hands on experience with a FANUC robot in step-by-step and production modes. |
| ELEC 245 Robotic Vision Systems | 4/4 | This course introduces the basic tasks and procedures for integrating a vision system with robot operations. Student will learn to setup, teach, test and modify vision applications on an industrial robot controller. |

General Education Requirements – Min 15 credits

| | | Cr |
|----------|--|-----|
| ENGL-101 | Rhetoric & Composition | 3 |
| BUSN-177 | Mathematics of Business -OR- MATH-105 -OR- MATH-107 | 3/4 |
| HUMN SBS | Social Behavioral Science/Humanities | 3 |
| XXXX-xxx | General Education Electives | 5-6 |

Program Requirements (Minimum 32)

| | | |
|------------------|---|------|
| ELEC 130 | Circuit Fundamentals I | 4 |
| ELEC 145 | Basic Process Control | 4 |
| ELEC 180 | Electrical Machinery and Controls | 4 |
| ELEC 240 | Real Time Robotics Systems | 4 |
| ELEC 245 | Robotic Vision Systems | 4 |
| ELEC 285 | Fluid Power | 4 |
| ELEC 290 | Introduction to Programmable Logic Controllers | 4 |
| ELEC 295 | Mechatronics | 4 |
| APPR ELEC | Approved Elective (13 Credits) | |
| CNSS 130 | Introduction to Networks | 4 |
| CNSS 150 | A plus Computer Maintenance | 4 |
| CNSS 220 | Network Design | 4 |
| ELEC 135 | Circuit Fundamentals II | 4 |
| ELEC 160 | Electronics I | 4 |
| ELEC 170 | Digital I Fundamentals | 4 |
| ELEC 272 | Mechatronics Co-op Internship | 1- 8 |
| TECH 100 | Basic Machine Tool Operation | 4 |
| TECH 101 | Blueprint Reading | 2 |
| TECH 105 | Materials of Industry | 4 |
| WELD 110 | Intro to Oxygen-Fuel Welding and Cutting | 4 |
| WELD 120 | Arc Welding | 4 |
| XXXX xxx | Any General Education Course | |

Suggested Sequences Per Semester

| | | | Cr / Ct |
|------------------------|---|--|--------------|
| First Semester | | | |
| ENGL 101 | Rhetoric & Composition | | 3/3 |
| ELEC 130 | Circuit Fundamentals I | | 4/4 |
| ELEC 285 | Fluid Power | | 4/4 |
| APPR ELEC | Approved Electives | | 4/4 |
| | | | 15/15 |
| Second Semester | | | |
| APPR ELEC | Approved Electives | | 4/4 |
| ELEC 145 | Basic Process Control | | 4/4 |
| ELEC 180 | Electrical Machinery and Controls | | 4/4 |
| GEN ED | Math | | 3/3 |
| | | | 15/15 |
| Third Semester | | | |
| ELEC 240 | Real Time Robotics Systems | | 4/4 |
| ELEC 290 | Introduction to Programmable Logic Controllers | | 4/4 |
| GEN ED | Social Behavioral Science/Humanities | | 3/3 |
| GEN ED | General Education elective | | 3/3 |
| | | | 14/14 |
| Fourth Semester | | | |
| ELEC 245 | Robotic Vision Systems | | 4/4 |
| ELEC 295 | Mechatronics | | 4/4 |
| APPR ELEC | Approved Elective | | 5/5 |
| GEN ED | General Education elective | | 3/3 |
| | | | 16/16 |

All Internships and Co-ops may require that the student pass a criminal background check.

ACTION TAKEN: The above new program and two new courses have been reviewed and approved by the Technology Division and the Curriculum Committee.

ACTION REQUESTED: Review and approval of the new Associate in Applied Science in Mechatronics and Robotics Systems and two new courses by the Board Student Success and Completion Committee and the Board of Trustees.

BOARD STUDENT SUCCESS AND COMPLETION COMMITTEE ACTION TAKEN:

Instructor Mark Highum commented because he is certified as a Fanuc CERT instructor, students who complete the new courses ELEC 240 and ELEC 245 will be presented a certificate recognizing Fanuc certification. He also reviewed changes made to Mechatronics and Robotics courses presented later on the agenda.

Discussion was held about the partnership with MTU for transfer from these programs. Mark advised three papers have been co-authored, a NSF grant is being finalized, a real time robotics class based on an existing robotics course at MTU is being co-authored after on the Fanuc Certification.

It was moved by Tom England and seconded by Eric Lundin to:

“Accept the recommendations to approve the new Associate in Applied Science in Mechatronics and Robotics Systems and two new courses as presented and present them to the Board of Trustees for final approval.” No further discussion. Motion carried unanimously.

REQUEST TO REVISE PROGRAMS (9)

| REVISED PROGRAMS | CHANGES |
|---|---|
| Computer Information Systems: Programming & User Support AAS | <ul style="list-style-type: none"> • Change approved electives list to accept CIS-103 Visual Basic or CSCI-121 C++ Programming I. • Other changes are minor corrections in the catalog page |
| Computer Information Systems: Software/Network Support AAS | <ul style="list-style-type: none"> • CIS-125 Business Technology Tools and CIS-240 Advanced Database Applications have been added to the electives list. These courses support the software related outcomes of the degree and were inadvertently omitted from the original list of electives. • Programming course electives have been limited to provide more differentiation between the two CIS degrees. Additionally, it would be challenging for students to complete the advanced programming classes (CIS-220/CIS-235) due to course prerequisites/sequencing. Students may now choose between CIS-103 and CSCI-121 as an elective option. • CNSS-110 Information Security Principles has been removed as an elective. Course content somewhat overlaps CIS-135 Introduction to Cybersecurity (required course). With the minimal number of elective credits available, students will benefit more by taking an alternative elective course. |
| Early Childhood Care & Education AAS | <ul style="list-style-type: none"> • ENGL 280 Special Topics/Children's Literature is being changed to CHLD 135 Introduction to Children's Literature per the request from the English Department as they felt the course was not a good fit for them. This course will emphasize the impact of children's literature on language and literacy development which is a primary curriculum content area in the field of early childhood education. |

| REQUEST TO REVISE PROGRAMS (9) | |
|--|--|
| REVISED PROGRAMS | CHANGES |
| | <ul style="list-style-type: none"> This program revision also addressed the catalog error in the number of credits to earn the Certificate from 30 credits in 2015-2016 to 32 for 2016-2017. |
| Early Childhood Care & Education Certificate | <ul style="list-style-type: none"> ENGL 280 Special Topics/Children's Literature is being changed to CHLD 135 Introduction to Children's Literature per the request from the English Department as they felt the course was not a good fit for them. This course will emphasize the impact of children's literature on language and literacy development which is a primary curriculum content area in the field of early childhood education. |
| Emergency Medical Technician-Basic (EMT-Basic) Certificate | <ul style="list-style-type: none"> We moved EMT 140 to second semester. We moved PSYC 201 up to the first semester. Program sequencing and distribution of lab and lecture times was revised to better match with course outcomes and better prepare students for field experiences as well as revising some course co-requisites and prerequisites to provide a better flow of courses for students as they move through the program. |
| Mechatronics Certificate | <ul style="list-style-type: none"> Reduced the number of required credits to 12, added 12 credits of elective courses. Program is being revised at the request of the Advisory Committee and area employers to allow a wider range of occupational courses. Students will benefit by having the ability to investigate a broader range of job skills, or by having the ability to adjust the certificate for a specific job. |
| Nursing AAS | <ul style="list-style-type: none"> Full time A.D.N. Program Escanaba campus course progression changes: NURS 138 will be offered in the winter semester of the first year. ENGL 101 will be offered in the spring/summer semester of the first year. PSYC 201 will be offered in the fall of the first semester. Part-time A.D.N. Program Escanaba campus course progression changes: NURS 118 will be taught in the fall semester of the second year. PSYC 201 will be taught in the fall semester of the first year. NURS 138 will be taught in the winter semester of the first year. Part-time A.D.N. Completion Program: NURS 138 will be taught in the winter semester of the first year at the Escanaba campus. BIOL 276 will be taught in the second fall at both Escanaba and Iron Mountain campuses to allow students to meet pre-requisites of the course if necessary. Part-time A.D.N. Completion Program: Social Science elective (3 credits) was moved to the first fall semester. The program is designed to comply with the ACEN (accrediting agency) standards and policies (e.g. program length, credit limits, curricular content, clinical experience, etc.) and the Michigan Board of nursing's requirements. |
| Paramedic AAS | <ul style="list-style-type: none"> EMT 130 and EMT 140 have been moved to second semester to provide for appropriate course content coverage needed for subsequent courses. PSYC 101 is moved to the first semester to allow for manageable credit load in revised course sequencing of EMT 130 and EMT 140. Lab and lecture hours have been reallocated to provide consistency across the program in both lecture and lab courses. |

REQUEST TO REVISE PROGRAMS (9)

| REVISED PROGRAMS | CHANGES |
|-----------------------------|--|
| | <ul style="list-style-type: none"> • The program description changed because the CEVO3 was documented wrong. • Resequencing of several classes within the program to ensure a logical progression of course content. • Reallocation of credit/contact hours of several lab and lecture courses, without altering total numbers of credits/contacts of program. • Name changes for multiple courses within the program. • Updated program entrance requirements to include State of Michigan Department of Motor Vehicle's record requirements prior to entrance into program. |
| Practical Nurse Certificate | <ul style="list-style-type: none"> • The proposal involves shortening the PN Certificate program from five semesters to three semesters, by compressing a part-time program into a full time program. • This proposal would also allow the students to progress more quickly into a career ladder progression for those who wish to continue on to complete an RN program. |

ACTION TAKEN: The above nine program revisions have been reviewed and approved by their respective division (and Advisory Board if applicable) and the Curriculum Committee.

ACTION REQUESTED: Review and approval of the nine revised programs listed above by the Board Student Success and Completion Committee and the Board of Trustees.

BOARD STUDENT SUCCESS AND COMPLETION COMMITTEE ACTION TAKEN:

There were no comments or discussion made on the on action presented.

It was moved by Eric Ludin and seconded by Tom England to:

“Accept the recommendations to approve the nine revised programs listed above as presented and present them to the Board of Trustees for final approval.” No discussion. Motion carried unanimously.

REQUEST TO RETIRE PROGRAM (1)

| RETIRED PROGRAM | RATIONALE |
|------------------------------|--|
| Water Technology Certificate | <ul style="list-style-type: none"> • The Water Resource Management Advisory Board voted to close the program since there have been only 2 students in the last 6 years that have actually completed the certificate. • The students that want to work as a certified operator in Michigan need to have a 2-year Associate degree in order to be eligible to write their certification tests with the Michigan Department of Environmental Quality. • There are currently no students enrolled in the Water Technology Certificate |

ACTION TAKEN: The above program retirement has been reviewed and approved by the Technology Division, Advisory Committee and the Curriculum Committee.

ACTION REQUESTED: Review and approval to retire the Water Technology Certificate by the Board Student Success and Completion Committee and the Board of Trustees.

BOARD STUDENT SUCCESS AND COMPLETION COMMITTEE ACTION TAKEN:

Mark Kinney stated the request to eliminate the Water Technology Certificate is based on several reasons. Students are not advised to enter the program because they need the Water Technology degree to obtain state certification and placement. Employers are not looking for the certificate because it does not offer enough education. Listing the certificate in the catalog creates confusion. It will be beneficial to retire the certificate program. There were no questions or comments.

It was moved by Tom England and seconded by Eric Lundin to:

“Accept the recommendations to retire the Water Technology Certificate and present it to the Board of Trustees for final approval.” No discussion. Motion carried unanimously.

| REQUEST TO ADD NEW COURSES (7) | | | |
|---------------------------------------|------------|-------|--|
| NEW COURSES | COURSE NO. | CR/CT | COURSE INFORMATION |
| Introduction to Children's Literature | CHLD 135 | 3/3 | <ul style="list-style-type: none"> This course will emphasize the impact of children's literature on language and literacy development which is a primary curriculum content area in the field of early childhood education. This course will also emphasize the importance of using Developmentally Appropriate Practices in language and literacy curriculum for young children. |
| Accelerated Pre & Basic Algebra | MATH 098 | 6/6 | <ul style="list-style-type: none"> This course will be designed to accelerate students through their transitional math sequence. Anyone who places in MATH 085 will otherwise be required to take two semesters of developmental math. This course will basically combine MATH 085 and MATH 095, which are 4 credits each, into a one-semester, 6 credit course. |
| Paramedic I | PMED 212 | 4/4 | <ul style="list-style-type: none"> This course replaces PMED 210 for reasons as stated below. Because of name change and credit/contact hours a new course proposal was needed, PMED 210 will be retired. <p>The reasons below are for the next four courses also:</p> <ul style="list-style-type: none"> The amount of lecture previously allocated for this course resulted in an unequal distribution of lecture and lab from semester to semester, throughout the program. This change results in the ability to provide for more even distribution of lab/lecture hours among several classes (PMED 217, PMED 242 and PMED 247) allowing for consistency and better learning outcomes. Cost savings for the college will result by decreasing the number of hours required for 6:1 ratio instruction which is mandated by the State and accrediting body for all lab courses. |
| Paramedic II | PMED 217 | 4/4 | <ul style="list-style-type: none"> This course replaces PMED 215 for reasons as stated below. Because of name change and credit/contact hours a new course proposal was needed, PMED 215 will be retired. <p>The reasons below are for the next two courses also:</p> <ul style="list-style-type: none"> Change in course outcomes to reflect covering medical emergencies in the first semester and trauma in the second semester. This allows for a better flow of information to students. |
| Paramedic Skills I | PMED 242 | 3/6 | <ul style="list-style-type: none"> This course replaces PMED 240. Because of credit/contact hours a new course proposal was needed, PMED 240 will be retired. |
| Paramedic Skills II | PMED 247 | 3/6 | <ul style="list-style-type: none"> This course replaces PMED 245. Because of credit/contact hours a new course proposal was needed, PMED 245 will be retired. |

REQUEST TO ADD NEW COURSES (7) continued

| NEW COURSES | COURSE NO. | CR/CT | COURSE INFORMATION |
|-----------------------------------|------------|-------|--|
| International Trauma Life Support | PMED 285 | 1/1 | <ul style="list-style-type: none"> This course replaces PMED 281 because of name and course outcome changes a new course proposal was needed, PMED 281 will be retired. |

ACTION TAKEN: The above seven new courses have been reviewed and approved by their respective divisions and the Curriculum Committee.

ACTION REQUESTED: Review and approval of the seven new courses listed above by the Board Student Success and Completion Committee and the full Board of Trustees.

BOARD STUDENT SUCCESS AND COMPLETION COMMITTEE ACTION TAKEN:

Brian Black shared MATH 098 is a new course designed to accelerate students through their transitional math sequence. The course combines MATH 085 and 095 into a one-semester, 6 credit course. Two-thirds of the course is focused on algebra because they need more algebra than pre-algebra. It also allows more flexibility in how topics are addressed and reduces the number of credits so students can better use their financial aid and spend less money. Studies show that students who move through transitional studies (TS) faster are more likely to complete. Brian also shared that the transition from COMPASS to ALEKS may also reduce time in TS courses.

Brian responded to a question regarding transitional studies models elsewhere. Faculty have been continually tweaking how the College offers TS based on research.

Amy Anderson explained changes to the paramedic courses. The changes update curriculum between the labs and lectures and equal semester loads. Students will attend lecture one day and lab the next which improve the learning environment. PMED 285 International Trauma Life Support was updated PMED 281 which will be retired. Overall changes modernize the EMT and Paramedic programs and ensure state requirements are met.

Eric Lundin asked what total enrollment is for the programs. Amy responded there are 7 students in the Paramedic program and 14 in the EMT program. All 14 EMT students plan to enter the Paramedic program. The only other EMT program is offered by Duke LifePoint but is not yet accredited.

It was moved by Tom England and seconded by Eric Lundin to:

“Accept the recommendations to approve the seven new courses listed above and present them to the Board of Trustees for final approval.” No further discussion. Motion carried unanimously.

| REQUEST TO REVISE COURSES (31) | |
|---|--|
| REVISED COURSES | CHANGES |
| ARTS 101 Introduction to Art Design II (see name change at right) | <ul style="list-style-type: none"> • Change the name to Introduction to Art Design • The course is being revised because of the changes to the program. We no longer have an Introduction to Art Design I, it is no longer a prerequisite. Removing II in the title for ARTS 101 clears up any confusion it is no longer a sequential course. • Removing Fall and Winter in the course catalog description supports guided pathways. This course is not offered every semester. |
| ARTS 118 Introduction to Graphic Communication | <ul style="list-style-type: none"> • The course is being revised because of the changes to the program. By having a prerequisite for this course (Arts 175 with a "C" or better or permission of the instructor) the students will have the appropriate building block necessary for their success with the computer programs being used in this course. The information learned in ARTS 175 is crucial to their success. |
| ARTS 175 Introduction to Visual Structures | <ul style="list-style-type: none"> • Removed "offered Fall and Winter" and updated the course description to support guided pathways. This course is not offered every semester. |
| BUSN 177 Mathematics of Business | <ul style="list-style-type: none"> • The Math Department has created the new course of MATH-097 Mathematical Literacy, as an additional prerequisite course to flow into completing BUSN-177. • The catalog description will now include this prerequisite. |
| BUSN 263 Introduction to Modern Advertising | <ul style="list-style-type: none"> • We are removing BUSN195 and BUSN262 as prerequisites to streamline the Guided Pathways initiative. |
| CIS 120 Microsoft Word | <ul style="list-style-type: none"> • The course description is being updated to provide potential students with a more definitive description of course content. |
| CIS 121 Microsoft Excel | <ul style="list-style-type: none"> • The course description is being updated to provide potential students with a more definitive description of course content. |
| CIS 122 Microsoft Access | <ul style="list-style-type: none"> • The course description is being updated to provide potential students with a more definitive description of course content. |
| CIS 123 Microsoft PowerPoint | <ul style="list-style-type: none"> • The course description is being updated to provide potential students with a more definitive description of course content. |
| EDUC 210 Exploring Teaching | <ul style="list-style-type: none"> • Removed EDUC 202 Educational psychology as a prerequisite; it is not needed in order to be successful in the course. |
| ELEC 135 Circuit Fundamentals II | <ul style="list-style-type: none"> • Course is being revised for inclusion in the new Mechatronics and Robotics Systems degree. • Contact hours are being reduced from 6 to 4 because of the availability of simulations which allow some of the activities that used to require hands-on labs to be done as homework. |
| ELEC 160 Electronics I | <ul style="list-style-type: none"> • Course is being revised for inclusion in the new Mechatronics and Robotics Systems degree. • Contact hours are being reduced from 6 to 4 because of the availability of simulations which allow some of the activities that used to require hands-on labs to be done as homework. |
| ELEC 170 Digital I Fundamentals | <ul style="list-style-type: none"> • Course is being revised for inclusion in the new Mechatronics and Robotics Systems degree. • Contact hours are being reduced from 6 to 4 because of the availability of simulations which allow some of the activities that used to require hands-on labs to be done as homework. |

| REQUEST TO REVISE COURSES (31) continued | |
|--|--|
| REVISED COURSES | CHANGES |
| ELEC 272-273-374-276-277 Electronics Technology Co-op (see name change at right) | <ul style="list-style-type: none"> • Change the name to Mechatronics Co-op or Internship • Course is being revised for inclusion in the new Mechatronics and Robotics Systems degree. • Students will benefit by the title matching the degree area, thus reducing confusion. |
| ELEC 295 Mechatronics | <ul style="list-style-type: none"> • Course is being revised for inclusion in the new Mechatronics and Robotics Systems degree. • Contact hours are being reduced from 6 to 4 because of the availability of simulations which allow some of the activities that used to require hands-on labs to be done as homework. • Removed ELEC 160 Electronics as a prerequisite; electronics background is not required for the focus of this course. |
| EMT 110 Basic EMT I | <ul style="list-style-type: none"> • Changed course description and outcomes to align with program sequencing to allow for more appropriate flow of content throughout the program. |
| EMT 120 Basic EMT II | <ul style="list-style-type: none"> • This class is the lab portion that coincides with EMT 110. • Changed course description and outcomes to align with program sequencing to allow for more appropriate flow of content throughout the program. |
| EMT 130 Ambulance Driving | <ul style="list-style-type: none"> • State of Michigan Department of Motor Vehicle driving records request added in catalog description. This is required per the insurance carrier certification. • This course is also required for completion of the Paramedic degree so any student who enrolls in the Paramedic program at Bay must complete this class. This affects students that already have their EMT license prior to taking our Paramedic program. • Removed EMT 110 Basic EMT I as a co-requisite. |
| EMT 140 Field Rescue | <ul style="list-style-type: none"> • The course will be moved to the second semester so students will be prepared with the knowledge and skills they need to be successful in this course. With the class being held in the first semester, students will not have the exposure to skills needed to be successful in this course. • Pre-requisites and co-requisites are being changed to reflect this. • Students will have a much better understanding of how to carry out rescue actions they will be learning in this class with a solid skills base provided in EMT 110, 120, 150 and 160. • This class will be held towards the end of the semester to allow for better weather for outside activities and to allow more instruction from EMT 150 and EMT 160. |
| EMT 150 Basic EMT III | <ul style="list-style-type: none"> • Added EMT 110 and EMT 120 as prerequisites and added EMT 130, EMT 140, EMT 160 and EMT 170 as co-requisites. • There is no change to the overall content to the EMT program. These changes are being made to align the overall program so this trauma course will be taught in the second semester which is a more appropriate sequencing to match program objectives and outcomes and to further clarify the catalog description. |
| EMT 160 Basic EMT IV | <ul style="list-style-type: none"> • The EMT Certificate Program content will not be changed. In order to make the program more fluent, trauma elements will be covered in the second semester. • Co-requisites need to be changed to reflect moving EMT 140 and EMT 130 to second semester and add the other co-requisites that were not included in the earlier course. • Student outcomes changed. |

| REQUEST TO REVISE COURSES (31) continued | |
|---|--|
| REVISED COURSES | CHANGES |
| EMT 170 Basic EMT Clinic | <ul style="list-style-type: none"> Corrected current prerequisites and co-requisites |
| GEOG 150 Map, Compass, & GPS | <ul style="list-style-type: none"> Removed “acceptance into the Timber Harvesting Equipment Operator Program” from the course description and prerequisite because the Timber Harvest Program is no longer active, but the course is required by the GIS Program. |
| HLTH 115 Intro to Pharmacology | <ul style="list-style-type: none"> Added “Officially accepted into the A.D.N. Program and following the required sequence of courses” to the course description and prerequisite. |
| MATH 107 Liberal Arts Mathematics | <ul style="list-style-type: none"> Added MATH-097 with a “C” or better as an additional prerequisite. |
| NURS 107 Fundamentals of Nursing Clinic | <ul style="list-style-type: none"> Now shows lab/clinic 6 This course does not have a lab component built into it. The lab component is clearly identified as an option to facilitate the PN students in meeting the skill sets identified as entry level Practical Nurses. In the event that the student does not have the opportunity to participate in a skill during clinicals, the student may be brought to the lab setting to be exposed to and practice the skill set via simulation or other means to meet clinical competency. |
| NURS 130 Foundations of Nursing | <ul style="list-style-type: none"> Now shows lab/clinic 4/12 This course has a lab component built into it. The lab component is clearly identified as an option to facilitate the ADN students in meeting the skill sets identified as entry level Associate Degree Nurses in the area of Nursing Foundations. In the event that the student does not have the opportunity to participate in a skill during clinicals, the student may be brought to the lab setting to be exposed to and practice the skill set via simulation or other means to meet clinical competency. |
| NURS 134 Bridge to RN Practice (see name change at right) | <ul style="list-style-type: none"> Change the name to Health Concepts I Now shows lab/clinic 2/6 The lab component is clearly identified as an option to facilitate the ADN students in meeting the skill sets identified as entry level Associate Degree Nurses in the area of Medical Surgical Nursing. In the event that the student does not have the opportunity to participate in a skill during clinicals, the student may be brought to the lab setting to be exposed to and practice the skill set to meet clinical competency. |
| NURS 138 Mental Health Nursing | <ul style="list-style-type: none"> Added PSYC 201 as a prerequisite In revising the course description, the instructor will be able to enhance the learner’s experiences within the lab, simulation, and clinic setting by combining increased efficacious learning activities to better engage students and promote student success. Students will benefit from diversified learning environments having the methods modified to encompass all learning environments: lab, clinic, simulation and lecture. This revision will affect no other courses; however scheduling and usage of Labs and Simulation will increase. |
| NURS 254 Health Concepts II | <ul style="list-style-type: none"> Now shows lab/clinic 2/6 The lab component is clearly identified as an option to facilitate the ADN students in meeting the skill sets identified as entry level Associate Degree Nurses in the area of Medical Surgical Nursing. In the event that the student does not have the opportunity to participate in a skill during clinicals, the student may be brought to the lab setting to be exposed to and practice the skill set to meet clinical competency. |

REQUEST TO REVISE COURSES (31) continued

| REVISED COURSES | CHANGES |
|----------------------------|--|
| NURS 256 Family Nursing | <ul style="list-style-type: none">• Now shows lab/clinic 2/6• The lab component is clearly identified as an option to facilitate the ADN students in meeting the skill sets identified as entry level Associate Degree Nurses in the area of Family Nursing. In the event the student does not have the opportunity to participate in a skill during clinicals the student may be brought into the lab setting to be exposed to the skill set and practice to master their proficiency. |

ACTION TAKEN: The above thirty-one course revisions have been reviewed and approved by their respective division and the Curriculum Committee.

ACTION REQUESTED: Review and approval of the thirty-one revised courses listed above by the Board Student Success and Completion Committee and the Board of Trustees.

BOARD STUDENT SUCCESS AND COMPLETION COMMITTEE ACTION TAKEN:
Eric Lundin asked if procedurally when a course revision is made if it is necessary for the Board to approve a course description. He suggested faculty and the Curriculum Committee have the knowledge and expertise to make the changes and if the changes do not impact programs as revising and retiring courses and programs do, a lot of support work could be eliminated if it is unnecessary for the Board to review. Dr. Coleman responded she will ask the Deans to check HLC requirements. Tom Butch agreed with the suggestion. There was no further discussion.

It was moved by Eric Lundin and seconded by Tom England to:

“Accept the recommendations to approve the thirty-one revised courses listed above and present them to the Board of Trustees for final approval.” No further discussion. Motion carried unanimously.

| REQUEST TO RETIRE COURSES (39) | | | |
|--|----------------------|--------------|--|
| Course | Course No. | Cr/Ct | Rationale |
| Cost Accounting II | ACCT 225 | 4/4 | Course has been dormant for several years. Accounting students are required to only complete Cost Accounting for the Associate in Applied Science degree. |
| Accounting Co-op | ACCT 273 | 3/3 | Four Accounting Co-op listings appear in previous catalogs. Three are marked for removal as only one is needed. |
| Accounting Co-op | ACCT 274 | 3/3 | Four Accounting Co-op listings appear in previous catalogs. Three are marked for removal as only one is needed. |
| Accounting Co-op | ACCT 275 | 3/3 | Four Accounting Co-op listings appear in previous catalogs. Three are marked for removal as only one is needed. |
| Introduction to Art & Design I | ARTS 100 | 4/4 | This course is no longer pertinent. ARTS 175 will take the place of ARTS 100. |
| Intro to Electronic Imaging | ARTS 134 | 4/4 | This course is no longer pertinent. ARTS 175 will take the place of ARTS 134. |
| CDA Completion | CHLD 145 | 2/2 | This course has not been taught in the last nine years and there are no plans to teach it in the future. |
| Special Topics in Early Childhood Education | CHLD 250 | 2/2 | This course has not been taught in the past nine years. The topics listed are addressed in other program courses. |
| Practicum in Early Childhood Development | CHLD 273 | 3/3 | This course has not been taught in the past 9 years and there is no plan to teach it in the future. |
| Practicum in Early Childhood Development | CHLD 274 | 3/3 | This course has not been taught in the past 9 years and there is no plan to teach it in the future. |
| Modern English Grammar | ENGL 081 | 2/2 | The course is being retired because it has not been offered in many years due to low demand. Students will not be impacted as the course is not a requirement for any degree requirements. |
| College Success Seminar | ENGL 111 | 2/2 | The course is being retired because it has not been offered in many years; it was replaced by FYE 101: College Success Strategies, effective fall 2009. |
| Newswriting | ENGL 221 | 4/4 | The course is being retired because it has not been offered in many years due to low demand, and there is no foreseeable demand in the future. Students will not be impacted as the course is not a requirement for any degree requirements. |
| Writer's Workshop | ENGL 263 | 3/3 | The course is being retired due to lack of enrollment. Students will still be able to complete specialized writing projects through ENGL 299. No programs or courses will be affected by this change. |
| Journalism (English) Internship & Co-operative Education | ENGL 272-273-274-275 | 1-4/1-4 | The courses are being retired because they have not been offered in many years due to low demand, and there is no foreseeable demand in the future. Students will not be impacted as the courses are not requirements for any degree requirements. |
| Special Topics in Literature | ENGL 282 | 4/4 | The course is being retired because it has not been offered in many years because ENGL 280: Special Topics in Literature, which offers the same options, has been offered. Students will not be impacted as the course is not a requirement for any degree requirements. |

| REQUEST TO RETIRE COURSES (39) | | | |
|---------------------------------------|-------------------|--------------|---|
| Course | Course No. | Cr/Ct | Rationale |
| Special Topics in History | HIST 250 | 3/3 | Special Topics in History does not serve to meet general education electives. The number of history majors is very small and thus the number of students able to take the course, per financial aid regulations and guided pathways, no longer warrants it being offered by the college. |
| Special Topics in History | HIST 251 | 3/3 | Special Topics in History does not serve to meet general education electives. The number of history majors is very small and thus the number of students able to take the course, per financial aid regulations and guided pathways, no longer warrants it being offered by the college. |
| History Internship | HIST 272 | 3/3 | Special Topics in History does not serve to meet general education electives. The number of history majors is very small and thus the number of students able to take the course, per financial aid regulations and guided pathways, no longer warrants it being offered by the college. |
| Contemporary European Culture | HIST 290 | 3/3 | Course was created by a former faculty member primarily for the purpose of student travel, and thus per the title "Contemporary European Culture," it is questionable if it legitimately can be considered a HIST course. Since that faculty member's departure in 1997; the course has not been offered. |
| Introduction to Biomedical Ethics | NURS 217 | 4/4 | There is no evidence that the course has ever been taught, at least not since 2002. NURS 217 has not been listed in any catalog from 2002 through the current catalog. |
| Advanced Family Nursing | NURS 230 | 3/3 | Beginning with the Fall 2015 semester, a newly designed Associate Degree in Nursing (ADN) program began. The new design included combining lecture and clinic courses. NURS 230 Advanced Family Nursing was the lecture portion of the nursing program's OB/Pediatric nursing that is now incorporated in to NURS 256 Family Nursing. |
| Advanced Family Nursing Clinic | NURS 231 | 2/6 | Beginning with the Fall 2015 semester, a newly designed Associate Degree in Nursing (ADN) program began. The new design included combining lecture and clinic courses. NURS 231 Advanced Family Nursing Clinic was the clinic portion of the nursing program's OB/Pediatric nursing that is now incorporated in to NURS 256 Family Nursing. |
| Mental Health Nursing | NURS 232 | 3/3 | Beginning with the Fall 2015 semester, a newly designed Associate Degree in Nursing (ADN) program began. The new design included combining lecture and clinic courses. NURS 232 Mental Health Nursing was the lecture portion of the nursing program's mental health nursing that is now incorporated in to NURS 238 Mental Health Nursing. |
| Mental Health Clinic | NURS 233 | 2/6 | Beginning with the Fall 2015 semester, a newly designed Associate Degree in Nursing (ADN) program began. The new design included combining lecture and clinic courses. NURS 233 Mental Health Clinic was the clinic portion of the nursing program's mental health nursing that is now incorporated in to NURS 238 Mental Health Nursing. |
| Management Issues | NURS 241 | 2/2 | Beginning with the Fall 2015 semester, a newly designed Associate Degree in Nursing (ADN) program began. This course has been redesigned and a new course developed that went through curriculum approval. NURS 136 Leadership in Nursing is the course now required for the ADN students. |

| REQUEST TO RETIRE COURSES (39) | | | |
|--|-------------------|--------------|--|
| Course | Course No. | Cr/Ct | Rationale |
| Nursing Knowledge: Synthesis to Adult Populations | NURS 250 | 8/12 | Beginning with the Fall 2015 semester, a newly designed Associate Degree in Nursing (ADN) program began. The new design included combining lecture and clinic courses. NURS 250 Nursing Knowledge: Synthesis to the Adult Population was the medical-surgical lecture and clinic for the ADN program students. The didactic information presented in this class is now incorporated in the following three courses: NURS 134 Health Concepts I, NURS 254 Health Concepts II, and NURS 258 Complex Health Concepts. |
| Nursing Knowledge: Synthesis to Adult Populations – Honors | NURS 250H | 8/12 | NURS 250 is being retired: there is no discussion at this point to continue with the corresponding Honors nursing course, so there is no need to continue with it as an option for students. |
| Keyboarding Skill Development | OIS 106 | 1/2 | Course has not been offered since at least fall semester 2010. No other courses will be affected. |
| Keyboarding II-Formatting | OIS 107 | 2/2 | Course has not been offered since at least fall semester 2010. No other courses will be affected. |
| Legal Transcription | OIS 240 | 3/3 | Factors that have led to this action include recommendation from a PERT evaluation performed in 2010, when it was recommended to retire the Legal Office Assistant program. The program was retired in fall semester 2014, and this one course has continued to be available so that any students who still wanted to complete the course would be able to do so. |
| Introduction to Biomedical Ethics | PHIL 203 | 4/4 | Course was developed on request by the Nursing division, and then never included in their curriculum. Course has never been offered. |
| Paramedic Med Trauma I | PMED 210 | 5/5 | Making name change and credit/contact hour changes to this course required a new course (PMED 212 Paramedic I) to replace this one, so it is being retired. No negative impact, only program affected is the Paramedic program. |
| Paramedic Med Trauma II | PMED 215 | 5/7 | Making name change and credit/contact hour changes to this course required a new course (PMED 217 Paramedic II) to replace this one, so it is being retired. No negative impact, only program affected is the Paramedic program. |
| Paramedic Skills I | PMED 240 | 2/4 | Making credit/contact hour changes to this course required a new course (PMED 242 Paramedic Skills I) to replace this one, so it is being retired. No negative impact, only program affected is the Paramedic program. |
| Paramedic Skills II | PMED 245 | 2/4 | Making credit/contact hour changes to this course required a new course (PMED 247 Paramedic Skills I I) to replace this one, so it is being retired. No negative impact, only program affected is the Paramedic program. |
| Prehospital Trauma Life Support | PMED 281 | 1/1 | Making name change to reflect the most current advanced trauma class required a new course (PMED 285 International Trauma Life Support) to replace this one, so it is being retired. No negative impact, only program affected is the Paramedic program. |
| Psychology of Learning | PSYC 210 | 3/3 | The course has been dormant for many years. Psychology majors typically take a course like this where they have access to lab facilities. Its proposed retirement has no impact on other courses or programs. |

