

Quinsigamond Community College  
Minutes of the Academic Affairs Committee  
March 10, 2009

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**Members Present:** Anne Pound, Bill McCarthy, Brenda Marshall, Carol Murphy, Charlene Mara, Charulata Trivedi, Jim Brown, Jane Gauthier, Jane June, Jane Shea, Jean McLean, Jim Rice, Karen Kaletski-Dufault, Kathy Rentsch, Ken Wong, Laraine Sommella, Leslie Horton, Linda LeFave, Maureen Woolhouse, Nancy Schoenfeld, Nicole Currier, Rosemary Lopez, Steve Rayshick, Susan McPherson, Tara Fitzgerald-Jenkins

**Ex Officio:** Pat Toney

**Members Absent:** Martin Muysenberg, Steve Zona (on sabbatical), Valentine Beluchukwu

**Guests:** Colleen Doherty, Dan Daly, Donna Kilgore

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**Health Care Division**

**ALH 102**

- **Motion: To increase credit hours in ALH 102 from 2 credits to 3 credits to improve overall course structure and transfer options.**
- Motion was seconded.
- Discussion:
  1. There was a question regarding the “MAT Elective” in Cluster C. Because this particular item was not directly related to the motion under consideration it was referred back to the program for consideration.
  2. There was a concern raised regarding the increase in credit and its impact on the total number of credits in Cluster A (increases from 19 to 20 credits). If a student chose to complete the entire Cluster A in any given semester, he/she would need the approval of the VPAA due to the credit overload. The program coordinator is taking this under consideration.
  3. A friendly amendment was made to offer ALH 102 as a 3 credit course, effective Summer I 2009.

**Vote: Unanimous; To approve with the suggested friendly amendment.**

## Human Services & Science Division

### BIO 159/BIO 160 (Taken Together)

- **Motion:**
  1. **Change the course number from BIO 159 to BIO 259.**
  2. **Change the course number from BIO 160 to BIO 260.**
  
- Motion was seconded.
- Discussion: None.

**Vote: Unanimous; To approve as presented.**

### CHM 105

- **Motion: To approve the introduction of the course CHM 105 General Chemistry I.**
  
- Motion was seconded.
- Discussion:
  1. There was a question raised as to the correct utilization of the CHM 105 versus CHM 103. Professor Shemluck clarified that CHM-105 is designed for Liberal Arts majors and is appropriately utilized with students who are pursuing degrees outside of engineering.
  2. A friendly amendment was made to revise the pre-requisite to read: CHM 090 or one year of high school chemistry AND MAT 099 or appropriate placement score.

**Vote: Unanimous; To approve with the suggested friendly amendment.**

## Business & Technology Division

### Business Administration Career-Medical Office Certificate-Curriculum Changes

- **Motion:**
  1. Move ALH 107 Medical Coding and Billing from cluster A to cluster B.
  2. Move BSS 112 Medical/Dental Billing and Insurance from cluster B to Cluster A.
  3. Increase credits for ALH 102 Introduction to Medical Terminology from 2 to 3 (note: approved by Health & Human Services Division, SP08)
  4. Remove BSS 104 Business Office Procedures.
  5. Remove the Business Elective.
  
- Motion was seconded.
- Discussion: A friendly amendment was made to change the ENG 100 in Cluster A to ENG 100 or ENG 101.

**Vote: Unanimous; To approve with the suggested friendly amendment.**

### Business Administration Career-Clerical Office Certificate-Curriculum Changes

- **Motion:**
  1. Add PSY 157 Psychology of Management to Cluster A.
  2. Move ACC 101 Financial Accounting I from Cluster A to Cluster B.
  3. Remove the option of ALH 151 Medical Office Administration (change “Medical Office Administration or Business Office Procedures” to “Business Office Procedures”).
  4. Change CIS 134 Web Page Development I to “CIS 134 Web Page Development I or HUM 142 Internet Communications” in Cluster B.
  5. Add BUS 201 Integrated Communications for Business to Cluster B.
  
- Motion was seconded.
- Discussion: A friendly amendment was made to change the ENG 100 in Cluster A to ENG 100 or ENG 101.

**Vote: Unanimous; To approve with the suggested friendly amendment.**

### BUS Administration Transfer-Change MAT Requirement

- **Motion:** Change the requirement of “MAT 123 College Mathematics I: Precalculus” to MAT 123 College Mathematics I: Precalculus or MAT 231 Applied Calculus.”
  
- Motion was seconded.
- Discussion: The Mathematics Department applauded the Business Department for this change in MAT requirement. Based upon discussion with Worcester State College and others, this change will assist students in transfer.

**Vote: Unanimous; To approve as presented.**

**Hotel Restaurant Management A.S. -Foodservice Management Option-Curriculum Change**

- **Motion:**
  1. Move ACC 101 Financial Accounting I from Cluster A to Cluster D.
  2. Move “Business Elective” from Cluster D to Cluster A, and change to “CIS 111 Introduction to Microcomputer Applications or Business Elective.”
  
- Motion was seconded.
- Discussion: None.

**Vote: Unanimous; To approve as presented.**

**Hotel Restaurant Management Certificate -Foodservice Management Option-Curr. Change**

- **Motion:**
  1. Replace ACC 101 Financial Accounting I with “CIS 111 Introduction to Microcomputer Applications or Business Elective.”
  2. Replace MGT 215 Human Resource Management with Business Elective.
  
- Motion was seconded.
- Discussion: None.

**Vote: Unanimous; To approve as presented.**

**Hotel Restaurant Management A.S. -Hospitality Management Option-Curr. Change**

- **Motion:**
  1. Move ACC 101 Financial Accounting I from Cluster A to Cluster D.
  2. Move “Business Elective” from Cluster D to Cluster A, and change to “CIS 111 Introduction to Microcomputer Applications or Business Elective.”
  
- Motion was seconded.
- Discussion: None.

**Vote: Unanimous; To approve as presented.**

**Hotel Restaurant Management Certificate –Hospitality Management Option-Curr. Change**

- **Motion:**
  1. Replace ACC 101 Financial Accounting I with “HRM 131 Food & Beverage Cost Control or HRM 201 Hospitality Accounting.” (**Not under consideration; Tabled at 02.19.09 B&T Division Meeting; see note below**)
  2. Replace CIS 111 Introduction to Microcomputer Applications with “CIS 111 Introduction to Microcomputer Applications or Business Elective.”
  3. Replace “MGT 215 Human Resource Management or MRK 201 Principles of Marketing” with Business Elective.
  
- Motion was seconded.
- Discussion: None.

**Vote: Unanimous; To approve #2 & # 3 above. Note: At their 2.19.09 meeting, the Business & Technology Division approved items 2 and 3, effective Fall 2009, and tabled item 1 until their March 26, 2009 meeting.**

**HRM 101-Drop co-requisite of CIS 111.**

- **Motion:** Drop co requisite of CIS 111 Introduction to Microcomputer Applications.
  
- Motion was seconded.
- Discussion: None.

**Vote: Unanimous; To approve as presented.**

**HRM 136-Drop prerequisite of HRM 135.**

- **Motion:** Drop prerequisite of HRM 135.
  
- Motion was seconded.
- Discussion: None.

**Vote: Unanimous; To approve as presented.**