

**Quinsigamond Community College
Minutes of the Academic Affairs Committee
April 13, 2010**

Members Present: Andria Schwartz, Anne Pound, Bill McCarthy, Brenda Marshall, Charlene Mara, Charulata Trivedi, Crystal Carpenter, Dadbeh Bigonahy, James Brown, Jane Gauthier, Jane Shea, Jim Rice, John Stazinski, Karen Dufault, Ken Wong, Leslie Horton, Martin Muysenberg, Mary Newman, Meg Yoder, Nancy Schoenfeld, Nicole Currier, Philomena D'Alessandro, Sandra England, Steve Rayshick, Steve Zona, Takenya Carpenter, Tara Fitzgerald-Jenkins

Members Absent: Brenda Marshall, Kathy Rentsch, Laraine Sommella, Linda LeFave

Guests: Steve Marini, Pat Hutchins, Donald Morin, Pat Schmohl, Pamela Fleming, Maureen Woolhouse

Humanities Division

LIB 250 – Liberal Arts Capstone Seminar

Motion: To replace Liberal Arts program requirement of LIB 250 with a 200-level Liberals elective and retire LIB 250 Liberal Arts Capstone Seminar.

- Motion was seconded.
- Discussion: None

Vote: Unanimous; To approve as presented.

Human Service & Science

ECE 102 – Growth & Development of the Young Child

Motion: To revise course description to include birth through 14 years of age as required by the Department of Early Education and Care, to be effective for 2010. (Tabled from March AAC Meeting) Charlene Mara, coordinator of Early Childhood Education Program, confirmed the definition of young child by the Department of Early Education and Care as “birth through 14 years of age”.

- Motion was seconded.
- Discussion: None

Vote: Unanimous; To approve as presented.

SCI 107: Science of Technology: Vision and Light

SCI 108: Science of Technology: Hearing and Sound

Motion: To change the course descriptions effective for Fall 2010.

- Motion was seconded.
- Discussion: None

Vote: Unanimous; To approve as presented.

BIO 101 – General Biology: Core Concepts

Motion: To change the course description effective Fall 2010.

- Motion was seconded.
- Discussion: None

Vote: Unanimous; To approve as presented.

Biotechnology Certificate Program

Motion: To change the chemistry requirement of CHM 101 Introduction to the Chemistry of Living Systems to CHM 105 General Chemistry I

- Motion was seconded.
- Discussion: None

Vote: Unanimous; To approve as presented.

Math & Social Science

General Studies – Concentration in Biotechnology

Motion: To establish a biotechnology sciences concentration in the General Studies degree program.

- Motion was seconded.
- Discussion: There were questions regarding admissions requirements and the possibility of physical requirements.
The following **Friendly Amendment** was made to designate the title be changed to: General Studies-Associate in Arts-Biotechnology Option in keeping with the other General Studies Options.

Vote: Unanimous; To approve as presented.

MAT 090 – Basic Mathematics Skills

Motion: To add the prerequisite of appropriate placement score to MAT 090 and to change the CPT entry score for MAT 090 to 26.

- Motion was seconded.
- Discussion: There were questions regarding what percentage of students would be affected by the change and what the accommodations would be for students who self-identified as having a disability.

Vote: To approve as presented. Vote Count: Approve: 21; Oppose: 1; Abstain: 1

Business & Technology

Point of Information: The Business Administration Faculty approved changes to the list of Business Electives found in the College catalog by adding two new Business Electives: IDS 113 – Ethical Issues in Business & the Professions and MNT – Manufacturing Technology

AUT - Automotive Technology

Motion: To change the name of the Automotive Technology Certificate from “Automotive Maintenance and Light Repair” to “Ford Maintenance and Light Repair Program-Certificate”.

- Motion was seconded.
- Discussion: There were concerns raised about having “Ford” highlighted within the certificate title. It was noted that the program identifier is required by Ford Technical Career Entry Programs. Ford provides copyrighted training materials including unlimited access to web-based training, service materials, and classroom training for instructors

Vote: To approve as presented. Vote Count: Approve: 23; Oppose: 1; Abstain: 1

EUT 101 Fundamentals of Energy Industry

Motion: To create a new course EUT 101 Fundamentals of the Energy Industry, effective Fall 2010. The course replaces Introduction to Energy Industry EUT 100. EUT 101 is a four credit course.

- Motion was seconded.
- Discussion: None

Vote: Unanimous; To approve as presented.

Hotel and Restaurant Management

Motion: To remove ENG 100 as a prerequisite or co-requisite from all HRM courses.

- Motion was seconded.
- Discussion: There were questions regarding the ability of students with weak reading and writing skills to accomplish the requirements of the HRM courses

Vote: To approve as presented. Vote Count: Approve: 15; Oppose: 5; Abstain: 2

Healthcare

ALH 107 - Medical Coding and Billing

Motion: To increase the prerequisite from ENG 096 to ENG 100 and add ALH 102 – Introduction to Medical Terminology as a co-requisite.

- Motion was seconded.
- Discussion: None

Vote: Unanimous; To approve as presented.

ALH 151 – Medical Office Administration

Motion: To change the title of the course from Medical Office Administration to Medical Office Administration I; add a prerequisite of Eng 100; and add ALH 102 Medical Terminology as a co-requisite.

- Motion was seconded.
- Discussion: None

Vote: Unanimous; To approve as presented.

ALH 152 Medical Office Administration II

Motion: To offer a course that includes the newly required administrative competencies in medical law and ethics and other advance office medical procedures.

- Motion was seconded.
- Discussion: None

Vote: Unanimous; To approve as presented.

EMT 202 – Clinical Placement for the Paramedic

Motion: There were four items to be considered. The items were taken together.

1. The clinical course be offered in the summer
 2. The course description written in the catalog be the original approved course description
 3. The course description be listed within in the correct department
 4. EMT 203 be removed as a co-requisite because this course cannot be taught in the same semester as EMT 202.
- Motion was seconded.
 - Discussion: None

Vote: Unanimous; To approve as presented.

EMT 203 – Field Placement for the Paramedic

Motion: To change the course offering sequence to facilitate successful completion of the Paramedic Program and remove all co-requisites and make EMT 202 the only prerequisite.

- Motion was seconded.
- Discussion: None

Vote: Unanimous; To approve as presented.

Policy Review: Maximum Credit Policy

Maximum Credit Policy

(Current Policy) Students who are enrolled for a minimum of twelve credits in a given semester are considered to be full-time. If a student desires to register for more than nineteen credits in a given semester, the permission of the Dean of Academic Affairs or Center for Lifelong Learning must be received.

Students who enroll for fewer than twelve credits a semester are considered to be part-time. However, to qualify for financial aid and/or other benefits, a student must register

for and complete a minimum number of credits each semester. For information about financial aid eligibility requirements, a student should contact the Financial Aid Office.

(Recommended Changes) - Students who are enrolled for a minimum of twelve credits in a given semester are considered to be full-time. If a student desires to register for more than nineteen credits in a given semester, the written permission of the Vice President of Academic Affairs must be received.

Students who enroll for fewer than twelve credits a semester are considered to be part-time. To qualify for financial aid and/or other benefits, a student must register for and complete a minimum number of credits each semester. For information about financial aid eligibility requirements, a student should contact the Financial Aid Office.

APPROVED