

**Quinsigamond Community College  
Minutes of the Academic Affairs Committee  
December 2, 2009**

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

**Ex Officio:** Pat Toney

**Members Absent:** Camille Fowley, Jane June, Jim Rice, Laraine Sommella, Leslie Horton, Sandra England

**Guests:** Adrienne Nichols, Colleen Doherty, Denise Mrowka, Don Morin, Donna Kilgore, Jim Heffernan, Mel Shemluck, Steve Marini, Timothy Lafontaine

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**Distribution of Agenda and Accompanying Materials**

Pat Toney asked committee members their preference regarding distribution of the monthly agenda and accompanying documents. Committee members agreed that they would like Pat's office to send everything electronically and then, to place the following documents in hard copy in each mailbox one week prior to the meeting:

- Academic governance form with accompanying course descriptions (current/proposed) only; Committee members did not request hard copy of the proposed course syllabus.
- Academic governance form with accompanying program grids (current/proposed) only.

Nancy Schoenfeld advised committee members that she would be forwarding proposed revised governance forms for their consideration.

**Health Care Division**

**New Course: DAS 102**

- Motion: To approve a new course **DAS 102 Dental Sciences**.
- Motion was seconded.
- Discussion: None

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

**New Course: DHY 116**

- Motion: To approve the new course **DHY 116 Practice Management**
- Motion was seconded.

- Discussion: There were several questions regarding the overall number of credits in the DHY program. Pat Toney will check DHE guidelines regarding any potential cap on the number of credits allowed for an associated degree program.

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

**Curriculum Revision: DHY Sequence Change**

- Motion: To approve a change in course sequence in the Dental Hygiene curriculum.
- Motion was seconded.
- Discussion: There were several questions regarding the proposed course load in the summer sessions. The following **Friendly Amendment** was made to change the word “require” to “recommend that” on the Request for a New Course or Course Revision. See page 15 of the accompanying materials. The text would read as follows:

*“The new proposal would **recommend that** students to take 7 credits during Summer I and 9 credits during Summer II, prior to beginning their fall semester. One credit (if Practice Management course is accepted) would be taken during Intersession between fall and spring semesters freshman year. Seven credits would be taken the summer between freshman and sophomore year. Any of these courses could be taken prior to entering the dental hygiene program if the students so desires. “*

- Dean James Brown called the question and the following vote was taken to approve this request: Approve: 20; Appose: 2; Abstain: 3.

**Vote: To approve with the Friendly Amendment as noted above.**

Note: A suggestion was made that the DHY program coordinator work with the Registrar on the correct tilting of the clusters or semesters in the program grid (currently noted as Freshman or Senior Year)

**Human Services & Natural Sciences Division**

**Prerequisite Change: BIO 232**

- Motion: To approve BIO 112 or CHM 103 or CHM 105 as the revised prerequisites for BIO 232.
- Motion was seconded.
- Discussion: There were questions as to the impact on course sequencing this change will have on other health programs. It was noted that the Natural Sciences work area worked with Nurse Education prior to making the change and that BIO 232 is in Cluster E of the Respiratory Therapy program.

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

**New Course: CHM 106**

- Motion: To approve the new course **CHM 106 General Chemistry II.**
- Motion was seconded.

- Discussion: None.

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

### **Fire Science Program Changes**

- First Motion: To approve the following changes to the Fire Science curriculum:
  - Add FSC 101 to Cluster A.
  - Remove FSC 105 from Cluster A (it becomes a Fire Science Elective)
  - Move CIS 111/112 to Cluster B
  - Add FSC 104 to Cluster A
  - Change math elective to MAT 100
  - Move FSC elective from Cluster B to Cluster C
  - Remove elective from Cluster C
  - Add EMT 101 to Cluster D and remove FSC elective and elective
  - Credits increase from 62 to 63.
- Second Motion: To approve the title change for FSC 101 to Principles of Emergency Service, effective Fall 2010.
- Third Motion: To approve the title change for FSC 103 to Fire Prevention, effective Fall 2010.
- Fourth Motion: To approve a new course FSC 104 Fire Behavior and Combustion.
- Fifth Motion: To approve a pre-requisite change for FSC 121. Adding FSC 101 as a prerequisite ensures that students will not take the course out of sequence.
- Motions were taken together and seconded.
- Discussion: None

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

### **PHY 101/102: Course description/content change**

- Motion: To approve a course description change for PHY 101 Physics I, effective Fall 2010.
- Second Motion: To approve a course description change for PHY 102 Physics II, effective Fall 2010.
- Motions were taken together and seconded.
- Discussion: None

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

### **New Course: SCI 110**

- Motion: To approve a new course SCI 110 Sustaining Earth's Environment, effective Fall 2010.
- Motion was seconded.
- Discussion: None

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

## **Humanities Division**

### **Course Revision: AS: 111, 112, 211, 212-Change Course Titles**

- Motion: To change the course titles as follows:  
ASL 111 Beginning American Sign Language I

ASL 112 Beginning American Sign Language II  
ASL 211 Intermediate American Sign Language I  
ASL 212 Intermediate American Sign Language II

- Motion was seconded.
- Discussion: None

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

**ASL 113-Designate as a Multiple Perspectives Elective**

- Motion: To allow ASL 113 to be designated as a Multiple Perspectives elective and, therefore, fulfill a Liberal Arts program requirement.
- Motion was seconded.
- Discussion: None

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

**ASL 215-Prerequisite change/GD Deaf Studies sequence change**

- Motion: To raise the prerequisite requirement from ASL 112, ASL 113 to ASL 113, ASL 211 AND to move ASL 215 to “Cluster D” in the program grid for the Deaf Studies Option of General Studies, and move the Social Science elective to “Cluster C”
- Motion was seconded.
- Discussion: There were questions as to the rationale for these changes. It was noted that ASL 215 will now be offered in “S”. The requisite changes will be made in the program grids.

**Vote: To approve as presented. Vote Count: Approve: 23; Oppose: 1; Abstain: 0**

**New Course: HUM 210 Introduction to Journaling**

- Motion: To approve a new course HUM 210 Introduction to Journaling
- Motion was seconded.
- Discussion: It was noted that a friendly amendment had been made by the Academic Affairs staff to **change the course title as follows: *Journal Writing in Context: New England’s Great Thinkers***. There were several questions as to the distinction between this proposed course and American Literature II. It was clarified that HUM 210 will focus on social issues and journaling and is not designed as a history or literature course. A concern regarding the length of the course title was raised. The course author and Registrar will address that issue. A suggestion was made to cross list the course as both an HUM and ENG course. The Registrar noted that since ENG courses are considered HUM courses, the cross-listing would serve no purpose.

**Vote: To approve with a revised course title as noted above.**

**Business & Technology Division**

**New Course: AUT 102**

- Motion: To approve a new course, AUT 102 Fundamentals of Automotive Service, by combining and enhancing the content of AUT 101 Introduction to Automotive Service and AUT 103 Tool Operations.
- Motion was seconded.

- Discussion: None; It was noted that the prerequisites in the program grid will need to be changed to reflect the introduction of AUT 102.

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

**Telecommunications Technology-Corporate (Next Step Program/Verizon)**

- This curriculum change was presented as a Point of Information only since the Telecommunications Technology-Corporate program is a proprietary program.

Programmatic Revisions, Effective Fall 2010:

Retire ELT 151 Introduction to Electronics (Next Step Program).

Replace ELT 151 with ELT 160 Electronic Systems for Telecommunications I (Next Step Program).

Retire ELT 153 Electronic Communications (Next Step Program).

Replace ELT 153 with ELT 161 Electronic Systems for Telecommunications II (Next Step Program).

Revise the content of ELT 270 Telecommunications I (Next Step Program).

Revise the content of ELT 272 Telecommunications II (Next Step Program).

Revise the content of ELT 274 Telecommunications III (Next Step Program).

Revise the content of ELT 276 Telecommunications IV (Next Step Program).

**Policy Review: Blood borne Pathogens**

There was discussion regarding the current policy. Since it was determined that the Administrative Services Committee is currently revising the policy, the following motion was made:

To table vote on the policy as distributed until the revised policy is distributed to the College community.

The next policy to be reviewed is the policy on Restricted Registration (1987).

The next meeting of the Academic Affairs Committee is Tuesday, February 9, 2010.