

**Quinsigamond Community College
Minutes of the Academic Affairs Committee
May 10, 2011**

Members Present: Jen Arner, James Brown, Nicole Currier, Philomena D’Alessandro, Tara Jenkins, Jane Gauthier, Renee Gould, Jane June, Linda LeFave, Flo Lucci, Eric Mania, Brenda Marshall, Bill McCarthy, Jean McLean, Kathy Rentsch, Jim Rice, Nancy Schoenfeld, Andria Schwartz, Jane Shea, Laraine Sommella, John Stazinski, Ken Wong, Maureen Woolhouse, Meg Yoder

Members Absent: Mark Bates, Pat Creelman, Martin Muysenberg, Mary Newman, Steve Rayshick

Guests: Daniel de la Torre, Colleen Doherty, Donna Kilgore,

1. Curriculum

HEALTHCARE

Course Revision Proposal – EMT 119

Proposal: Proposal: To remove specific descriptions of assignments from the course description to allow for more instruction neutral assessments of the course. Remove the word instruction before neutral.

Motion was made to approve this action, effective Fall 2011.

Motion was seconded.

Discussion: There were several questions and clarifications regarding the proposed changes. Accreditation question was asked and clarified

Vote: Unanimous; To approve as presented.

BUSINESS & TECHNOLOGY DIVISION

Course Revision Proposal: ACC 102 Financial Accounting II

Proposal: To revise the course description as follows:

1. Remove prerequisite CIS 111 or CIS 112
2. Change course description to remove reference to working with “MS Office software”

Motion was made to approve this action, effective Fall 2011.

Motion was seconded.

Vote: Unanimous; To approve as presented.

Course Revision Proposal: BSS 212 Medical Machine Transcription

Proposal: To revise the course description as follows:

1. Add prerequisite of BSS 101 Keyboarding Applications

2. **Change course description to more accurately reflect content by removing the statement, “Authentic medical tapes are used.”**

Motion was made to approve this action, effective Fall 2011.

Motion was seconded.

Vote: Unanimous; To approve as presented.

Course Revision Proposal: MGT 101 Introduction to Business

Proposal: To revise the course description as follows:

1. **Change ENG 100 Introduction to English Composition from a prerequisite to a co-requisite.**
2. **Friendly Amendment By AA Staff: AA staff recommends changing the proposed co-requisite of ENG 100 to Prerequisite: Passing ENG 091 with a grade of C or higher and passing the ENG 096 departmental writing final examination essay or appropriate placement score.**

Motion was made to approve this action w. the friendly amendment as above, effective Fall 2011.

Motion was seconded.

Discussion: There was significant discussion regarding the definition of a co-requisite and prerequisite.

Vote: To approve with the friendly amendment as above; Yes: 12; No: 9; Abstention: 3.

Note: There was no course revision proposal for BSS 112.

Degree Program/Certificate Revision Proposal:

Business Administration Transfer & BA Transfer-Fast Track

Proposal: To reduce required Science credits from 8 to 7-8 to align with the Mass Transfer block, effective Fall 2011.

Motion was made to approve this action, effective Fall 2011.

Motion was seconded.

Discussion: There was significant discussion regarding this proposal.

Vote: To approve as presented, effective Fall 2011; Yes: 20; No: 3; Abstention: 1.

HUMAN SERVICES & SCIENCE

Certificate Revision Proposal: ECE School Age Certificate

Proposal: To revise the program as follows:

1. **Cluster the course work into semesters**
2. **Require ECE 101 Introduction to Early Childhood Education.**
3. **Require PSY 101 Introduction to Psychology in place of an elective.**

- 4. Replace ECE 110 Development of the School Age Child with PSY 123 or ECE 102. Remove ECE 110 from curriculum.**
- 5. Remove ENG 100**
- 6. Designate one elective to be an early childhood education elective**
- 7. Remove ECE 110 as a prerequisite for ECE 204.**

NOTE: This previously approved proposal was resubmitted to the division to correct the prerequisite for ECE 204 which was in error in the original proposal. The Human Services and Science Division recommends approval of the correction of this proposal that ENG 100 or appropriate placement score serve as the only prerequisite for ECE 204 at the 4/21/11 Division meeting.

Motion was made to approve these revisions, effective Fall 2011.

Motion was seconded.

Vote: Unanimous; To approve as presented.

MATHEMATICS & SOCIAL SCIENCES

Course Revision Proposal:

PSY 121 A Survey of Life Span Development: Conception to Death

Proposal: The Psychology Department requests and recommends Social Science elective status for this course.

Motion was made to approve this proposal, effective Fall 2011

Motion was seconded.

Vote: Unanimous: To approve as presented.

2. Other

There was no other business.

Meeting adjourned at 3:00 pm.