

Quinsigamond Community College

Minutes of the Academic Affairs Committee

November 9, 2010

Members Present: Andria Schwartz, Brenda Marshall, Charlene Mara, Eric Mania, Flo Lucci, Jim Brown, Jane Shea, Jim Rice, John Stazinski, Kathy Rentsch, Ken Wong, Laraine Sommella, Linda LeFave, Jean McLean, Martin Muysenberg, Mary Newman, Maureen Woolhouse, Meg Yoder, Nancy Schoenfeld, Nicole Currier, Pat Creelman, Leslie Horton, Philomena D'Alessandro, Steve Rayshick, Tara Fitzgerald-Jenkins, Mark Bates, Ken Wong, Bill McCarthy, Sharron Gillies, Pat Schmohl, Jane Gauthier, Steve Marini, Brian Kapitulik, Betty Lauer

Ex Officio: Pat Toney

Members Absent: Jane June, Iris Godes, Dan Daly, Holly Kularski (excused)

Guests: Colleen Doherty, Donna Kilgore

October 2010 Minutes Amendment

An amendment to the October 2010 AA Committee meeting minutes was proposed and unanimously approved. The suggested amendment was to make the following change to the wording of the proposals from the English department: **instead of “from a letter grade, it should read “from a numeric grade”**.

Therefore the 3 proposals for Course Revisions - ENG 095, ENG 096, ENG 100 will read as follows:

Proposal 1: The Developmental English work area revised the evaluation procedures for final exit exams in ENG 095 and ENG 096 from a NUMERIC grade on the exam to a pass /fail grade. This, therefore, necessitates a change in the prerequisites for Eng 095, Eng 096 and ENG 100. We request to change ENG 095 to the following: *To continue to the next level of English courses, students must pass the departmental final examination (or appropriate placement on the placement exam).*

Proposal 2: The Developmental English work area revised the evaluation procedures for final exit exams in ENG 095 and ENG 096 from a NUMERIC grade on the exam to a pass/fail grade. This, therefore, necessitates a change in the prerequisites for ENG 095, ENG 096 and ENG 100. We request to change ENG 096 to the following: *To continue to the next level of English courses, students must pass the departmental final examination (or appropriate placement on the placement exam).*

Proposal 3: The Developmental English work area revised the evaluation procedures for final exit exams in ENG 095 and ENG 096 from a NUMERIC grade on the exam to a pass/fail grade. This, therefore, necessitates a change in the prerequisite description for ENG 100.

Curriculum

Humanities

ENG 260-New Course

Motion: Approval of the proposed new course, ENG 260 Special Topics in English, effective Fall 2011.

Motion was seconded.

Discussion: There was a request for clarification as to how students would know what the special topic would be in any given semester. There was also a question regarding anticipated enrollment.

Vote: Unanimous to approve as presented.

HUM 232-New Course

Motion: To approve new course, HUM 232 Survey of Hollywood Film 1920 to Present, effective Fall 2011.

Motion was seconded.

Discussion: There was a question regarding the course prerequisite and its numbering as a 200-level course vs. a 100-level course.

Vote: Unanimous to approve as presented.

Mathematics & Social Sciences

SOC 106-New Course

Motion: To approve new course, The Sociology of Difference and Inequality SOC 106, effective Fall 2011.

Motion was seconded.

Discussion: None.

Vote: Unanimous to approve as presented.

Health Care

ALH 102-Course Revision

Motion: To approve adding the English co requisite ENG 100 or appropriate placement score to ALH 102, effective Fall 2011.

Motion was seconded.

Discussion: A suggestion was made to correct the proposed grids on pages 38 and 40 to reflect the ENG 100 or approp placement score as a co requisite to ALH 102 (see Semester 1 in both grids)

Vote: Unanimous to approve as presented.

ALH 151- Course Revision

Motion: To update the course description to reflect the addition of the new course ALH 152 Medical Office Administration II, effective Fall 2011.

Motion was seconded.

Discussion: There were questions about the change in content.

Vote: To table the proposal until the originator can be available to present the proposal.

Human Services & Science

Fire Science: Program Revision, Course Revisions, New Course Proposals

Note: The following 16 curriculum proposals were considered together.

Motion: Effective Fall 2011, approve the recommended program revisions, course revisions, and new course proposals, as follows:

- 1) FSC 101 – Course revision – course description and outcomes revised
- 2) FSC 103 – Course revision – title change
- 3) FSC 104 – Course revision – course description, prerequisites, and outcomes revised
- 4) FSC 121 – Course revision – course description, prerequisites, and outcomes revised
- 5) FSC 123 – Course revision – title change
- 6) FSC 151 – Add new Elective course
- 7) FSC 201 – Add new Required course
- 8) FSC 203 – Add new Required course
- 9) FSC 223 – Add new Required course
- 10) FSC 230 – Add new Elective course
- 11) FSC 241 – Course revision – course description, prerequisites, and outcomes revised
- 12) FSC 263 – Add new Required course

13) Semester 1- Grid Change

- a) ENG 101, FSC 101 – no change
- b) Change MAT 100 to Math elective (MAT 122 recommended)
- c) Add EMT 101 (or take two Fire Science Electives)
- d) Remove FSC 103
- e) Move FSC 104 to Semester 2

14) Semester 2- Grid Change

- a) ENG 102, CIS 111(or CIS 112) – no change
- b) Add FSC 104 – add ENG 100 or appropriate placement score and FSC 101 as prerequisite
- c) FSC 121 – add ENG 100 or appropriate placement score and FSC 101 as prerequisite
- d) Add SPH 101
- e) Move Social Science Elective to Semester 4
- f) Remove FSC 123

15) Semester 3- Grid Change

- a) One Fire Science Elective – No Change
- b) Add new course FSC 201 and remove FSC 241
- c) Add new course FSC 203 and one Fire Science Elective
- d) Change Social Science Elective to PSY 101
- e) Change Physical Science, Physics, or Chemistry Elective to any Lab Science Elective

16) Semester 4- Grid Change

- a) One Fire Science Elective – No Change
- b) Add new course FSC 263 and remove FSC 242
- c) Change Social Science Elective from Semester 2 to SOC 101 or SOC 111
- d) Add new course FSC 223 and move EMT 101 into Semester 1
- e) Change Physical Science, Physics, or Chemistry Elective to any Lab Science Elective

Motion was seconded.

Discussion: There were several questions and comments. A suggestion was made to revise or clarify a comment in the right side of the grid that reads” Former joint admissions program”.

Vote: Unanimous to approve as presented.

Business & Technology

Computer Systems Engineering Technology: Course Revisions, Program Revisions, New Course Proposals

CST 231/CST 235/CST 238-Course Revisions

Note: The following three proposals were considered together.

Course/Program Title: CST 231 Internetworking Protocols

Motion 1: Effective Fall 2011, change the title of CST 231 Internetworking Protocols to Internetworking Principles and Protocols.

Course/Program Title: CST 235 Network Management

Motion 2: Effective Fall 2011:

1. Change the title from CST 235 Network Management to Network Infrastructure Management.
2. Make minor change in CST 235 course description to specify that the course prepares students to sit for the Microsoft Network Infrastructure Configuration exam.

Course/Program Title: CST 238 Enterprise Networking

Motion 3: Effective Fall 2011:

1. Change the title from CST 238 Enterprise Networking to Enterprise Networking and Application Infrastructure.
2. Remove prerequisites of CSC 233 Computer Hardware and Support and CST 245 UNIX Operating Systems.
3. Remove co requisite of CST 231 Internetworking Protocols
4. Change CSC 241 from a prerequisite to a co-requisite.
5. Make minor change in course description to specify that the course prepares students to sit for the Microsoft Applications Infrastructure exam.

Motions were seconded.

Discussion: There were several questions and comments.

Vote: Unanimous to approve as presented.

CSC 201-New Course

Motion: To create a new course, CSC 201 Systems Programming, effective Fall 2011.

Motion was seconded.

Discussion: None

Vote: Unanimous to approve as presented.

CST 207-New Course

Motion: To create CST 207 Telecommunications in Business, effective Fall 2011.

Motion was seconded.

Discussion: None

Vote: Unanimous to approve as presented.

CSC 241-Course Revisions

Motion: Effective Fall 2011, drop the prerequisite of CSC 234 Networking Technologies.

Motion was seconded.

Discussion: None

Vote: Unanimous to approve as presented.

Computer Systems Engineering Technology – Certificate - Personal Computer Specialist-Program Revisions

Motion: Effective Fall 2011:

- Remove ENG 101 English Composition & Literature I from Semester 1 and replace it with the new course CSC 201 Systems Programming.
- Move CST 245 UNIX Operating Systems I from Semester 2 to Semester 1.

Motion was seconded.

Discussion: There were several questions and comments about recommended revisions.

Vote: Motion approved. Yes-20; No-2; Abstention-1.

Computer Systems Engineering Technology – Certificate - Network Specialist-Program Revisions

Motion: Effective Fall 2011:

- Change the Certificate name from Network Specialist to Network Associate
- Remove ELT 105 CAD for Technicians and replace it with the new course CST 207 Telecommunications in Business.

Motion was seconded.

Discussion: None

Vote: Unanimous to approve as presented.

Computer Systems Engineering Technology - Associate in Science-Program Revisions

Motion: Effective Fall 2011:

- Remove Electronics Elective from Semester 1 and replace it with the new course, CST 207 Telecommunications in Business.
- Remove CIS 105 Introduction to Information Technology from Semester 1. Add the new course, CSC 201 Systems Programming , in Semester 3.
- Move CSC 233 Computer Hardware and Support from Semester 2 to Semester 1.
- Move CSC 241 Windows Server Operating Systems from Semester 3 to Semester 2.
- Move CSC 105 IT Help Desk Concepts from Semester 3 to Semester 2

- **Move Math Elective from Semester 1 to Semester 3.**

Motion was seconded.

Discussion: There was a question regarding the need for mathematics in CSET coursework.

Vote: Unanimous to approve as presented.

Computer Systems Engineering Technology – Associate in Science – Computer Forensics Option-Program Revisions

Motion: Effective Fall 2011:

- **Remove CIS 105 Introduction to Information Technology from Semester 1.**
- **Move CSC 141 Windows Client Operating Systems from Semester 2 to Semester 1.**
- **Move CSC 241 Windows Server Operating Systems from Semester 3 to Semester 2.**
- **Remove CRJ 208 Technologies in Criminal Justice from Semester 3 and replace it with CRJ 211 Evidence & Court Procedure.**
- **Add BSL 103 E-Business Law & Ethics to Semester 2.**
- **Add CSC 233 Computer Hardware and Support to Semester 4.**
- **Move the Liberal Arts Elective from Semester 4 to Semester 3.**

Motion was seconded.

Discussion: There was a question about the number of credits in Semester 2. It was determined that there was an error in Semester 2—CSC 141 appears in Semester 2 by mistake. It will be removed thus reducing the credits for that semester from 23 to 19.

Vote: Unanimous to approve as presented.

Computer Systems Engineering Technology – Certificate - Computer Forensics-Program Revisions

Motion: Effective Fall 2011:

- **Remove ENG 101 English Composition & Literature I from Semester 1 and replace it with CSC 234 Networking Technologies.**
- **Remove CRJ 208 Technologies in Criminal Justice from Semester 2 and replace it with CRJ 211 Evidence & Court Procedure.**

Motion was seconded.

Discussion: There were several questions regarding the removal of ENG 101 and the course prerequisites for the CRJ courses.

Vote: Motion approved; Yes-18; No-6; Abstentions-2.

CyberSecurity-New Certificate

Motion: Effective Fall 2011, create a new CyberSecurity certificate under the CSET Program.

Motion was seconded.

Discussion: None

Vote: Unanimous to approve as presented.

GENERAL STUDIES-Associate in Arts - Energy Utility Option-Program Revision

Motion: Effective immediately, to revise the program grid for the General Studies – Associate in Arts - Energy Utility Option to reflect the replacement of EUT 100 with EUT 101 as a corequisite for EUT 110 Electrical Principles I and a prerequisite for EUT 120 Industrial Safety.

Motion was seconded.

Discussion: None

Vote: Unanimous to approve as presented.

Heating, Ventilation, Air Conditioning-New Courses, Certificate Grid

Note: The following motions were considered together.

Motion 1: To introduce HVC 101 Basic Refrigeration Systems and Heat Theory, effective immediately.

Motion 2: To introduce HVC 102 Basic Electricity, effective immediately.

Motion 3: To introduce HVC 103 Air Conditioning Systems, effective immediately.

Motion 4: To introduce HVC 104 Massachusetts Refrigeration Code, effective immediately.

Motion 5: To introduce HVC 105 Massachusetts Electrical Code, effective immediately.

- The curriculum grid for **Heating, Ventilation and Air Conditioning – Certificate** and the Notification of Change in Admission Requirements were also included.

Motions were seconded.

Discussion: There were several questions regarding the admissions criteria and certificate curriculum.

Vote: Motions approved; Yes-19; No-3; Abstentions: 2.

Policy Review

- General Counsel's Memo re Copyright Policy 6-29-10
- US DOE Copyright Memo Addendum
- System-Wide Copyright and Intellectual Property Policy

The above policies re: copyright were submitted to the AA Committee as a point of information. It was noted that VPAA Pat Toney is convening a cross-functional team to develop an implementation plan for these policies. Larraine Sommella expressed interest and will follow up with Pat Toney directly.

Policy: Core Curriculum

The AA Committee voted to retire this policy.

Policy: General Education Learning Outcomes

The AA Committee voted to accept this policy to replace the Core Curriculum policy. The Committee recommends that the General Education Learning Goals (p. 169; 2010-2011 QCC Catalog) be attached to the policy template.

Policy: Class Attendance

The review of this policy was tabled until the December 2010 AA Committee meeting.

The meeting adjourned at 3:25 PM.