

**Quinsigamond Community College
Minutes of the Academic Affairs Committee
December 14, 2010**

Present: Andria Schwartz, Bill McCarthy, Brenda Marshall, Charlene Mara, Eric Mania, Flo Lucci, James Brown, Jane Gauthier, Jane June, Jane Shea, Jean McLean, Jim Rice, John Stazinski, Kathy Rentsch, Ken Wong, Leslie Horton, Linda LeFave, Martin Muysenberg, Mary Newman, Maureen Woolhouse, Meg Yoder, Nancy Schoenfeld, Nicole Currier, Pat Creelman, Philomena D' Alessandro, Steve Rayshick, Tara Jenkins, Pat Toney, ex-officio

Absent: Laraine Sommella (excused), Mark Bates, Nicole Cormier

Guests: Betty Lauer, Don Morin, Donna Kilgore, Donna Rollo, Lee Duerden, Marilyn Kalal, Pam Fleming, Steve Marini,

1. Update on Status of Subcommittee Work

A representative from each of the following subcommittees provided a status update on their work:

- Grading (Jean McLean)
 - Subcommittee has completed its work and will forward its report in writing.
 - It was agreed that subcommittees would submit written reports to the Chair for dissemination to Committee before full meeting discussion.
- Core Curriculum (Linda LeFave)
 - Subcommittee completed its work and forwarded their report earlier in the fall. Linda LeFave will resend the report to the Chair.
- Class Attendance (Linda LeFave)
 - Subcommittee completed its work and forwarded their report earlier in the fall. Linda LeFave will resend the report to the Chair.
- General Education Requirements (Linda LeFave)
 - Subcommittee completed its work and forwarded their report earlier in the fall. Linda LeFave will resend the report to the Chair.
- Academic Honesty (Flo Lucci)
 - The subcommittee has voted to accept the statewide Academic Honesty policy.
 - It was agreed that subcommittees would submit written reports to the Chair for dissemination to Committee before full meeting discussion.
- Discipline in the Classroom (Bill McCarthy)
 - Subcommittee will report out at the February 2011 meeting.
 - It was agreed that subcommittees would submit written reports to the Chair for dissemination to Committee before full meeting discussion.

In addition, two new subcommittees were formed.

- Deans List
 - A subcommittee was formed and will include: Tara Jenkins, Jane Gauthier, Nancy Schoenfeld. They will report out at the March 2011 meeting.
 - It was agreed that subcommittees would submit written reports to the Chair for dissemination to Committee before full meeting discussion.
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- Graduation Requirements
 - A subcommittee was formed and will include: Tara Jenkins, Jim Brown, and Eric Mania. They will report out at the March 2011 meeting.
 - It was agreed that subcommittees would submit written reports to the Chair for dissemination to Committee before full meeting discussion.

HUMAN SERVICES & SCIENCE DIVISION

Early Childhood Education

Motion 1: To approve all course revisions-ECE 231, ECE 251, ECE 253-Prerequisite Change (as below), effective Fall 2011.

The following proposals were taken together:

- ECE 231: Change prerequisite of ECE 102 to ECE 102 or PSY 123.
- ECE 251: Change prerequisite of ECE 102 to ECE 102 or PSY 123.
- ECE 253:
 - Change prerequisite of ECE 102 to ECE 102 or PSY 123.
 - Remove prerequisite statement “not required for transfer track” from ECE 112.

Motion was seconded to approve proposed course revisions to ECE 231, ECE 251, and ECE 253, effective Fall 2011.

Discussion: None.

Vote: Unanimous; To approve as presented, effective Fall 2011.

Motion 2: To approve course revisions-ECE 243-Name Change and Prerequisite Change; To approve all New Courses: ECE 244, ECE 245, ECE 246; To approve the ECE Leadership Certificate (as below), effective Fall 2011.

The following proposals were taken together:

- ECE 243:
 - The Early Childhood Education Program is requesting a name change for ECE 243 Administration in Child Care to ECE 243 Administration in Early Education and Care
 - The Early Childhood Education Program also proposes to change the prerequisite to ECE 102 or PSY 123.
- ECE 244: To approve new course *ECE 244 Communication for Collaboration*.
- ECE 245: To approve new course *ECE 245 Advocacy and Ethics for Social Justice in Early Education and Care*.
- ECE 246: To approve new course *ECE 246 Seminar and Field Experience: Leadership in Early Childhood Education*
- ECE Leadership Certificate: To approve new certificate program *EARLY CHILDHOOD EDUCATION - Certificate – Leadership in Early Childhood Education*

Motion was seconded.

Discussion:

- Several friendly amendments were made. Please see below.
- There was discussion regarding the Psychology and English prerequisites for courses within the certificate program.
- There was also a question regarding the number of credits (15) and financial aid eligibility. It was acknowledged that the program will not meet financial aid eligibility. Linda Witham and Nancy Schoenfeld stated that this would be noted in program promotional materials.

The following friendly amendments were made:

- ECE 243: Correct course title in the certificate curriculum grid by replacing “Early Childhood Education” with “Early Education & Care”
- ECE 245: Correct course title in the certificate curriculum grid by replacing “Early Childhood Education” with “Early Education & Care”
- ECE 246: Change course title and then, correct course title in the certificate curriculum grid by replacing “Early Childhood Education” with “Early Education & Care”. (Note: Revised title will read “Seminar and Field Experience: Leadership in Early Education and Care”.)
- ECE Leadership Certificate: Change title of certificate and then, correct certificate title in the curriculum grid to read “Leadership in Early Education & Care”.

Vote: Unanimous: To approve with the friendly amendments as noted, effective Fall 2011.

APPROVED

BUSINESS & TECHNOLOGY DIVISION

Automotive Technology – Curriculum Revision

Motion: To approve a change from Science Elective to “Science or Mathematics Elective” in semester 5, effective Fall 2011.

Motion was seconded.

Discussion: There was discussion regarding the mathematics requirement for the program.

Vote: Unanimous; To approve as presented, effective Fall 2011.

Computer Systems Engineering Technology

Motion 1: To create a new certificate program-CSET/Network Professional Certificate; To approve the introduction of 4 new courses-CST 265, CST 260, CST 250, CST 252, effective Fall 2011.

The following proposals were taken together:

- To introduce Computer Systems Engineering Technology – Network Professional Certificate. The curriculum within this certificate tracks Cisco’s Certified Network Professional (CCNP) designation.
- To introduce new course: CST 260 Enterprise Network Convergence – 3 credits with lab (30 lecture hours; 45 lab hours)
- To introduce new course: CST 265 Wide Area Networks – 3 credits (45 lecture hours)
- To introduce new course: CST 250 Web Server Administration – 1 credit (15 lecture hours)
- To introduce new course: CST 252 Exchange Server Administration – 1 credit (15 lecture hours)

Motion was seconded.

Discussion: There was discussion regarding the pre-requisite courses and financial aid eligibility for said courses. There was also discussion regarding the Admission Requirement of the Cisco Certified Network Association (CCNA) credential. It was clarified that the certificate program is considered a “post-graduate” certificate program and also, that the certificate program itself should meet guidelines for financial aid eligibility.

Vote: Approved; Yes: 21; No: 1; Abstentions: 0

Motion 2: To create a new Windows Systems Administrator Certificate under the CSET program; To approve the following new courses: CST 251 SQL Server Administration, effective Fall 2011.

The following proposals were taken together:

- To create a new Windows Systems Administrator Certificate under the CSET program.
- To introduce new course: CST 251 SQL Server Administration – 1 credit (15 lecture hours)

Motion was seconded.

Discussion: None

Vote: Unanimous; To approve as presented, effective Fall 2011.

Motion 3: To create a new certificate UNIX Systems Administrator within the CSET program. To introduce a new course—CST 246 UNIX Operating Systems II, effective Fall 2011.

The following proposals were taken together:

- To create a new Unix Systems Administrator Certificate under the CSET program
- To introduce new course: CST 246 UNIX Operating Systems II-3 credits with lab (30 lecture hours; 45 lab hours).

Motion was seconded.

Discussion: None

Vote: Unanimous; To approve as presented, effective Fall 2011.

Manufacturing Technology-Associate Degree-Curriculum Revision

Motion: To approve changes to Manufacturing Technology-Associate in Science program, effective Fall 2011. As follows:

In Semester 2:

- Add ELT 103 Electronics I
- Remove MNT 115 Instrumentation in Manufacturing

In Semester 3:

- Remove MNT 102 Mechanical CAD II
- Remove MNT 210 Computer Numerical Control
- Remove one Program Elective
- Add MNT 115 Instrumentation in Manufacturing (from Semester 2)
- Add a new course, MNT 217 Process Automation & Robotics (to be developed, SP 2011)

In Semester 4:

- Change the requirement of MNT 299 Cooperative Work Experience and Seminar to “MNT 299 Cooperative Work Experience and Seminar or Program Elective”
- Add a new course, MNT 218 Lean Manufacturing & Six Sigma (to be developed, SP 2011)

Note: Proposed new courses--MNT 217 and MNT 218--will be brought through the Academic Affairs governance process for approval once developed.

Motion was seconded.

Discussion: There was discussion regarding the co-requisite of MAT 124 for Physics I and the choice of Mathematics courses (MAT 124 or MAT 122).

Vote: Unanimous; To approve as presented, effective Fall 2011.

APPROVED

HEALTH CARE DIVISION

Dental Hygiene

Motion 1: To approve course revisions to: DHY 111, DHY 112, DHY 211, DHY 212, effective dates as below.

The following proposals were taken together:

- **DHY 111 Dental Hygiene Process I:** To update the course description to more accurately reflect current course content, effective Fall 2011.
- **Dental Hygiene Process II DHY 112:** To update the course description to more accurately reflect current course content, effective Spring 2012.
- **Dental Hygiene Process III DHY 211:** DHY 211 Dental Hygiene Process III course description and lecture content is revised to reflect the addition of DHY 113 Dental Hygiene Process Summer Clinic, effective Fall 2012.
- **Dental Hygiene Process IV DHY 212:** To update the course description to more accurately reflect current course content, effective Spring 2012.

Motion was seconded.

Discussion:

(Note: These friendly amendments were made by the Academic Affairs staff upon their review of this curriculum proposal.)

The following friendly amendments were made:

- DHY 111: Add DHY 125 as pre-requisite to DHY 111. Remove BIO 111 as a pre-requisite and Add BIO 112 as a prerequisite
- DHY 112: Add DHY 131 as pre-requisite; Change BIO 112 from a co-requisite to a pre-requisite The removal of BIO 112 as a co-requisite should be reflected on the Dental Hygiene-Associate in Science curriculum grid.
- DHY 211 Remove DHY 112 as a prerequisite and Add DHY 113 as a prerequisite
- DHY 250 remove BIO 111 as a prerequisite. Add BIO 112 as a prerequisite

Motion 2: To introduce new course: Dental Hygiene Process Summer Clinic DHY 113-1 credit (10 lecture hours; 15 clinic hours), effective Summer II 2012.

Motion was seconded.

Discussion: None

Motion 3: Nutrition in Oral and Systemic Health DHY 250: To revise the course description, content and credits for DHY 250. Credit will be reduced from 3 credits to 2 credits, effective Spring 2012.

Motion was seconded.

Discussion: None.

Motion 4: To to restructure the clinical component of the Dental Hygiene program by adding a summer session and restructuring of the program, effective Spring 2012 and Summer 2012.

Motion was seconded.

Discussion: None

Vote: Unanimous; To approve Motions 1-4, with the friendly amendments and effective dates noted.

Medical Office Administration – Course Revision: ALH 151

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

Motion was seconded.

Discussion: None

Vote: Unanimous; To approve as presented, effective Fall 2011.

Occupational Therapy Assistant – Curriculum Moves (Informational only)

The following informational item was presented:

1. Move OTA 223: Concepts and Occupational Therapy Intervention: Physically Challenged from third semester to second semester in the Program.
2. Move OTA 215: Developmental Problems with Children from second semester to third semester in the Program.

Effective Date: Spring 2011.

The meeting adjourned at 3:10 pm.