

To: Academic Program Committee Members and Various Departments and/or Schools
Departments: Health Professions, Criminal Justice, Dean of Health and Human Service
From: Kathylynn Feld, Chair of the APC Committee

Re: Minutes of the January 6, 2000 meeting, in Cushwa Hall, Room 1075 Room

Present: T. Porter, , K. Feld, N. Sweeney, D. Stephen, J. Elias, P. Sarro
Absent: J. Tackett, S. Shipton, S. Lin

I. Preliminary Business

Minutes approved as corrected. S. Shipton was present for the December 10, 1999 meeting

II. Programs reviewed

When a program is returned for revision or approved pending a revision or clarification, the respective department should address the concerns immediately and return the revised materials (note the date and "revised from" on the material and signed in BLUE INK along with the original APD Q2S Conversion Form to Kathylynn Feld, Dept. of Health Professions. If there are any questions please call her at 742-1760. Please return materials immediately.

A. 87- Emergency Medical Technology AAS approved

B. 83-B Criminal Justice AAS approved pending

1. Indicate OBOR required speech (oral communication) course
2. Phil 2625- may not serve as a humanities, selection should be an artistic and literary selection
3. to meet OBOR requirements the program must have 28 hours outside the technical area and it only has 21 hours
4. direct questions regarding OBOR requirements to Janice Elias
5. English 550 and 551 should be appropriately documented on the APD form under quarters and semesters.

C. 83-A Criminal Justice BSAS returned

1. the addition of 7 hours in the major exceeds the 2/3 rule of Q2S conversion. Committee is concerned about availability of faculty to teach additional courses. Please address this concern.
2. Provide *written* justification, such as a copy of or relative parts of the Academy of Criminal Justice Sciences and/or the International Association of Correctional Officers documents to validate the increase in hours for the major.

Next meeting: Monday, January 10, 2000 in Room 1075 of Cushwa Hall

Agenda: The review of the following programs may be taken out of order.

124 Finance returned

121 Accounting returned

Because the comments regarding these programs are similar, they are listed as one.

1. Should the number of hours for the major be 63 instead of 23. Although Econ, Acctg, Mtg, and Mktg are not finance courses they are required and the student has little option in course selection? Justify why or why not?

2. There continues to be a concern with 4qh courses being converted to 4qh courses. Please review the Academic Senate resolution of April 8, 1999...."standard number of hours in a semester course shall be 3sh....." Indicate what courses have been combined to

justify this increase or give acceptable justification such as other programs with similar offerings or requirements printed in the accreditation guidelines.

3. With regard to the APD form (Academic Program Form) each course listed under quarters must be listed under semesters and nature of change should reflect the justification of action: eg. Fin 726.

Computer Science Department

Note: Documentation of notification to other departments when courses are deleted or added to the programs are required

- 132 Computer Information Systems AAS returned
 - 1. GERs must be on the APD form
follow the guidelines which will be attached to the returned materials
 - 2. To review the OBOR requirements with Janice Elais
 - 3. The total hours is 62 on the APD forms and the curriculum sheet has 64 hours, please review and correct
 - 4. Need 30 hours of technical courses, accounting may be considered. Refer questions to Janice Elias
 - 5. Phil 619 (Logic) is not a Humanities

- 133 Computer Information Systems BSAS approved pending
 - GERs must be on the APD form, it is designated on the 2000 curriculum sheet

- 134 Computer Science BS returned
 - 1. GERs must be on the APD form
 - 2. Math 1571 (Cal I) is listed as required under Essential requirements and math minor
Consider listing once.
 - 3. The APD form summary indicates 38 sh in major and the 2000 curriculum sheet indicates 41 sh in the major. Review and correct.
 - 4. When adding semester hours on the 2000 curriculum sheet, it totals 131+ of required hours, total indicated is 124 sh. Indicate what will be overlapping and in which domain.

- 135 Office Information Systems AAS returned
 - 1. GERs must be listed on the APD form, also indicate which GERs are required on the 2000 curriculum sheet. Students do not have options in all domains. See guidelines returned with the program materials
 - 2. Review OBOR requirements for technical, basic and GER requirements, guidelines returned with materials. Refer questions to Janice Elias.
 - 3. APD summary states 62 hours total hours in the program, the curriculum sheet totals 59 as is but technical electives must be reviewed

- 136 Office Information System BSAS returned
 - 1. GERs must be listed in the APD form
 - 2. The total of 58 sh in the major is listed on the APD summary of program and the 2000 curriculum sheet has 40 sh listed. Please review and correct where needed

- 148 Adolescence Multi-age Vocational Licensure, Ingrated Business BS
Teacher Education/ Computer Science and Information Processes
new review

- 93 Adolescents License Integrated Mathematics BS
Teacher Ed/ Math Departments

Previously reviewed without education courses indicated.

- | | | | |
|-------|--|------|------------------|
| 149 | Adolescents License Integrated Physical Sciences
Teacher Ed / Sciences
previously reviewed, did not follow 2/3 rule | BS | |
| 150 | Adolescents license Earth Sciences
Teacher Ed/ Science departments
Review the 2/3 rule | BS | |
| 120 A | Mild to Moderate, Special Education | BS | approved pending |
| 120B | Moderate to Severe, Special Education
Review correction and retyped | BS | approved pending |
| 119 | Middle Childhood
Content departments: Mathematics (see 93), Sciences, Social Studies, Language Arts
Exceeded the 2/3's rule in education and content areas | BS | returned |
| 05 | Early Childhood Education
Content department: Human Ecology
Documentation was circulated previously.
The quarter program was approved previously. | BS | returned |
| 85 | Hospitality Management
An additional GER course needed
GER courses needed to be listed on APD form | AAS | approved pending |
| 86 | Hospitality Management
List all GER courses in the APD form
Econ 3780 and 3781 was incorrectly listed (replaced by student selection of a stat class)
Total of hours for major appear to be 49 not 54
Total of hours for support courses is not 27 with the additional 13 hrs for concentrated area
Review the total of hours for the concentrated areas
Must follow the 2/3 rule for the total of hours. | BSAS | returned |

Verbally, I was informed the objection to a math prerequisite being dropped from the Chemistry BS has been resolved. The course will be added to the semester curriculum. Written verification is forthcoming.

Biology's objection to two Allied Health Courses, Pathophysiology 1 and 2, and Clinical Laboratory Tech course: Microbiology for Health Care have not been resolved. These course affect several programs. If they are not approved and the departments are required to take similar courses through the biology department, the total hours in the programs will be increased beyond the approved total for the program

- | | | | |
|---------|---|----|------------------|
| 143-146 | Middle Aged License for Foreign Language is forthcoming.
List hours on APD form
Include the education courses | BS | approved pending |
|---------|---|----|------------------|

Academic Program Committee
Thursday, January 6, 2000
Cushwa Hall Room 1075
Health Professions' Conference Room

Agenda

Programs to be distributed at meeting for review

- 87- Emergency Medical Technology AAS
-Inclusion of EMTEC 1500 and 1500 L in the total number of required hours
-Review of the GERs listed on APD form

- 83A- Criminal Justice BSAS
-Define what courses will serve as GER courses and indicate the areas
-Indicate a minor is not required because it is a professional program
-A 2000 curriculum sheet would be beneficial
-Justification of increase in the total hours for the major is requested—such as recommendation made by the Academy of Criminal Justice Sciences and/or Int'l Assoc. of Correctional Officers
-If CSIS 1514 is a prerequisite for a required CSIS course, why is it not part of the total required hours to earn the degree.
-Outline the tracks and clarify the hours: corrections, law enforcement, loss prevention/ assets protection

- 83A- Criminal Justice AAS (originally these comments were combined with the BSAS program)
-BSAS and AAS need to be on two APD forms---- done
-Review the GER courses—insufficient numbers?????
-Include the total number of hours in the major and for the program on the form

124 Finance BS

121 Accounting BS

Because the comments are similar, I have listed them together

- Finance: what should the total hours for the major be 63 instead of 23, since Econ, Acctg, Mktg., Mktg. Since these are required courses Justify??
-Justification of 4qh to 4 sh courses
-Each course listed under quarters must be accounted for on the APD form

Programs to be reviewed:

- 133-136 Computer Science and Information Systems programs
Dr. Kris Schueller stated they should be ready for copying by Friday 1/7/99

- 85-86 Hospitality Management BSAS and AAS
Mr. Robert Campbell and I met 1/5/00 to discuss the needed revisions.

Secondary Education and Middle Childhood

Education stated their courses have been reduced following the 2/3's rule
Content areas are being reviewed respective departments

Early Childhood should be ready for committee by 1/10/00

Special Education (approval pending) to be reviewed 1/6/00 or 1/10/00

Foreign Language/Education programs are being reviewed

Objections from the math dept of the Chemistry program not resolved.

An updated summary of all programs should be completed by Monday.