

To: Academic Program Committee Members and Various Departments and/or Schools
(School of Business, School of Education, Health Professions, Accounting and Finance)

From: Kathylynn Feld, Chair of the APC Committee

Re: Minutes of the Tuesday, July 27, 1999 meeting

Present: T. Porter, J. Elias, J. Tackett, C. Campbell, S. Shipton, K. Feld

I. Preliminary Business

Discussed the importance of processing as many programs as possible so Nancy White can prepare the conversion list for publication.

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) along with the original APC Q2S Conversion Form to Kathylynn Feld, Dept. of Health Professions. If there are any questions please call her at 742-1760.

A. 99-116 General Administration: BS, School of Business approved pending

Discussion: This is a Combined Major having 24 hours of required management courses and a combination of other required business courses to complete the major requirement.

1. Need to attach a memorandums signed by all departments affected by the changes made to the curriculum
2. Clarification of whether courses required under quarters is required under semesters, such as Phil 625, Psych and English, this should be indicated on the APC Q2S Conversion Form

B. 99-117 Management HRM Track, BS, Dept. of Management, returned

Referring to #2 and 3 on the APC Q2S Conversion Form, if a course has been eliminated or added from the curriculum was the department notified and if so, a memorandum stating this should be attached. Example: Econ 831 and 843 are not required under semesters.

C. 99-118 Management MIS Track, BS, Dept. of Management, approved pending

Referring to #2 and 3 on the APC Q2S Conversion Form, if a course has been eliminated or added from the curriculum was the department notified of the changes, and if so, a memorandum stating this should be attached.

D. 99-119 Middle Childhood, BS Ed, School of Education returned

1. The Academic Program Q2S Conversion Form must be included
2. The hours in the major on the curriculum sheet totals 59 hours, whereas the summary of revised program indicates 56 hours. Clarify.
3. If specific courses are required to meet the GER requirements, these need to be listed on the AP Q2S Conversion Form

E. 99-120 Special Education: Intervention Specialist, BS Ed, School of Education, returned

1. Mild to Moderate and Moderate to Intensive Tracks
Are these tracks of the same degree? Attach a quarter and semester curriculum sheet. What is the degree name?
2. On the AP Q2S Conversion Form, give a complete listing of required courses under quarters and how this converts to semesters, both major and support courses, indicating the total hours
3. If specific courses are required to meet the GER requirements, these need to be listed on the AP Q2S Form

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- F. 99-79 Respiratory Care, BSAS, Dept. of Health Profession returned
1. The total number of hours by the 2/3 rule is 131.3 hours , thus 133 hours is not acceptable. It is preferred it be closer to 124 hours. Justification of hours would be considered, if evidence of other programs in Ohio and/or nationally having similar hours were provided.
 2. Review of GER requirements:
Society and Institutions : two courses needed, three are indicated
Personal and Social: two courses needed, three are indicated
(this may be a means to reduce the total number of hours)
 3. Requires appropriate signatures: chair and dean

- G. 99-76 Clinical Laboratory Science, BSAS, Dept. of Health Professions, returned
1. Total number of hours should be 124 hours. Suggest reducing the required Allied Health Elective hours
 2. Personal /Social requires 2 courses and the asterisked note should be reviewed for accuracy.
 3. Referring to #2 and 3 on the first page, a memorandum must be attached for courses added or deleted from the curriculum, such as Physics , 502 and 503. Seek a copy from the chair of the department.

- H. 99-87 Emergency Medical Technology, AAS, Dept. of Health Professions returned
1. Semester curriculum sheet states a total of 69 hours, it totals 72 hours and the AP Q2S Conversion Form totals 74 hours. Clarification is needed.
 2. OBOR requires a humanities
 3. It was suggested that the hours in the 4th and 5th semester be adjusted to meet the 72-73 hour requirements

- I. 99-121 Accounting, BS, Dept of Accounting and Finance on hold
Program was forwarded without the dean's signature. It was decided to invite the dean to attend a committee meeting to discuss her objection to the program presented.

- J. 99-122 Finance, BS, Department of Accounting and Finance on hold
1. Program was forwarded without the dean's signature. The dean will be invited to attend a committee meeting to discuss her objection to the program presented.
 2. Referring to items #2 and 3, the restriction of electives with semesters will have an impact on other departments. A memorandum to the other departments needed to be attached.

Next meeting: Monday, August 2, 1999 at 9:30 AM in Room 1075 of Cushwa Hall