

**To:** Academic Program Committee Members and Various Departments and/or Schools  
(Departments: Accounting and Finance, Education, Physical Education, Electrical Engineering  
Technology, Computer Science, Health Professions, Social Work, Human Ecology, and Deans

**From:** Kathylynn Feld, Chair of the APC Committee

**Re:** Minutes of the December 10, 1999 meeting, in Cushwa Hall, Room 1075  
Room

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

**Absent:** J. Tackett, ~~S. Shipton~~

I. Preliminary Business

Minutes approved as corrected. Special Education was approved pending not returned..

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 on hold

Discussion continued regarding whether EMTEC 1500 and 1500L should be part of the first year courses instead of a prerequisite for the program. J. Elias will meet with Randy Benner, program , director and Joseph Mistovich, dept. chairman, to discuss a compromise.

B. 71-A Family and Consumer Studies approved

C. 71-B Family and Consumer Science Education on hold

This program will be reviewed after the Education courses are reviewed

D. 124 Finance returned

E. 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 3sh 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.

- F. 102 Multi aged Licensure in Health Education approved  
1. GERs indicated with new titles  
2. Corrections in course listings  
3. Student Electives comment deleted
- G. 141 Computer Engineering Technology: Option (track) of Electrical Engineering Technology approved
- H. 142 Instrumentation and Process Technology: Option (track) of Electrical Engineering Technology approved
- I. 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
- J. The objection to a math prerequisite being dropped from the Chemistry BS has not been resolved. The faculty have met to discuss the matter.

12-10-99

K. 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 courses 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.

L. Programs which have been returned for revision or correction (and not returned for review) in addition to programs listed in the minutes:

Secondary Education and the Integrated Programs

Middle Childhood

Special Education: approved pending

Criminal Justice: AAS and BSAS

Hospitality Management: AAS and BSAS

Early Childhood

Foreign Language/ Education: approve pending

THE NEXT MEETING WILL BE THE END OF THE FIRST WEEK OR BEGINNING OF THE SECOND WEEK IN JANUARY DEPENDING ON THE MATERIALS TO BE REVIEWED. MEMBERS WILL BE NOTIFIED BY PHONE.

NOTE: ALL DEPARTMENTS ARE ENCOURAGED TO HAVE MATERIALS TO K. FELD BY THE FIRST WEEK OF JANUARY.