

Armstrong

UNIVERSITY CURRICULUM COMMITTEE

University Hall 282

Minutes, August 22, 2012

PRESENT: Myka Campbell, Suzanne Carpenter, Kathryn Craven, José da Cruz, Mirari Elcoro, Catherine Gilbert, Robert Harris, Kam Fui Lau, Denene Lofland, Rick McGrath (Chair), Glenda Ogletree, Jack Simmons, Phyllis Panhorst (Catalog Editor)

GUESTS: Judy Ginter, John Kraft, Elwin Tilson

CALL TO ORDER. The meeting was called to order at 3:00 p.m. by Dr. Rick McGrath.

APPROVAL OF MINUTES. The minutes of April 3, 2012 were approved as presented.

ITEMS

I. College of Education (no items)

II. College of Health Professions

- A. Health Sciences (no items)
- B. Medical Laboratory Science (no items)
- C. Nursing (no items)

D. Radiologic Sciences

Item 1 from the Department of Radiologic Sciences was discussed and approved by the committee. It is being submitted to the Faculty Senate for approval.

1. Modify the following course

RADS 4410 Cross-Sectional Anatomy

Pre-requisite: permission of instructor or department

Description: Open only to majors in radiologic sciences. Three-dimensional anatomical relationships of cross-sectional anatomy slices and images produced by **imaging modalities in the radiologic sciences** ~~computer tomography and magnetic resonance imaging.~~ **Emphasis on computed tomography and magnetic resonance imaging.**

Rationale: Images produced via Sonographic and Nuclear Medicine procedures are included in this course.

Effective Term: Spring 2013

E. Rehabilitation Sciences (no items)

F. Respiratory Therapy (no items)

III. College of Liberal Arts (no items)

IV. College of Science and Technology (no items)

OTHER BUSINESS

A. Old Business: Making blanket changes to the catalog (See Attachment 1)

Due to time constraints at the April 3, 2012 meeting, this item was deferred for discussion in the fall.

A subcommittee was formed to look at the issues surrounding the making of blanket changes to the catalog. They will identify the criteria for departmental responsibility for submitting changes and the criteria for the University Curriculum Committee to authorize blanket changes. Subcommittee members are Kathryn Craven, Myka Campbell, and Jack Simmons. Judy Ginter volunteered to be available to answer technical questions regarding how different scenarios would affect Banner.

B. Emergency Administrative Approval of Radiologic Science Items during the summer (See Attachment 2)

Dr. McGrath reported that in June, the Radiologic Sciences department found out they had programs no longer in compliance due to changes in financial aid regulations. Changes needed to be made for fall semester or their students might not be eligible for financial aid. Dr. McGrath agreed to approve changes to the four classes being offered in the fall, with the condition that the entire program of study with all the needed changes would be sent through the college curriculum committee and the UCC in the fall, including the four classes that were changed for fall semester. He also noted that this is a temporary approval and would not bind committee members to accepting the changes once they come before the committee

There was some discussion on the appropriateness of listing a class as “Pre- or co-requisite” when in fact the two classes can never be taken simultaneously. Dr. Elwin Tilson explained that it was done that way so students could pre-register for the next class in the sequence while still taking the initial class. Banner will not allow registration for a class when the prerequisite has not been completed, so if the class is not listed as a co-requisite, a manual override has to be done for each student. Further discussion was deferred until the next meeting to give Ms. Ginter and Ms. Panhorst time to consider options other than listing a class as “pre- or co-requisite” in this situation.

C. Curriculum Procedure Circumvention

Ms. Panhorst reported an ongoing problem. Deans and department heads, upon finding something they believe to be an error in the catalog, are calling the Registrar's Office and, in one case, the Manager of Banner Support in order to get the error fixed, rather than working through the UCC or Academic Affairs. In one recent case, Banner Support did actually make the change in Banner.

The Registrar's Office and Banner Support have no way to determine whether something is a typographical error or something that needs to be fixed through the curriculum process. Correct procedure would be to contact the UCC chair or someone in Academic Affairs. The catalog editor, currently housed in Academic Affairs, has the best resources to determine whether something is an error or a curricular matter. If the UCC is currently in session, curricular matters should come to them through normal channels, unless it is an emergency. In an emergency situation, the UCC chair, Provost, or Assistant Vice President for Academic Affairs would have to authorize a change in the absence of the committee.

It was agreed that it was appropriate for the UCC to inform the deans and department heads of proper procedure. However, the Associate Vice President for Enrollment Services would be the appropriate person to inform the people working for her.

It was noted that this procedure is not written down anywhere, and that resources for new deans and department heads are lacking. Ms. Panhorst said she would include this procedure in the new UCC Style Guide she is preparing. She is also working on a resource for deans and department heads that would give information about paperwork and procedure for faculty and curriculum.

There was a suggestion that this information be put online. Ms. Panhorst said she would look into it.

D. Informational Item: POLS 4950

Regarding prerequisites for POLS 4950: In every catalog from semester conversion (1998-99) through 2007-08, POLS 4950 was shown as having no prerequisites. At the March 19, 2008 meeting of the UCC, the following prerequisite was approved: "a grade of C or better in MATH 2200." However, it was discovered that in Banner a second prerequisite, POLS 2100, was listed. Research showed that at the December 16, 2002 meeting of the UCC, an item was put through to change the description of POLS 4950. The item listed POLS 2100 and MATH 2200 as prerequisites. However, they were not noted as being changes. It would appear that at that time, POLS 2100 was entered into Banner as a prerequisite. Discussion with Dr. Skidmore-Hess has determined that the prerequisites listed in the December 2002 minutes were listed in error, and that the class had no prerequisite until the one added at the March 2008 meeting. Accordingly, Mr. Robby Dittmann has removed POLS 2100 as a prerequisite for POLS 4950.

E. Informational Item: Instructional Type Codes (See Attachment 3)

There have been some problems with the “Instruction Type” designation in the CURCAT information for new courses. Instructional types are being listed that either are not consistent with what exists in Banner or are inappropriate for the type of course being created. To help with that, the following table has been provided and will be distributed to the departments along with a revised style guide for submissions. This table designates instructional type, not instruction method (online, hybrid, etc.). It is intended to show which descriptions are valid for use in Banner.

F. Updated draft catalog availability

It was asked whether the practice of making a draft catalog available for UCC members only could be revived. The draft would reflect curriculum changes approved during the year and serve as a resource for UCC members. Ms. Panhorst said she would check into the best method of sharing the draft catalog. It was decided that changes should not be made to the draft until items are approved by the Senate.

G. John Kraft.

Dr. Kraft gave the committee the Board of Regents distance learning notification for the Respiratory Therapy Career Ladder B.S. Degree (degree completion program) (See Attachment 4). This program has been delivered online for a couple of years now. The notification is part of the process of updating the Board of Regents and SACS of existing online programs.

There was discussion of the notification process for the University Curriculum Committee, the training of faculty to build and teach online courses and programs, and the role of the Education Technology Committee (a standing committee of the Senate) in the online course review process.

Discussion on the University Curriculum Committee’s role was extensive. For the next meeting, Ms. Panhorst was instructed to put the following item on the agenda: When Area F plus the major in any program of study reaches the point of being taught 50% online, should this be the point at which the University Curriculum Committee reviews the major?

ADJOURNMENT. The meeting was adjourned at 4:38 p.m.

Respectfully submitted,

Phyllis L. Panhorst
Catalog Editor and Secretary to the Committee

UCC policy recommendation on blanket changes to the undergraduate catalog March 2012

Issue to be resolved:

Frequently, there are changes made to the Undergraduate Catalog that affect programs outside the department making the change. This requires balancing the needs of the programs making the change with other affected programs. The particular case addressed here pertains to changes in course number, title, prerequisites or description that do not affect who may take the course or the actual content taught in the course based on current practice.

Current curriculum procedure stresses that changes to each department's catalog entry be proposed by that department. This has resulted in numerous cases where portions of the catalog are out of date until departments notice the changes made by others and bring their catalog entries up to date.

A request was made to consider simplifying this process. In response, I propose the UCC consider a policy to handle a subset of changes more efficiently.

A blanket change in all references to a course throughout the catalog may be appropriate for any and all of the following changes to the catalog entry for a particular course:

1. Change in title
2. Change in course number remaining at the same level, 1000 and 2000, 3000 and 4000, 5000.
3. Reduction in prerequisite.
4. Editorial change in description with no change in actual course content. Descriptions that are being brought "up to date" for courses that have evolved away from their original description fit these criteria.

A blanket change in all references to a course is NOT appropriate if any of these are true:

1. Change in course number to different level of instruction (ex. from 2000 to 3000 level course)
2. Change in prerequisite.
3. Change in course description based on an intended change in content. An example would be realigning content among several courses, or choosing a new emphasis for a course.

This policy does not absolve departments of the obligation to notify other affected departments of impending proposals to make changes that would affect the other department.

The 4 items the Department of Radiologic Sciences wants approved on an emergency basis for Fall 2012. Item numbers are those from the larger overview document.

10. Modify the following course:

RADS 3501 Principles and Practice of Nuclear Medicine I 4-4-4 3-2-3

Description: Introduction to the theory and principles of Nuclear Medicine. Basic principles involved in imaging **and** diagnoses. ~~and therapies are emphasized~~

Rationale: Additional hands-on laboratory content needs to be added as demonstrated by clinical assessment. The didactic nuclear medicine therapy content is being distributed in other courses the curriculum.

Effective Term: Fall 2012

11. Modify the following course:

RADS 3502 Principles and Practice of Nuclear Medicine II 4-4-4 3-2-3

Prerequisite **or Co-requisite** RADS 3501:

Description: ~~Advanced theory of imaging technologies, diagnostic and therapeutic testing.~~ **A continuation of the basic principles involved in imaging and diagnoses.** Topics include non-imaging in-vivo and in-vitro procedures and radionuclide therapy.

Rationale: The new sequence of courses requires changes in prerequisites and corequisites. Additional hands-on laboratory content needs to be added as demonstrated by clinical assessment.

Effective Term: Fall 2012

27. Modify the following course:

RADS 3771 Introduction to Cardiovascular **Interventional** Science 3-0-3-2-1-2

Description: An introduction to the concepts and techniques involved in the diagnosis ~~and treatment~~ of cardiac and vascular disease.

Rationale: Lab time is being added to this course based on clinical assessments. The didactic content is being moved to other courses in the curriculum. Changes in course content assure that it correlates more closely with accreditation standards.

Effective term: Fall 2012

40. Modify the following course:

RADS 4201 Radiation Oncology I

~~3-0-3~~

2-0-2

Description: An introduction to carcinogenesis and treatment of neoplasia. Emphasis is placed upon **basic** neoplastic ~~diseases~~ **processes**. ~~occurring in the respiratory and gastrointestinal systems.~~

Rationale: Some didactic content is being moved to other courses in the curriculum.

Effective Term: Fall 2012

Instructional Type Codes

Code	Description	Usage
A	Lecture	Standard classes or stand-alone Seminars
B	Lecture/Lab*	Lectures with lab work incorporated, such as "K" science classes
E	Supervised Laboratory*	Lab or seminar sections with corequisite lectures
H	Directed Study	Courses designed to be independent study with instructor oversight
N	Internship/Practicum	Internships and practicums
O	Thesis	Master's thesis hours
P	Dissertation	Doctoral dissertation hours

***Note on labs:**

When a course is created requiring a corequisite lab, the lecture and lab are considered separate courses in Banner with instructional codes A and E respectively. When creating a course like this, the Instructional Type is not Lecture/Lab (B), but rather Lecture + Lab (A and E).

**NOTIFICATION FORM FOR ADDITIONAL DISTANCE LEARNING
DELIVERY OF EXISTING APPROVED PROGRAMS**

(Institutional Online Offering of Second and Subsequent Online Programs)

Notification Date: June 6, 2012

Institution: Armstrong Atlantic State University

College/Division: College of Health Professions

Department: Respiratory Therapy

Program Name: Respiratory Therapy Career Ladder BS Degree (degree completion program) CIP Code: 51.0908

Type of Delivery (e.g., asynchronous, synchronous, Internet, DVD, CD-ROM, Broadcast Transmission): Internet (online)

Total Credit Hours Required for Completion: 129 credits: Sixty-four (64) hours of core course credits, Thirty-two (32) hours of transfer credit from an accredited Respiratory Therapy program, and 33 hours of Armstrong Respiratory Therapy course credits taken online.

Students admitted to this program are licensed Registered Respiratory Therapists (RRT). Students are awarded thirty-two (32) hours of credits from an accredited Respiratory Therapy program upon successful completion of the 3 semester hour Bridge Course.

Additionally, students must complete any core education requirements for the Bachelor of Science degree that was not previously taken for licensure or associate degree. These courses may be completed in classroom, hybrid, or online format. The remaining upper level courses, thirty-three (33) hours of baccalaureate Respiratory Therapy courses, are completed (100%) online.

Proposed Start Date: August 12, 2012

Contact information for the lead person in the department in addition to the Vice President for Academic Affairs:

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Provide a copy of the Letter of Notification submitted to SACS.