



Northeast Alabama Community College
Curriculum Committee
Minutes
March 18, 2015

Meeting: The Curriculum Committee met on Wednesday, March 18, at 2:30 p.m. in Room 102 of the Cecil B. Word Learning Resources Center.

Present: Dr. Joe Burke, Dr. Julia Everett, Brad Fricks, Jane Hopson, Haley Johnson, Dr. Mike Kenamer, Rodney Land (Chair), Lynde Mann, Greg Millican, Dr. Sharon Totten, Sherry Whitten, Rob Woodall

Absent: Shelia Barnes, Angie Stewart

Chair Rodney Land called the meeting to order.

New Business:

The Program Learning Outcomes (PLO) for the A.A.S. NUR, OAD, CIS, and BUS and the PN Certificate were presented. After reviewing each set, Sherie Grace made a motion to accept them, and Greg Millican seconded the motion. All members were in favor of approving the PLOs. Mr. Fricks agreed to send the PLOs to Debra Barrentine for inclusion in the 2015-2016 catalog.

On behalf of Joan Reeves, Mr. Fricks submitted an *Application for Addition to the Curriculum* for ENG 080 – English Laboratory. He noted that the addition of this class will make it possible for students who 50-61 on the writing portion of the COMPASS exam to take ENG 101 with ENG 080 as a supplement to the course, and will affect very few students. Dean Grace asked how placement will work for ENG 080, and Angie Stewart asked whether federal grant monies will pay for ENG 080 and ENG 101. He stated that Ms. Reeves can respond to these questions at the next meeting, and noted that everyone who is in ENG 080 will be in the *same* ENG 101 section. Dr. Joe Burke motioned to accept the application, and Dr. Mike Kenamer seconded the motion. All members were in favor.

Next, Jane Hopson explained several catalog changes that she proposed for the 2015-2016 catalog. These relate to the application process, program requirements, and date changes. Dean Grace made a motion to accept these changes, and Rob Woodall seconded the motion. All members were in favor of the changes.

Haley Johnson asked that in the Office Administration – Medical Office and Office Administration A.A.S. curriculum, that ECO 231 and 232 be moved to the *core courses*. For the OAD – Medical Office, Ms. Johnson discussed the possibility of moving certain courses from the elective options in Area V to the core courses in Area V. Dean Grace and Mr. Fricks suggested that this subject be revisited after the OAD Advisory Committee is consulted about occupational needs.

With no further business to address, the meeting concluded at 3:12 p.m. The next meeting will be announced.

Respectfully submitted by Lynde Mann (secretary)



Northeast Alabama Community College

Application for Additions to the Curriculum

- Directions:
- (1) Save this form to your computer as a Word document (.doc extension).
 - (2) Submit the completed form via e-mail to your division director, with a copy e-mailed to the Office of Institutional Planning and Assessment (mannl@nacc.edu).
 - (3) Submit a signed print copy to your division director.
 - (4) Attach a copy of the course syllabus.

Please note that the application must be approved by the Curriculum Committee before it is presented to the Vice President/Dean of Instruction for final approval.

1. Course prefix and number Course title
Eng 080 English Laboratory
2. How does this course help achieve or enhance the Northeast Alabama Community College Mission?
Adding the ENG 080 laboratory course will make it possible for students earning a score of 50-61 on the writing portion of the Compass exam to register for English 101 rather than English 093 along with English 080 as a supplement to the course. This option makes it possible for students to progress through the developmental program more quickly and provides supplemental instruction to ensure the student's success.
3. Give justification for offering this course at Northeast Alabama Community College.
The goal for the developmental English program is to assist Northeast students in completing the developmental courses in a more timely order to make college completion a more attainable goal for the student. The inclusion of this laboratory class will be necessary for developmental students to be successful in the English 101 course.
4. Is this a transfer course?
No
If so, what is the AGSC Transfer Code Designation (A, B, or C)?

5. Into what degree or certificate program(s) will this course fit?
All
6. Into what STARS area(s) will the course fit in a transfer program (Areas I-V)?
NA
7. Is this course listed in the Alabama College System Course Directory?
Yes If so, please attach a copy of the ACS directory listing.
8. Provide the course description.
This course, which may be repeated as needed, provides students with a laboratory environment where they can receive help from qualified instructors on English assignments at the developmental level. Emphasis is placed on one-to-one guidance to supplement instruction in English courses. A student's success in this course is measured by success in those other English courses in which the student is enrolled.
9. Does this course have a previously taught equivalent? If so, please list the prefix, number, title, and track number of the previous course. No

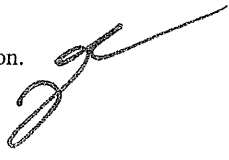
Submitted by Joan Reeves Date 3-16-15
Instructor

Endorsed by Joan Reeves Date 3-16-15
Division Director or Director of Workforce Development

Approved by Reilyn C. Lind Date 3/30/15
Curriculum Committee Chair

*Approved by Jeff Buehler Date 3-30-15
Vice President/Dean of Instruction

*Final approval of any course rests with the Vice President/Dean of Instruction.



**COURSE DESCRIPTIONS: COLLEGE PREPARATORY/DEVELOPMENTAL
STUDIES
SECTION IV - B: ENGLISH (ENG)**

DPT.	CRS.	COURSE TITLE	"THEORY"		"EXPERIMENTAL"		"MANIPULATIVE"		COURSE
PRE	NUM		CREDIT HOURS	WEEKLY CONTACT HOURS	CREDIT HOURS	WEEKLY CONTACT HOURS	CREDIT HOURS	WEEKLY CONTACT HOURS	CREDIT HOURS
ENG	080	ENGLISH LABORATORY	1-4	1-4	0	0	0	0	1-4

PREREQUISITE: As required by program.

This course, which may be repeated as needed, provides students with a laboratory environment where they can receive help from qualified instructors on English assignments at the developmental level. Emphasis is placed on one-to-one guidance to supplement instruction in English courses. A student's success in this course is measured by success in those other English courses in which the student is enrolled.

DPT.	CRS.	COURSE TITLE	"THEORY"		"EXPERIMENTAL"		"MANIPULATIVE"		COURSE
PRE	NUM		CREDIT HOURS	WEEKLY CONTACT HOURS	CREDIT HOURS	WEEKLY CONTACT HOURS	CREDIT HOURS	WEEKLY CONTACT HOURS	CREDIT HOURS
ENG	092	BASIC ENGLISH I	2-4	2-4	0	0	0	0	2-4

PREREQUISITE: As required by program.

This course is a review of basic writing skills and basic grammar. Emphasis is placed on the composing process of sentences and paragraphs in standard American written English. Students will demonstrate these skills chiefly through the writing of well-developed, multi-sentence paragraphs.

DPT.	CRS.	COURSE TITLE	"THEORY"		"EXPERIMENTAL"		"MANIPULATIVE"		COURSE
PRE	NUM		CREDIT HOURS	WEEKLY CONTACT HOURS	CREDIT HOURS	WEEKLY CONTACT HOURS	CREDIT HOURS	WEEKLY CONTACT HOURS	CREDIT HOURS
ENG	093	BASIC ENGLISH II	2-4	2-4	0	0	0	0	2-4

PREREQUISITE: A grade of "S" (Satisfactory) in ENG 092 or a minimum score of 37 on the ASSET.

This course is a review of composition skills and grammar. Emphasis is placed on coherence and the use of a variety of sentence structures in the composing process and on standard American written English usage. Students will demonstrate these skills chiefly through the writing of paragraph blocks and short essays.

DPT.	CRS.	COURSE TITLE	"THEORY"		"EXPERIMENTAL"		"MANIPULATIVE"		COURSE
PRE	NUM		CREDIT HOURS	WEEKLY CONTACT	CREDIT HOURS	WEEKLY CONTACT	CREDIT HOURS	WEEKLY CONTACT	CREDIT HOURS

NACC HEALTH SCIENCE DIVISION
NURSING
2015-2016 CATALOG CHANGES

- Page 100 Under ADMISSION REQUIREMENTS: number 2. Complete application to the Nursing Program by **MAY 1st**.
4. Eligibility for ENG 101 and MTH 100 in the first semester of the nursing program. Both must be completed at the end of the second semester of the nursing program.
6. Must meet **ESSENTIAL FUNCTIONS** required for nursing.
- Page 100 Change **JUNE 1st to MAY 1st**
- Page 101 Under PROGRAM REQUIREMENTS:
2. Student is required to follow Federal HIPPA regulations regarding client privacy. Student must respect the client's right to privacy by protecting confidential information unless obligated to disclose in a court of law under proper authorization or legal compulsion (Alabama Board of Nursing Administrative Code). **Students will be expelled from the nursing program for failing to comply with this requirement.**
Delete number 3
5. Delete "Clinical performance involves patient safety." Change to
5. A student will be dismissed from the nursing program when not adhering to the policies and procedures of the facility to which they are assigned, Quality Safety Education Standards for nurses or the program standards for client safety.
6. A rating of unsatisfactory in clinical performance will result in a grade of "F" for that course regardless of any other grading component in the course.
7. A student who has been **UNSATISFACTORY** in providing **safe effective client care** in the clinical area will not be allowed readmission into the nursing program.
Number 6 will now be number 8. Student is expected _____
- Page 102 7. Student will have professional liability insurance throughout the nursing program. Fees are included in tuition.
11. Change to read:
11. The student is required to receive a series of three Hepatitis B vaccines, obtain a Positive titer or sign a declination policy provided by the nursing department. Student is strongly encouraged to keep their flu vaccine up to date.
12. **The student is required to submit to a pre-clinical drug screen at a time designated by the nursing faculty.** Failure to comply with this may result in withdrawal from the program. Random drug screens may be required should the student exhibit behaviors indicative of substance abuse during a clinical experience, or during on campus clinical lab. Admission drug screen and annual drug screen fees are included in tuition. Any additional drug screen is performed at the student's expense.
14. Student must be registered prior to attending class. Children are not allowed in the classroom, clinical lab or computer lab at any time.
15. Students are required to participate in testing programs and remediation included throughout the nursing curriculum. Fees for these products are included in tuition.
- Page 103 2. Change November 1 to **JANUARY 15.**

Page 103 Change number 3. A minimum of 2.5 cumulative GPA on the last 24 hours completed at the current institution.

Page 103 Under **ADDITIONAL EXPENSES:**
These expenses are approximate and in no way reflect expenses each individual may incur during the program.
Verified Credentials (Includes Criminal Background Check) Leave off the \$44.00
Testing and learning resource fees. (Approximately \$150.00 per semester) Leave off
Health Education Systems (HESI) fee (\$350)

Page 105 4. Eligibility for ENG 101 and MTH 116 in the first semester of the nursing program. Both must be completed by the end of the second semester of the nursing program.

Page 107 Under NON PROGRESSION number 4. Change 2.0 cumulative GPA to 2.5 GPA on the last 24 hours completed at the current institution for reinstatement.

Page 107 Under REINSTATEMENT add 4. Student must have a 2.5 GPA on the last 24 hours completed at the current institution for reinstatement.