



Northeast Alabama Community College
Curriculum Committee
Minutes

August 31, 2016

Meeting: The Curriculum Committee held a meeting on Wednesday, August 31, 2016, at 2:30 p.m.

Present: Jane Hopson, Dr. Joe Burke, Brad Fricks, Angie Stewart, Dean Sherie Grace, Haley Johnson, Rob Woodall, Dr. Julia Everett, Joan Reeves, Jody Ragsdale, Rodney Land (chair), Olivia Dodd, Shelia Barnes, Greg Millican, Sherry Whitten

Not Present: Dr. Mike Kennamer

Chair Rodney Land called the meeting to order.

Old Business: The minutes from July 28, 2016, were reviewed by the committee. Mr. Land noted that OAD courses 243 and 246 would be submitted to the committee. He also noted that it was decided that CHD 215 would remain in the Athens P-3 transfer guide.

Ms. Reeves made a motion to approve the minutes; Mr. Jody Ragsdale seconded the motion. All members present voted in favor.

New Business:

Mr. Land presented a list of pre-requisites and co-requisites on behalf of Dr. Mike Kennamer for ILT courses. Mr. Land stated that this list was being submitted to the curriculum committee for catalog purposes. Because of some questions from the committee, the committee agree to table the item until Mr. Land could confer with Dr. Kennamer

Ms. Sheila Barnes addressed two changes to the EMS degree plan. She stated that the changes were included in the Chancellor's letter to the President, however, the changes have not been noted in the ACCS Common Course directory. The first change is to decrease EMS 155 credit hours from 8 to 7. The second change, reducing EMS 242 credit hours from 3 to 2, has not been verified, yet.

Mr. Rob Woodall made a motion to accept the hour changes for EMS 155 from 6 hours to 7 hours. Ms. Reeves seconded the motion; all members present voted in favor.

Mr. Land presented an *Application to Employ Distance Education Technology* for ACR 135 on behalf of Dr. Mike Kennamer. The committee reviewed the application, and Mr. Brad Fricks noted that the instructor orientation portion of the application had been left blank.

Dean Sherie Grace made the motion to accept the application with the recommended corrections. Mr. Fricks seconded the motion; all members present voted in favor.

Mr. Land also submitted an *Application for an Addition to the Curriculum* for ACR 181. Speaking on behalf of Dr. Kennamer, Mr. Land stated that ACR 181 will replace ACR 128. The committee reviewed the application and made the following comments: Item Number 7 on the application needs to be completed and the information included on Item Number 6 is not necessary.

Mr. Land stated that those corrections will be made and sent to the committee via email.

Shelia Barnes made a motion to accept the application with the recommended corrections. Mr. Rob Woodall seconded the motion; all members present voted in favor.

Mr. Land reviewed degree plan changes, stating that during the annual update of degree sheets that are posted on the college website, the following changes or errors were noted by the faculty (see below). The committee asked for clarification regarding Dennis Lester's note on the Industrial Systems Technology – Multi-Skilled Option Certificate and the Industrial Systems Technology – Electrical and Instrumentation Certificate. Mr. Land stated that the clarification will be sent to the committee via email.

Faculty	Program/Degree Sheet	Change
Marty Bishop	Industrial Systems Technology - Welding Option	Change 69 hours to 66
Dennis Lester	Industrial Systems Technology - Multi-Skilled Option Cert.	Change MTH 100 to MTH 100 or higher or any 100 level
Dennis Lester	Industrial Systems Technology - Electrical and Ins. Cert.	Change MTH 100 to MTH 100 or higher or any 100 level
Dennis Lester	Industrial Systems Technology - Electrical and Ins. Cert.	ILT 162 is missing
Dennis Lester	Industrial Systems Technology - Electrical and Ins. Degree	Remove BIO 103; add "Math, Science or CIS Elective 3 hours); changes area hours to 9-10; total degree hours change to 68-69
Rodney Land	Pre-Physician Assistant Transfer Guide	Include MTH 265 in list; change combination of hours to 19-23
Rodney Land	Agronomy and Soils Transfer Guide	Add fine arts elective (ART 100, 203, 204, MUS 101, THR 120, 126). List PHL 206 separately.
Rodney Land	Animal and Dairy Science	List PHL 206 in All
Hugo Deangelis	Industrial Systems Technology - Machining Option Degree	Change Area V hours to 45, Change total degree hours to 66
Hugo Deangelis	Industrial Systems Technology - Machining Cert	Replace with 48 hr cert
Haley Johnson	Textile transfer guide	Remove
Julise Clement	Salon and Spa Management Certificate - Therapeutic Massage	Add SAL to Elective List
Julise Clement	Short Term Certificate in Cosmetology - Esthetics	STC was missing from website - created a degree sheet

Mr. Fricks made a motion to accept the changes with the recommended clarifications. Dean Sherie Grace seconded the motion; all members present voted in favor.

Mr. Land also explained a typesetting error regarding the medical assistant short-term certificate requirements listed in the catalog. He stated that the medical coding short-term certificate was duplicated. This will be submitted as a catalog correction.

Ms. Haley Johnson presented changes to the OAD Medical Office Option degree plan (see *Addendum* and below). Those changes include listing some course equivalents and changing the number of elective hours required.

OAD Medical Office Option Changes

Add OAD 211 as a course equivalent to MAT 101.
Change OAD/MAT Elective Hours to 12-21.
Add OAD 215 as a course equivalent to MAT 220.
Add OAD 214 as a course equivalent to MAT 120.
Remove HIT 283 from the OAD/MAT Elective List.
Add HIT 230 and 232 to the OAD/MAT Elective List.

Joan Reeves made a motion to accept the changes to the OAD Medical Office degree plan. Rob Woodall seconded the motion; all members present voted in favor.

With no other business to discuss, Mr. Land adjourned the meeting at 3:06 p.m.

Pre-Requisite & Co-Requisite List for ILT Classes (proposed 11/24/2015)

ILT-160 (DC) co-requisite ILT-161 (AC)

ILT-161 (AC) co-requisite ILT-160 (DC)

ILT-162 (Solid State) pre-requisite ILT-160 & ILT-161

ILT-163 (Digital) pre-requisite ILT-160 & ILT-161

ILT-166 (Motors & Transformers) pre-requisite ILT-160 & ILT-161

ILT-197 (Motor Controls) pre-requisite ILT-160 & ILT-161

ILT-194 (Programmable Logic Controls) pre-requisite ILT-197

ILT-276 (Advanced PLC's) co-requisite ILT-277, pre-requisite ILT-194

ILT-277 (Advanced PLC's Lab) co-requisite ILT-276, pre-requisite ILT-194

ILT-216 (Industrial Robotics) co-requisite ILT-217

ILT-217 (Industrial Robotics Lab) co-requisite ILT-216

ILT-108 (Introduction to Instrumentation & Process Control) pre-requisite ILT-197

ILT-195 (Troubleshooting Techniques) pre-requisite ILT-197

There are a couple of discrepancies between what was decided on in the Program Directors meeting in Montgomery in March. EMS 155 was supposed to change from 8 credit hours to 6 credit hours but evidently that was nixed. Therefore, the hours only decreased from 8 to 7 (4 theory and 3 lab). This change was submitted to our curriculum committee as "6" for approval in April. The date on the change in the CC Directory is dated 6/21/16, which is after I submitted the curriculum and catalog updates. Those hours are published in the NACC catalog as they were approved in April.

EMS 242 –Paramedic Patient Assessment was approved to drop from 3 to 2 credit hours. Those changes are not yet reflected in the Common Course Directory although it is included in the letter from the Chancellor to the Presidents Dated March 23, 2016. This course is also listed in the new catalog as 2 hours. The good news is this course is not taught again until summer.

Northeast Alabama Community College
Steps to Program Completion
Associate in Applied Science (AAS Degree)
Emergency Medical Services

Area I: Written Composition (3 hours total)

Courses	Courses Taken	Hours Earned
ENG 101 (3 hours)		

Area II: Humanities and Fine Arts (6 hours total)

Courses	Courses Taken	Hours Earned
SPH 107 (3 hours)		
Humanities and Fine Arts elective (3 hours) Choose from ART 100, 203, 204; MUS 101; PHL 206; REL 100, 151, 152; SPA 201, 202; THR 120, 126		

Area III: Natural Science and Mathematics (11 hours total)

Courses	Courses Taken	Hours Earned
BIO 201 (4 hours)		
BIO 202 (4 hours)		
MTH 100 (3 hours)		

Area IV: Social and Behavioral Sciences (3 hours total)

Courses	Courses Taken	Hours Earned
Area IV Elective (3 hours) Choose from: ECO 231, 232; GEO 100, 101; POL 211; PSY 200, 210; SOC 200, 210 Add HIS options		

Area V: Pre-Professional, Major, and Elective Courses (43 hours total)

Technical Courses	Courses Taken	Hours Earned
EMS 106 (2 hours)		
*EMS 118 (9 hours) EMS 155 out		
*EMS 119 (1 hours) EMS 156 out		
EMS 240 (2 hours)		
EMS 241 (3 hours)		
EMS 242 (2 hours) (changed from 3)		
EMS 257 (2 hour) (exchanged from EMS 243)		
EMS 244 (1 hour)		
EMS 245 (3 hours)		
EMS 246 (3 hours)		
EMS 247 (2 hours)		
EMS 248 (3 hours)		
EMS 253 (2 hours)		
EMS 254 (2 hours)		
EMS 255 (5 hours)		
EMS 256 (1 hour)		

Total Hours Required for Degree: 66 (correction)

Student Name:	Signature of Advisor
Student Number:	
Total Earned:	
Date Completed:	
Date Checked:	

- WKO 106 not required due to industry certification through NREMT**

Northeast Alabama Community College
Steps to Program Completion
Short-Term Certificate
Emergency Medical Services -

Advanced Emergency Medical Technician (AEMT)

Courses	Courses Taken	Hours Earned
EMS 106 (2 hours)		
EMS 155 (7 hours)		
EMS 156 (2 hour)		

Total Hours Required for Short-Term Certificate: 11 (updated)

Student Name:	Signature of Advisor:
Student Number:	
Total Earned:	
Date Completed:	
Date Checked:	



Northeast Alabama Community College

Application to Employ Distance Education Technology In an Instructional Program

Routing

Instructor	Submits application to Division Director
Division Director	Reviews to ensure integrity of course and procedural compliance with Distance Education Policy
Curriculum Committee	Reviews to affirm integrity of course and procedural compliance with Distance Education Policy
Dean of Instruction	Grants final approval, responsible for inclusion in schedule with consideration of scheduling needs

Instructions

Please complete this form, save it as a Word document, and submit the document via e-mail to your division director.

Course Information

Course Prefix & Number: <i>ACR 135</i>	Proposed Start Date: <i>1/5/2017</i>
Course Title: <i>Mechanical/Gas/Safety Codes</i>	Credit Hours: <i>3</i>
Textbook (if different from the traditional course):	
Will a course cartridge and/or eBook be used? To mark your answer, double click on the shaded box to open Check Box Form Field Options. Select "checked" under Default value, and click OK.	
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Proposed Course Format

Indicate the proposed method of distance education technology for this course.

- Internet
 Hybrid (combination of online and traditional)

Course Quality

Indicate how the instructor will accommodate any components of the syllabus that may be problematic for distance education (e.g. labs, oral presentations, projects). *This course does not have a lab component.*

Course/Exam Integrity

Explain how exams and work assignments will be monitored to ensure the integrity of student work (e.g. time limits, subject material unavailable during major exams, on-campus exam[s]). *There will be two major timed exams in this course. The nature of this course is learning code book content and compliance, therefore, students are encouraged to use their books during an exam (as it would help further prepare them for their state examination taken at the end of their coursework). Since the exams will be timed, however, students must be well prepared and familiar with code requirements to locate their answers. In other words, having the book during the exam is of little benefit unless the student has completed the required readings and course assignments.*

Communication

Explain how the instructor will ensure communication between:

- instructor – student
Most, but not all, students enrolling in this course will concurrently be taking other ACR courses with the instructor which meet face-to-face. These students, therefore, will have the opportunity to speak to the instructor on a daily basis to ask any questions regarding the course.
For students outside the ACR program, enrolling in this course, communication between the instructor and the student will primarily take place through the course portal or email. Students may also set up a time to meet with the instructor or speak over the telephone.
- student – student
Student to student communication will take place through the course portal (discussion board and/or email)

Library/Learning Resources

List any adaptations that will be necessary in order to ensure that distance education students have access to appropriate library/learning resources. *No adaptations will be necessary.*

Financial Requirements

Identify any special financial requirements for the college to provide this course. *None*

Evaluation

- List the methods that may be used so that students are able to demonstrate achievement of student learning course outcomes. *Students will demonstrate mastery of this course by scoring at least 80% on a comprehensive final examination.*
- List any accommodations that will be made in order to evaluate the general education outcomes. (For academic courses only)

Curriculum Committee.

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Revised by Distance Education Committee on 10/11/2010. Updated on 10/29/2013.

Permission for use of this form by other institutions may be requested via email to the [Office of Institutional Planning & Assessment](#).

Instructor Orientation

Explain how the instructor will receive orientation and training from an appropriate supervisor or from the Office of Educational Technology Support.

Submitted by _____ Date _____
*Instructor**

Endorsed by _____ Date _____
*Division Director**

Cleared by _____ Date _____
*Curriculum Committee Chair**

Approved by _____ Date _____
*Dean of Instruction**

*Signature required

SYLLABUS

ACR 181
3 Semester Credit Hours

Selected Topics in ACR I
3 Contact Hours

Course Description:

This course provides specialized instruction in various areas related to the air conditioning and refrigeration industry

Course Textbook, Manuals, or Other Required Materials:

Air Conditioning Service Guide, Michael Prokup
Nordyne Elite Training

Prerequisite:

None

Course Learning Outcomes:

- A. The student will learn functions of air conditioning systems.
- B. The student will learn functions of heat pump systems.
- C. The student will learn functions of refrigeration systems.

Outline of Course Topics:

- A. Air conditioning components
- B. Heat pump components
- C. Refrigeration components
- D. Heat transfer
- E. Comfort conditions

Methods of Instruction

Interactive Lectures

Evaluation and Assessment

- A. Course Grade Assessment
 - 1. Course Assignments
 - 2. Midterm Exam
 - 3. Final Exam
 - 4. Research Assignment
- Grade Policy
 - a. A = 90-100
 - b. B = 80-89
 - c. C = 70-79
 - d. D = 60-69
 - e. F = 0-59

Attendance

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

Statement on Discrimination/Harassment

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education Policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

Statement of Adherence to ADA guidelines

Instructors will adhere to the *Americans With Disabilities Act* and/or *Section 504* of the *Rehabilitation Act* (1973) and will publish the following statements on Course outlines given to students at the beginning of each semester: "Any individual who qualifies for reasonable accommodations under the *Americans with Disabilities Act* and/or *Section 504* of the *Rehabilitation Act* (1973) should notify the instructor immediately."



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 (doddo@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
ACR 181 Special Topics in ACR I
2. How does this course help achieve or enhance the Northeast Alabama Community College Mission?
Provides a course that will allow students to participate in practical, hands-on activities in ACR installation.
3. Give justification for offering this course at Northeast Alabama Community College.
Support new HVAC program. Provides a course that will allow students to participate in practical, hands-on activities in ACR installation.
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? AAS, CER in HVAC
6. Into what STARS area(s) will the course fit in a transfer program (Areas I-V)? V
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 provides specialized instruction in various areas related to the air conditioning and refrigeration industry
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
10. List all degree plans, programs, certificates, and/or transfer guides affected, as well as the corresponding areas (Areas I-V). Attach additional page(s) if necessary.
AAS in HVAC – ACR Elective
CER in HVAC – ACR Elective

Submitted by _____ Date _____
Instructor

Endorsed by _____ Date _____
Division Director or Director of Workforce Development

Approved by _____ Date _____
Curriculum Committee Chair

*Approved by _____ Date _____
Vice President/Dean of Instruction

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

Northeast Alabama Community College
Steps to Program Completion
Associate in Applied Science (AAS Degree)
Office Administration: Medical Office Option

Area I: Written Composition (3 hours total)

Courses	Courses Taken	Hours Earned
ENG 101 (3 hours)		

Area II: Humanities and Fine Arts (6 hours total)

Courses	Courses Taken	Hours Earned
SPH 107 (3 hours)		
Humanities and Fine Arts elective (3 hours) Choose from ART 100, 203, 204; MUS 101; PHL 206; REL 100, 151, 152; SPA 201, 202; THR 120, 126		

Area III: Natural Science and Mathematics (9-10 hours total)

Courses	Courses Taken	Hours Earned
CIS 146 (3 hours)		
MTH 100 or numerically higher (3 hours)		
Math, Science, or CIS elective (3-4 hours)		

Area IV: History, Social, and Behavioral Sciences (3 hours total)

Courses	Courses Taken	Hours Earned
History, Social, or Behavioral Sciences elective (3 hours) Choose from: GEO 100; HIS 101, 102, 202, 202; POL 211; PSY 200, 210; SOC 200, 210		

Area V: Pre-Professional, Major, and Elective Courses (42 hours total)

Courses	Courses Taken	Hours Earned
OAD 103 (3 hours)		
OAD 125 (3 hours)		
OAD 138 (3 hours)		
BUS 215 (3 hours)		
BUS 241 (3 hours)		
WKO 106 3 hours		
MAT 101 (3 hours) or OAD 211		
OAD 212 (3 hours)		
OAD/MAT electives (15-21 hours) 12-21 for OAD 215 Choose from MAT 120; MAT 220; MAT 121; MAT 128; OAD 241 or OAD 214 HIT 230, HIT 232 (HIT 233 doesn't apply)		
OAD electives (0-3 hours) Choose from: OAD 101, 126, 131, 200, 202, 218, 231, 241		
ECO 231 or 232 (3 hours)		

Total Hours Required for Degree: 63-64

Student Name:	Signature of Advisor:
Student Number:	
Total Earned:	
Date Completed:	
Date Checked:	

Note: This transfer guide was updated on 3/14/2016 with changes approved by Curriculum Committee on 2/17/2016.