



Northeast Alabama Community College
Curriculum Committee
Minutes

June 15, 2017

Meeting: The Curriculum Committee held a meeting on Thursday, June 15, 2017 at 2 p.m.

Present: Rodney Land, Chair, Olivia Dodd, Secretary, Brad Fricks, Haley Johnson, Joan Reeves, Rob Woodall

Not Present: Jane Hopson, Shelia Barnes, Haley Johnson, Dr. Joe Burke, Dr. Mike Kennamer, Dr. Eric Campbell, Greg Millican, Joan Reeves, Dr. Julia Everett, Angie Stewart, Brad Fricks, Sherry Whitten, Chad Gorham, Sherie Grace

Chair Rodney Land called the meeting to order.

Old Business: The committee reviewed the minutes from March 15, April 4, April 26, May 17, and May 31, 2017. Mr. Brad Fricks made a motion to approve the minutes; Ms. Joan Reeves seconded the motion. All members present voted in favor of the motion.

New Business:

Mr. Fricks presented the new Program Learning Outcomes for the Drafting Design Technology program (see addendum). Due to changes made to the DDT program earlier in the year, the PLOs needed to be updated. The committee reviewed the changes, and Mr. Rob Woodall made a motion to accept the new Program Learning Outcomes. Ms. Reeves seconded the motion; all members present voted in favor of the motion.

Mr. Land presented two new short-term certificates: Workplace Skills-Certified Production Technician and Welding Technology-Structural Welding. Mr. Land stated that the Workplace Skills STC is part of a statewide credentials initiative. Mr. Land also presented *Applications for Additions to the Curriculum* for WKO 131, 132, 133, and 134. Mr. Fricks made a motion to approve the short-term certificates and the new WKO courses; Mr. Rob Woodall seconded the motion. All members present voted in favor of the motion.

Mr. Land announced a new Distance Education policy which will be effective Fall 2017 (see addendum).

With no other business to discuss, Mr. Land adjourned the meeting at 2:45 p.m.

Curriculum Committee--AGENDA
June 15, 2017
2:00 pm

- I. Old Business:
 - A. Minutes from March 15, 2017
 - B. Minutes from April 4, 2017
 - C. Minutes from April 26, 2017
 - D. Minutes from May 31, 2017

- II. Program Learning Outcomes for Drafting & Design Technology.....Brad Fricks

- III. Short Term Certificates.....Dr. Kennamer
 - A. STC in Workplace Skills-Certified Production Technician
 - B. STC in Welding Technology-Structural Welding

- IV. Applications for Addition to the Curriculum.....Dr. Kennamer
WKO 131, 132, 133, 134

- V. Changes to Distance Education Policy.....Chad Gorham

- VI. Other Business.

Drafting and Design Technology (DDT)
 Program Learning Outcomes
 Proposed for fall 2017

The student will demonstrate correct use of precision measurement instruments	In ADM 101, in a designated assignment, the student will demonstrate correct use of precision measurement instruments with at least 90% accuracy.
The student will read and interpret technical drawings.	In ADM 101, in a designated assignment, the student will read and interpret blueprints and mechanical drawings with at least 90% accuracy.
The student will sketch orthographic views of objects.	In DDT 220, in a designated assignment, the student will create an orthographic multi-view sketch with at least 90% accuracy as determined by a grading rubric.
The student will employ basic operating system functions in order to use CADD software to produce and plot pictorial and multi-view working drawings.	In DDT 220, in a designated assignment, the student will use CADD software to produce and plot a pictorial and multi-view working drawing with at least 90% accuracy as determined by a grading rubric.
The student will apply dimensions, tolerances and notes to acceptable industry standards. (GD&T, threaded fasteners & weldments)	In DDT 220, in a designated assignment, the student will apply dimensions, tolerances and notes to acceptable industry standards as determined by a grading rubric.
The student will exhibit a positive work ethic and good employability skills.	In ADM 150-154, the student's work ethic will be assessed by scoring at least 30 points on a standardized <i>Workplace Readiness Skills Rubric</i> .
The student will function as a competent entry-level CAD technician.	In ADM 150-154, the student will be evaluated on his/her ability to function as a competent entry-level CAD technician by demonstrating his/her skills in the day-to-day tasks of their CO-OP experience and as measured with a passing grade on the <i>MLOs</i> developed for that particular CO-OP.
The student will perform tasks in a safe manner.	In ADM 150-154, the student will be evaluated on his/her ability to perform tasks in a safe manner by demonstrating his/her skills in the day-to-day tasks of their CO-OP experience and as measured with a passing grade on the <i>MLOs</i> developed for that particular CO-OP.

Northeast Alabama Community College
Short Term Certificate in Workplace Skills – Certified Production Technician

Students will take one class from each of the categories below. Upon completion of each course, the student will take the corresponding MSSC exam. Those successfully completing all four MSSC module exams will receive the Certified Production Technician (CPT) credential.

Safety (3 Hours Required)

Select from:

WKO 131	MSSC Safety Course	3 hours
WKO 110	NCCER Core	3 hours

Quality and Measurement (3 hours required)

Select from:

WKO 132	MSSC Quality Practices & Measurement Course	3 hours
ENT 221	Industrial Quality & Productivity	3 hours
INT 119	Principles of Mechanical Measurement & Tech. Drawing	3 hours
ADM 101	Precision Measurement	3 hours
MTT 148	Introduction to Machine Shop I Lab	3 hours

Manufacturing Processes (3 hours required)

WKO 133	MSSC Manufacturing Processes & Production Course	3 hours
MTT 147	Introduction to Machine Shop	3 hours
ENT 106	Principles of Engineering Technology	3 hours
DDT 117	Manufacturing Processes	3 hours

Maintenance Awareness (3 hours required)

WKO 134	MSSC Maintenance Awareness Course	3 hours
INT 126	Preventative Maintenance	3 hours
ENT 242	Advanced Studies in Engineering Technology	3 hours

Total Hours Required for STC **12 Hours**

Northeast Alabama Community College
Short Term Certificate in Welding Technology – Structural Welding

WKO 110	NCCER Core	3 hours
WDT 120	SMAW Groove	3 hours
WDT 125	SMAW Groove Lab	3 hours
WDT	Select from:	3 hours
	WDT 108 SMAW Fillet/OFC, OR	
	WDT 109 SMAW Fillet/PAC/CAD	
WDT	Select from:	3 hours
	WDT 122 SMAW Fillet/OFC Lab	
	WDT 123 SMAW Fillet/PAC/CAC Lab	
Total Hours Required		15 hours

COURSE SEQUENCE

First Semester (9 hours)

WKO 110 NCCER Core 3 hours

Select from:

WDT 108 SMAW Fillet/OFC 3 hours

OR

WDT 109 SMAW Fillet/PAC/CAC 3 hours

Select from:

WDT 122 SMAW Fillet/OFC Lab 3 hours

OR

WDT 123 SMAW Fillet/PAC/CAC Lab 3 hours

Second Semester (6 hours)

WDT 120 SMAW Groove 3 hours

WDT 125 SMAW Groove Lab 3 hours

Total Hours Required 15 hours

	Fall 2017-2018
SYLLABUS	
WKO 131	MSSC Safety Course
3 Semester Credit Hours	3 Contact Hours

I. Course Description

This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment. Students completing this course will be eligible to test for the MSSC Safety Certification. Students completing courses WKO 131, 132, 133 and 134 will be eligible to test for the Certified Production Technician credential.

II. Prerequisite

None

III. Course Textbook, Manuals, or Other Required Materials

MSSC online resources will be used.

IV. Course Learning Outcomes

- A. The student will demonstrate the importance of safe work practices, environments and conditions.
- B. The student will utilize effective safe workplace practices.

V. Outline of Course Topics

- A. Work in a safe a productive manufacturing workplace
- B. Perform safety and environmental inspections
- C. Perform emergency drills and participate in emergency teams
- D. Identify unsafe conditions and take corrective action
- E. Provide safety orientation for all employees
- F. Train personnel to use equipment safely
- G. Suggest process and procedures that support safety of work environment
- H. Fulfill safety and health requirements for maintenance, installation and repair
- I. Monitor safe equipment and operator performance
- J. Utilize effective, safety-enhancing workplace practices

VI. Methods of Instruction

- A. Lecture
- B. Demonstration

VII. Evaluation and Assessment

Course Grade Assessment:

- A. Written Exams
- B. Practical Exams

VIII. 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.

IX. Statement on Discrimination/Harassment

The College and the Alabama Community College System 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 Alabama Community College System policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

X. 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 statement on course outlines given to students at the beginning of each semester: "Any student who qualifies for reasonable accommodations under the Americans With Disabilities Act 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
WKO 131 MSSC Safety Course
2. How does this course help achieve or enhance the Northeast Alabama Community College Mission?
Provides opportunities for MSSC Certified Production Technician certifications to our students.
3. Give justification for offering this course at Northeast Alabama Community College.
Statewide credentials initiative.
4. Is this a transfer course? No
5. Into what degree or certificate program(s) will this course fit?
STC in Certified Production Technician
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 is designed to provide students with knowledge and skills related to safety in a manufacturing environment. Topics covered include
 - Work in a safe and productive manufacturing workplace
 - Perform safety and environmental inspections
 - Perform emergency drills and participate in emergency teams
 - Identify unsafe conditions and take corrective action
 - Provide safety orientation for all employees
 - Train personnel to use equipment safely
 - Suggest process and procedures that support safety of work environment
 - Fulfill safety and health requirements for maintenance, installation and repair
 - Monitor safe equipment and operator performance
 - Utilize effective, safety-enhancing workplace practices
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. STC in Certified Production Technician

Signatures on File

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	Fall 2017-2018
SYLLABUS	
WKO 132	MSSC Quality Practices and Measurement
3 Semester Credit Hours	3 Contact Hours

I. Course Description

This course is designed to provide students with knowledge and skills related to quality practices in a manufacturing environment. Students completing this course will be eligible to test for the MSSC Quality Practices and Measurement Certification. Students completing courses WKO 131, 132, 133 and 134 will be eligible to test for the Certified Production Technician credential.

II. Prerequisite

WKO 131 MSSC Safety Course

III. Course Textbook, Manuals, or Other Required Materials

MSSC online resources will be used.

IV. Course Learning Outcomes

- A. The student will demonstrate the importance of quality work practices.
- B. The student will use common measurement systems and tools.

V. Outline of Course Topics

- A. Participate in periodic internal quality audit activities
- B. Check calibration of gages and other data collection equipment
- C. Suggest continuous improvements
- D. Inspect materials and product/process at all stages to ensure they meet specifications
- E. Document the results of quality problems
- F. Communicate quality problems
- G. Take corrective actions to restore or maintain quality
- H. Record process outcomes and trends
- I. Identify fundamentals of blueprint reading
- J. Use common measurement systems and precision measurement tools

VI. Methods of Instruction

- A. Lecture
- B. Demonstration

VII. Evaluation and Assessment

Course Grade Assessment:

- A. Written Exams
- B. Practical Exams

VIII. 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.

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 - (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
WKO 132 MSSC Quality Practices and Measurement Course
2. How does this course help achieve or enhance the Northeast Alabama Community College Mission?
Provides opportunities for MSSC Certified Production Technician certifications to our students.
3. Give justification for offering this course at Northeast Alabama Community College.
Statewide credentials initiative.
4. Is this a transfer course? No
5. Into what degree or certificate program(s) will this course fit?
STC in Certified Production Technician
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 is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment. Topics covered include
 - Participate in periodic internal quality audit activities
 - Check calibration of gages and other data collection equipment
 - Suggest continuous improvements
 - Inspect materials and product/process at all stages to ensure they meet specifications
 - Document the results of quality problems
 - Communicate quality problems
 - Take corrective actions to restore or maintain quality
 - Record process outcomes and trends
 - Identify fundamentals of blueprint reading
 - Use common measurement systems and precision measurement tools
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. STC in Certified Production Technician

Submitted by _____ Date _____
Instructor

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

Approved _____
*Approved _____
*Final approval _____

Signatures on file

	Fall 2017-2018
SYLLABUS	
WKO 133	MSSC Manufacturing Processes and Production
3 Semester Credit Hours	3 Contact Hours

I. Course Description

This course is designed to provide students with knowledge and skills related to manufacturing practices in a manufacturing environment. Students completing this course will be eligible to test for the MSSC Manufacturing Processes and Production Certification. Students completing courses WKO 131, 132, 133 and 134 will be eligible to test for the Certified Production Technician credential.

II. Prerequisite

WKO 131 MSSC Safety Course

III. Course Textbook, Manuals, or Other Required Materials

MSSC online resources will be used.

IV. Course Learning Outcome

A. The student will demonstrate an importance of manufacturing work processes and production.

V. Outline of Course Topics

- A. Identify customer needs
- B. Determine resources available for the production process
- C. Set up equipment for the production process
- D. Set team production goals
- E. Make job assignments
- F. Coordinate work flow with team members and other work groups
- G. Communicate production and material requirements and product specifications
- H. Perform and monitor the process to make the product
- I. Document product and process compliance with customer requirements
- J. Prepare final product for shipping or distribution

VI. Methods of Instruction

- A. Lecture

- B. Demonstration

VII. Evaluation and Assessment

Course Grade Assessment:

- A. Written Exams
- B. Practical Exams

VIII. 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.

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WKO 133 MSSC Manufacturing Processes and Production Course
2. How does this course help achieve or enhance the Northeast Alabama Community College Mission?
Provides opportunities for MSSC Certified Production Technician certifications to our students.
3. Give justification for offering this course at Northeast Alabama Community College.
Statewide credentials initiative.
4. Is this a transfer course? No
5. Into what degree or certificate program(s) will this course fit?
STC in Certified Production Technician
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 is designed to provide students with knowledge and skills related to manufacturing processes and production in a manufacturing environment. Topics covered include
 - Identify customer needs
 - Determine resources available for the production process
 - Set up equipment for the production process
 - Set team production goals
 - Make job assignments
 - Coordinate work flow with team members and other work groups
 - Communicate production and material requirements and product specifications
 - Perform and monitor the process to make the product
 - Document product and process compliance with customer requirements
 - Prepare final product for shipping or distribution
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. STC in Certified Production Technician

Subr Signatures on file

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	Fall 2017-2018
SYLLABUS	
WKO 134	MSSC Maintenance Awareness
3 Semester Credit Hours	3 Contact Hours

I. Course Description

This course is designed to provide students with knowledge and skills related to maintenance practices in a manufacturing environment. Students completing this course will be eligible to test for the MSSC Maintenance Awareness Certification. Students completing courses WKO 131, 132, 133 and 134 will be eligible to test for the Certified Production Technician credential.

II. Prerequisite

WKO 131 MSSC Safety Course

III. Course Textbook, Manuals, or Other Required Materials

MSSC online resources will be used.

IV. Course Learning Outcomes

- A. The student will demonstrate an awareness of maintenance in a manufacturing environment.
- B. The student will recognize potential maintenance issues.

V. Outline of Course Topics

- A. Prepare preventative maintenance and routine repair
- B. Monitor indicators to ensure correct operations
- C. Perform all housekeeping to maintain production schedule
- D. Recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with:
 - electrical systems;
 - pneumatic systems
 - hydraulic systems;
 - machine automation systems
 - lubrication systems
 - bearings and couplings

VI. Methods of Instruction

- A. Lecture
- B. Demonstration

VII. Evaluation and Assessment

Course Grade Assessment:

- A. Written Exams
- B. Practical Exams

VIII. 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.

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 - (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
WKO 134 MSSC Maintenance Awareness Course
2. How does this course help achieve or enhance the Northeast Alabama Community College Mission?
Provides opportunities for MSSC Certified Production Technician certifications to our students.
3. Give justification for offering this course at Northeast Alabama Community College.
Statewide credentials initiative.
4. Is this a transfer course? No
5. Into what degree or certificate program(s) will this course fit?
STC in Certified Production Technician
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 is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment. Topics covered include:
 - Prepare preventative maintenance and routine repair
 - Monitor indicators to ensure correct operations
 - Perform all housekeeping to maintain production schedule
 - Recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with:
 - electrical systems;
 - pneumatic systems
 - hydraulic systems;
 - machine automation systems
 - lubrication systems
 - bearings and couplings
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. STC in Certified Production Technician

Signatures on file

Submitted by

Endorsed by

Approved by

*Approved by

*Final approval