Meeting Minutes
UAS Curriculum Committee
December 5, 2014


Via Audio Conference: S. Feero, B. Urquhart, R. Brewer, and M. Trafton.

Not Present: D. Miller

Guests: Chris Urata, Tom Dolan, Colleen McKenna, Leslie Gordon

Chair C. Hay-Jahans called the meeting to order at 3:02 pm in the Novatney conference room.

Minutes from 10-17-2014: (tape count 0:04)
Draft minutes from the last meeting are posted in the shared drive at \berling\AY 14-15\Curriculum Committee\Minutes. A. Staack moved to approve the minutes of the October 17, 2014 meeting. P. Dalthorp seconded. The minutes of the meeting were approved as presented.

Agenda: (tape count 1:33)
The agenda was accepted as amended.

Feedback of visit from Faculty Senate: (tape count 3:05)
C. Hay-Jahans reported that he attended the Faculty Senate meeting on November 7th, and explained the purpose and uses of the Category A, B and C forms and the various actions that would be required when these forms were brought to them for review and approval.

Second Reading:
Proposals 15-22 through 15-27 (tape count 3:55)
It was noted that modifications to the proposals in regards to the credit hours and the technical prerequisites had been made as requested. A. Staack moved to pass 15-22 through 15-27 (as a group) through second reading. Seconded by B. Wilkes. The proposals passed through second reading without objection. These proposals included:

15-22 HIM S101 Introduction to Healthcare Management I - Category B New Course Proposal
15-23 HIM S102 Introduction to Healthcare Management II - Category B New Course Proposal
15-24 HIM S155 Coding I - Category B New Course Proposal
15-25 HIM S255 Coding II - Category B New Course Proposal
15-26 HIM S258 Coding III - Category B New Course Proposal
15-27 HIM S261 Revenue and Financial Management for Healthcare - Category B New Course Proposal
15-28 HIM 291A Internship/Preparation for RHIT Exam - Category B New Course Proposal (tape count 4:45)
It was decided that this proposal would be withdrawn and replaced by two new proposals which would be given review priority.

In the first, a Category C Minor Curriculum Change, the hours for the internship class (HIM 291-A) would be changed from 80 to 75 hours, with the note that the 5 hours removed would be transferred to a new course (number).

The second, a Category B New Course proposal would be for a new 1 credit course for the RHIT Exam test prep.

A. Staack moved to withdraw this proposal. Seconded by P. Dalthorp. The proposal was withdrawn without objection.

15-29 Occupational Endorsement - Healthcare Information Technology - Category B Curriculum Change (tape count 17:48)
It was noted that modifications to the change in catalog text regarding admission requirements had been made as requested. The committee agreed that the minor changes to the course names that had not yet been approved would not affect passing 15-29. A. Staack moved to pass second reading. Seconded by P. Dalthorp. The proposal passed through second reading without objection.

First Readings:

15-12 Occupational Endorsement in Certified Nurse Aide Training - Category A New Program (tape count 24:20)
This proposal adds HS 105 Certified Nurse Aide Training to the Occupation Endorsement that articulates with the Certificate in Pre-Nursing qualifications and is an option in the AAS in Health Sciences. This course is already being offered. It was noted that all Category A forms have been approved by the Faculty Senate President, but could not be signed due to technical problems. Minor edits to the catalog text would be made by B. Hegel and C. Urata. A. Staack moved to pass first reading subject to editing of proposed catalog text and change of minimum requirements. P. Dalthorp seconded.

Proposals 15-13 through 15-18
Tom Dolan was present to answer questions. Comments specific to each proposal and corresponding tape-counts are given below.

A. Staack moved to pass first reading of 15-13 through 15-18 (as a group) subject to minor edits to be made by B. Hegel. P. Dalthorp seconded.
15-13 Occupational Endorsement, Diesel/Heavy Duty Emphasis - Category B Curriculum Change (tape count 1:05:18)
This proposal adds DESL S102 Lubrication, Preventive Maintenance and Inspections to Occupational Endorsement Diesel/Heavy Duty Emphasis in the course catalog increasing it to 29 credits, and addressing a curriculum need. The committee questioned if another credit could be added to make it a Certificate. T. Dolan indicated this (certificate status) was not desired.

15-14 DESL S107 Diesel Fuel Systems - Category B New Course Proposal (tape count 1:12:07)
To address the need for an update to the AAS Diesel degrees, this proposal combines AUTO S223 and DESL S105 into DESL S107. The curriculum will be expanded to include new and older fuel systems, intake air systems, exhaust systems, etc. making the course a 4 credit class, with prerequisites. It was noted that the Student Learning Outcomes on the syllabus were correct and would be moved to the proposal by B. Hegel.

15-15 Power Technology AAS Diesel Emphasis - Category B Curriculum Change (tape count 1:18:40)
This proposal increases the credits for the AAS Diesel Emphasis degree to 63 credits by adding DESL S102 Lubrication, Preventative Maintenance and Inspections (2 credits) and replacing DESL S105 Diesel Fuel systems (3 credits) with DESL S107 Diesel Fuel Systems (4 credits).

This proposal increases the credits for AAS USCG Documented Marine Oiler Emphasis degree to 62 credits by replacing DESL S105 Diesel Fuel Systems (3 credits) with DESL S107 Diesel Fuel Systems (4 credits).

15-17 Power Technology AAS Mine Mechanic Emphasis - Category B Curriculum Change (tape count 1:26:12)
This proposal increases the credits for the AAS Mine Mechanic Emphasis degree to 61 credits by adding a 3 credit, advisor-approved elective, removing the AUTO S223 Light Vehicle Diesel Engines course, and replacing DESL S105 Diesel Fuel Systems (3 credits) with DESL S107 Diesel Fuel Systems (4 credits). It was noted that “advisor approved electives” should specify “advisor approved power technology electives”.

15-18 Power Technology, Occupational Endorsement Mine Mechanic Emphasis - Category B Curriculum Change (tape count 1:29:56)
To address an industry need, this proposal replaces AUTO S223 Light Vehicle Diesel Engines with DESL S225 Advanced Hydraulics from/to the Occupational Endorsement Mine Mechanic Emphasis – maintaining its 29 credits.

15-30 CIOS Courses - Category B Curriculum Change (tape count 33:45)
This proposal changes the course designator from CIOS to CIS (Computer Information Systems), with some exceptions, and will be used for new courses in the BBA emphasis in Management Information
Systems. This designator aligns with the guidelines used by the State of Alaska for Analyst Programmer positions. It was noted that all supporting documentation was provided as requested at the last meeting. A. Staack moved to pass first reading. B. Wilkes seconded.

Proposals 15-31 through 15-41 (tape count 38:47)
Proposal 15-31 provides the complete list of changes proposed to the BBA. Coleen McKenna was present to answer questions. In section 2, only new courses were added not pre-existing ones (those will remain the same). Comments specific to each proposal are given below.

Staack moved to pass first reading of 15-31 through 15-41 (as a group) pending minor changes to fix typos. A. Jones seconded.

15-31 Bachelor of Business Administration - Category B Curriculum Change
This proposal fixes the various course titles under the BBA program impacted by the course designator change from CIOS to CIS (Computer Information Systems). The committee reviewed the list of existing catalog information and the proposed changes.

15-32 BA S251 Management Skills - Category B New Course Proposal
To address the need for students to study the development of management skills, this proposal adds a 3 credit management skills course to the BBA degree program. Prerequisite is BA S151. Committee noted that the syllabus was included with proposal form.

15-33 BA S375 Project Management - Category B Curriculum Change
This proposal moves the BA S375 Project management to the 400-level (BS S476) and changes the prerequisite to MATH S107 or higher.

15-34 BA S310 Management Information Systems - Category B Curriculum Change
This proposal requests BA S310 be cross listed with CIS S310 and to have the prerequisites changed to CIS S235 or CIS S240 to address the current needs in the market.

15-35 CIS S345 IT Infrastructure - Category B New Course Proposal
This proposal requests CIS S345 IT Infrastructure be added as part of the IS Model 2010 Curriculum Guidelines for Undergraduate Degree Programs in Information Systems. This is an introduction to hardware and systems software technology.

15-36 CIS S370 Software Engineering - Category B New Course Proposal
This proposal requests CIS S370 Software Engineering be added as part of the IS Model 2010 Curriculum Guidelines for Undergraduate Degree Programs in Information Systems. This project-based course introduces students to the fundamental concepts and models of the Software Development Life Cycle (application building and development).
15-37 CIS S371 Systems Analysis and Design - Category B New Course Proposal
This proposal requests CIS S371 Systems Analysis and Design be added as part of the IS Model 2010 Curriculum Guidelines for Undergraduate Degree Programs in Information Systems. This course examines the processes, methods, techniques and uses the tools to analyze and design information systems.

15-38 CIS S420 Information Systems Security - Category B New Course Proposal
This proposal requests CIS S420 Information Systems Security be added as part of the IS Model 2010 Curriculum Guidelines for Undergraduate Degree Programs in Information Systems. This course reviews the fundamental principles and topics of information technology security and risk management at the organizational level to prepare students to plan and develop and perform security tasks.

15-39 CIS S430 Data and Information Management - Category B New Course Proposal
This proposal requests CIS S430 Data and Information Management be added as part of the IS Model 2010 Curriculum Guidelines for Undergraduate Degree Programs in Information Systems. The course prepares students to examine and identify databases and the administrative tasks of data integrity and security, among other techniques.

15-40 BA S481 Organizational Change - Category B New Course Proposal
This proposal requests CIS S481 Organizational Change be added to the BBA degree as it is a requirement for the Human Resource Management program. This course examines the techniques and tactics to facilitate the implementation of strategy requiring change in any field of business, and requires prerequisites BA S301 and corequisites BA S351. Recommended BA S476 (previously BA S375).

15-41 BA S481 Organizational Change - Category B Curriculum Change
This proposal deletes BA S152, BA S427 and specific CIOS courses no longer required in any UAS programs after AY 14-15.

15-42 AAS Business Administration - Category B Curriculum Change (tape count 54:26)
This proposal adds BA/CIS S310 as an optional requirement, to be grouped with ACCT S222 and ACCT S316 – giving students an additional choice. A. Jones moved to pass first reading. B. Wilkes and B. Urquhart seconded.

15-44 BA 160 Principles of Banking - Category B New Course (tape count 57:30)
This proposed new course will be a core requirement for the Financial Institutions Occupational Endorsement program. B. Urquhart moved to pass first reading. P Dalthorp seconded.

15-45 ACCT S225 Payroll Accounting - Category B New Course (tape count 1:01:41)
This proposed new course was initially offered as a special topic in summer 2014 and was highly attended. Based on demand, this new course has been proposed. B. Wilkes moved to pass first reading. A. Jones seconded.
**Student Learning Outcomes (tape count 1:37:12)**
Measureable outcomes will be reviewed by committee members on their own, then un-measureable outcomes will be discussed at the next meeting.

**Next meeting date: December 12, 3:00 pm (tape count 1:36)**

The meeting adjourned at 4:56 PM *(tape count 1:55:22).*