CURRICULUM COMMITTEE
Meeting Minutes ~ January 21, 2015

Members Present: Niki Vogelsang (Co-Chair), Deborah Allen, Bob Brazzle, Amy Call, Scott Cazadd, Brian Dunst, Dana Nevois, April Norton-Gunther, and Ronda Wahl
Members Absent: Scott Holzer, Bill Kaune (Co-Chair), David McNair
Others Present: Linda Abernathy, Mary Baricevic, Michael Booker, Janie Blum, Kim Harvey, Joe Kohlburn, Lisa Martin, Matt McCready, John McDaniel, Marna Seep, Lisa Vinyard (Secretary), Bridget Webb, Kenny Wilson, Stacey Wilson

The meeting was called to order by Niki Vogelsang at 3:00 p.m.

Minutes from the December 10, 2014, meeting were presented for approval. With no changes noted, Amy Call made a motion approving the minutes as presented; Ronda Wahl seconded the motion. All approved.

Prior to proposals being presented, Committee members shared concerns regarding the timing associated with the posting of the agenda and proposals for review, stating it did not allow for sufficient review of such a large agenda. Additionally, Committee members stated that it does not serve those submitting proposals, who have spent months preparing their documentation, to not receive an adequate review of the proposals. Another concern was whether or not the Catalog printing timeline is driving the curriculum; the Committee decided to table this discussion until the February meeting. Niki stated that in the future, proposals will be posted in a more timely fashion.

Music: Matt McCready presented a proposal requesting the creation of a departmental examination option for course MSC232 Music Literature: After 1750. MSC232 is a course required for Music students. Due to low demand, it is offered once every two years. Allowing for departmental examination will serve the needs of students who miss the opportunity to take the course when it is offered and who cannot wait for its next offering two years later. Students will be given examinations of the same rigor as examinations required for in-class students. A grade of 80% will be required to receive the passing grade of CPL. Scott Cazadd made a motion approving the creation of a departmental examination option for course MSC232 Music Literature: After 1750, as presented; Deborah Allen seconded the motion. All approved.

Automation & Electrical Control Systems: John McDaniel reported on the proposal requesting to change the program name Automation and Electrical Control Systems to Electronics Technology. Based on feedback from both current and prior students and advisory committee members, the current name is not easily recognized by those who are unfamiliar with the field of electronics. By changing the name, the faculty hope to capture more attention for the program through the program listings on the website and additional marketing initiatives and to help potential future students better understand the purpose and scope of the program. Brian Dunst made a motion approving the program name change from the current Automation and Electrical Control Systems to Electronics Technology, as presented; Deborah Allen seconded the motion. All approved.

Communication: Lisa Pavia-Higel discussed the proposal requesting a new course, COM130 Introduction to Mass Media Communications. Communications faculty feel this course will help build the current bank of available Communication and Theatre courses offered in the department, fulfilling the objective set forth in the last Institutional Assessment Report. The longer term goal for this course is for it to serve as an entry point into a program of study in mass media communications. The Communications department plans to coordinate with four-year schools to create a transfer program for students wishing to pursue a bachelor’s degree in the field. Deborah
Allen made a motion approving the new course COM130 Introduction to Mass Media Communications, as presented; April Norton-Gunther seconded the motion. All approved.

**Economics:** Mary Baricevic reported on two proposals requesting advanced placement (AP) credit for two economics course exams, ECO101 Macroeconomics and ECO102 Microeconomics. Mary explained that in order for college credit to be awarded, a student will need to earn a minimum score of three (3) on the exam. This proposal is based on a review of the topics covered by the AP Macroeconomics and Microeconomics courses as well as the type of exam administered. The current director of undergraduate business programs at Saint Louis University, Debbie Barbeau, indicated that Saint Louis University awards college credit for earning the required minimum score on this AP exam. Scott Cazadd made a motion approving the request to offer advanced placement (AP) credit for the ECO101 Macroeconomics exam, as presented; Amy Call seconded the motion. All approved. Scott Cazadd made a motion approving the request to offer advanced placement (AP) credit for the ECO102 Microeconomics exam, as presented; Dana Nevois seconded the motion. All approved.

**Mathematics:** Linda Abernathy explained that the mathematics proposals submitted for consideration are to comply with the CBHE’s *Principles of Best Practices in Remedial Education* statewide placement scores adopted in December 2014. The courses submitted for consideration all require a change from the current ACT score of 23 to the newly-adopted MDHE score of 22. Committee members noted an additional change in the pre-requisites listed for courses MTH130 and MTH134H. Deborah Allen made a motion to consider the pre-requisite changes for the following six (6) mathematics courses under one motion and one vote: MTH130 Structure of the Real Number System; MTH131 Survey of College Mathematics; MTH133 Trigonometry; MTH134 College Algebra; MTH134H Honors College Algebra; and, MTH141 Pre-calculus. Bob Brazzle seconded the motion to consider all six (6) mathematics under one motion and one vote. All approved. Deborah Allen made a motion approving the pre-requisite change to decrease the ACT test score from the current 23 to the newly MDHE adopted 22 for the following courses: MTH130 Structure of the Real Number System; MTH131 Survey of College Mathematics; MTH133 Trigonometry; MTH134 College Algebra; MTH134H Honors College Algebra; and, MTH141 Pre-calculus, as amended. April Norton-Gunther seconded the motion. All approved.

**Bi-Level Nursing:** April Norton-Gunther shared background on the following proposals submitted by the nursing program:

1. Proposal requesting a reduction in credit hour award for course PNE141 Fundamentals of Nursing from the current seven (7) to six (6) (five {5} classroom and one {1} lab). No changes were recommended to this proposal.

2. Proposal requesting changes to course PNE142 Fundamentals of Nursing Clinical including a change in the semester offered to the fall semester and an increase in credit hour award from the current one (1) to 1.5. This increase is in response to student evaluations revealing students feeling unprepared for the next level nursing course clinical, Medical Surgical Nursing I, and recognition by faculty of same. This is an actual increase from 48 to 64 hours and will allow for two (2) additional eight (8) hour clinical days. No changes were recommended to this proposal.

3. Proposal requesting changes to course PNE163 Pharmacology I including the following: {1} a change in pre-requisite requirement from the current MTH113 Math for Health Sciences to PNE1XX Introduction to Nursing Pharmacology; {2} an increase in credit hour award from the current two (2) to three (3) (this increase is in response to student evaluations and recognition by faculty of the large amount of technical knowledge attainment required in a limited period of time); and, {3} changing the grading scale to align with the College’s, which requires a minimum letter grade of 'B' (80%) rather than a 'C' (78%) in all nursing
courses. Committee members noted changes on the Record of Action and in the number of credit hours listed on the Official Course Syllabus.

(4) Proposal requesting changes to course PNE164 Pharmacology II including the following: \( \{1\} \) a change in the pre-requisite requirement from the current MTH113 Math for Health Sciences to PNE1XX Introduction to Nursing Pharmacology; \( \{2\} \) an increase in the credit hour award from the current two (2) to three (3) (this increase is in response to student evaluations and recognition by faculty of the large amount of technical knowledge attainment required in a limited period of time); and, \( \{3\} \) changing the grading scale to align with the College's, which requires a minimum letter grade of 'B' (80%) rather than a 'C' (78%) in all nursing courses. Committee members noted a change on the Record of Action.

(5) Proposal requesting changes to the course PNE171 Medical-Surgical Nursing I including a reduction in credit hour award from the current six (6) to five (5) and changing the grading scale to align with the College's, which requires a minimum letter grade of 'B' (80%) rather than a 'C' (78%) in all nursing courses. The reduction in credit hour award is in response to faculty suggestions and the movement of medication and intravenous administration to PNE1XX Introduction to Nursing Pharmacology. No changes were recommended to this proposal.

(6) Proposal to offer a new course in the Bi-Level Nursing program, PNE1XX Introduction to Nursing Pharmacology, to be offered during the first semester. This course is designed to introduce entry level medication administration and intravenous therapy to the beginning nursing student. Included in this skill set are reviews and practice of basic math and dosage calculations as previously included in MTH113 Math for Health Sciences (being removed from the nursing program curriculum). Medication administration and intravenous therapy are moved from PNE171 Medical-Surgical Nursing I to ensure early introduction of prior skills to student clinical experience. Committee members noted changes on the Record of Action and on the Official Course Syllabus as well.

(7) Proposal to offer a new course in the Bi-Level Nursing program, PNE1XX Capstone Practical Nursing, to be offered in the final semester following successful completion of the core curriculum. This course is designed to facilitate the student transition to practice as a practical nurse. No changes were recommended to this proposal.

In addition to the changes listed above, all proposals, except the two new course proposals, have requested updates to the Official Course Syllabus including the Catalog Description, Credit Hour Award, Semester Offered, and Methods of Evaluation. Brian Dunst made a motion to consider all changes stated above to the following seven (7) nursing courses under one motion and one vote: PNE141 Fundamentals of Nursing; PNE142 Fundamentals of Nursing Clinical; PNE163 Pharmacology I; PNE164 Pharmacology II; PNE171 Medical-Surgical Nursing I; PNE1XX Introduction to Nursing Pharmacology; and, PNE1XX Capstone Practical Nursing, as amended. Ronda Wahl seconded the motion to consider all changes to the seven (7) nursing courses under one motion and one vote. All approved. Dana Nevois made a motion approving all changes stated above to the following seven (7) nursing courses: PNE141 Fundamentals of Nursing; PNE142 Fundamentals of Nursing Clinical; PNE163 Pharmacology I; PNE164 Pharmacology II; PNE171 Medical-Surgical Nursing I; PNE1XX Introduction to Nursing Pharmacology; and, PNE1XX Capstone Practical Nursing, as amended. Deborah Allen seconded the motion; all approved.

(8) Proposal to update the Bi-Level Nursing Program / Certificate in Practical Nursing Plan to reflect a re-sequencing of classes in Level I/PN to maintain a logical progression of courses. Re-sequencing and proposed curriculum changes increases certificate hours from 53.5-55.5 to 59.5-61.5. Deborah Allen made a motion approving updates to the Bi-Level Nursing Program Certificate in Practical Nursing plan, as presented; Bob Brazzle seconded the motion. All approved.
Deborah Allen requested to amend the agenda and consider the four HOP proposals prior to the Physical Therapist Assistant and Occupational Therapy Assistant proposals as the HOP courses affect both programs. The Committee agreed to Deborah's request.

**Health Occupation Programs:** Kenny Wilson shared that a new prefix (HOP) is being requested to create courses that could be seamlessly transcribed between both the OTA and PTA programs. Four new course proposals were presented for consideration by the Committee: HOP1XX Anatomy & Physiology I for Health Professions; HOP1XX Anatomy & Physiology II for Health Professions; HOP1XX Kinesiology; and, HOP1XX Principles of Therapeutic Exercise. The HOP1XX Anatomy & Physiology I for Health Professions and HOP1XX Anatomy & Physiology II for Health Professions are being requested as temporary, one-year offerings. During 2015-2016, a dual pathway will be offered for the OTA and PTA programs, HOP1XX A&P I / HOP1XX A&P II and BIO211 A&P I / BIO212 A&P II. Also during the year when HOP A&P I/II are being offered, Kenny and Linda Abernathy will meet with faculty from both divisions (BIO, PTA and OTA) to identify a more permanent solution to the A&P courses requirements for the OTA & PTA programs. Lengthy discussion ensued regarding these proposals, including the following:

- Concern with creating the new prefix “HOP.” Currently “HOP” is not a major; this may cause more confusion for students. The rationale that this prefix will allow sharing of courses between programs may be realistic down the road, but right now there is not a “HOP” program. Perhaps the HOP program should be in place prior to creating a new prefix.
- The need to create these two temporary courses may not be necessary as a solution for the A&P courses for Health Occupations students could be identified within the year, making the temporary courses unnecessary.
- Publishing temporary courses in the Catalog is not a good idea.

It was suggested that further discussion of the HOP prefix be tabled until the dual pathway core has been developed.

Kenny explained that having a dual pathway will provide for seamless transcribing between programs and is a process needed to get an expeditious timeline for allied health programs. Kenny stated that only the HOP A&P courses are one-year course; the HOP1XX Kinesiology and HOP1XX Principles of Therapeutic Exercise courses are being requested as regular courses that would remain in the Catalog.

Following a lengthy discussion, Niki asked for a motion. Ronda Wahl made a motion approving the new course HOP1XX Anatomy & Physiology I for Health Professions; April Norton-Gunther seconded the motion. Three committee members voted in favor of the motion approving the new course HOP1XX Anatomy & Physiology I for Health Professions, and four committee members opposed the motion; therefore, the motion was not approved. April Norton-Gunther made a motion approving the new course HOP1XX Anatomy & Physiology II for Health Professions; Dana Nevois seconded the motion. Three committee members voted in favor of the motion approving the new course HOP1XX Anatomy & Physiology II for Health Professions, and four committee members opposed the motion; therefore, the motion was not approved.

Ronda Wahl made a motion to approve changing the current HOP prefix for the two requested new courses, HOP1XX Kinesiology and HOP1XX Principles of Therapeutic Exercise, to a PTA prefix, resulting in two new course proposals for the Physical Therapy Assistant program (PTA1XX Kinesiology and PTA1XX Principles of Therapeutic Exercise); Bob Brazzle seconded the motion. All approved.
**Physical Therapist Assistant:** Bridget Webb reviewed the following proposals:

1. Proposal requesting to change the semester offered for course PTA110 Introduction to Physical Therapy to the fall semester so introductory content is introduced to students during their first semester in the program. This will allow students to better interact with faculty as well as complete instruction in foundational content such as medical and physical therapy terminology and documentation. As a result, students will be able to apply this knowledge immediately in the spring semester. No changes were recommended to this proposal.

2. Proposal requesting the deactivation of course PTA115 Kinesiology.

3. Proposal requesting a reduction in credit hour award for course PTA210 Physical Agents from the current five (5) to three (3), which will more accurately reflect the amount of time needed to cover the Expected Learning Outcomes for this course. No changes were recommended to this proposal.

4. Proposal requesting a reduction in credit hour award for course PTA220 PTA Principles and Procedures II from the current four (4) to three (3), which is a result of moving content to the proposed new course PTA1XX Principles of Therapeutic Exercise. No changes were recommended to this proposal.

5. Proposal to offer a new course in the Physical Therapist Assistant program, PTA1XX PTA Tests and Measures. This new course will allow movement of laboratory content from the current PTA115 Kinesiology and alignment of content around a central theme of the Physical Therapist Assistant’s role in data collection, as well as allow PTA faculty to further align curriculum with the CAPTE Normative Model to insure proper focus is given to the skills necessary for the clinical experiences. No changes were recommended to this proposal.

6. Proposal to offer a new course in the Physical Therapist Assistant program, PTA2XX Pathological Implications in Rehabilitation. This course will build on information presented in BIO245 Pathophysiology on common pathologies experiences in the rehabilitation setting. It will also present new didactic information as well application concepts learned in BIO245. Previously learned concepts will be applied to clinical exercise implications of pathology as well as handling of emergency situations within the clinic. Further didactic information will be applied in the area of pharmacology to address a perceived deficit within the curriculum. Committee members noted changes on pre-requisites listed on the Official Course Syllabus.

In addition to the changes outlined above, all proposals, except courses being deactivated and new course proposals, have requested updates to the Official Course Syllabus, including changes to the Expected Learning Outcomes and textbook edition (to reflect “Current Edition”). Ronda Wahl made a motion to consider all changes stated above under one motion and one vote, and to approve all changes stated above to the following eight (8) Physical Therapy Assistant courses: PTA110 Introduction to Physical Therapy; PTA115 Kinesiology; PTA210 Physical Agents; PTA220 PTA Principles and Procedures II; PTA1XX PTA Tests and Measures; PTA2XX Pathological Implications in Rehabilitation; PTA1XX Kinesiology; and, PTA1XX Principles of Therapeutic Exercise, as amended. Bob Brazzle seconded the motion to consider all eight (8) Physical Therapy Assistant courses under one motion and one vote, and to approve all changes to the courses as stated above. All approved.

7. Update to the Physical Therapist Assistant Associate of Applied Science Degree Plan to reflect the change in credit hour award for courses PTA210 Physical Agents and PTA220 PTA Principles and Procedures II, the deactivation of course PTA115 Kinesiology, the addition of four new courses (PTA1XX PTA Tests and Measures, PTA2XX Pathological Implications in Rehabilitation, PTA1XX Kinesiology, and PTA1XX Principles of Therapeutic Exercise), and the update of total program credit hours to 75-81. Committee members noted changes on the proposed degree plan. Dana Nevois made a motion
approving updates to the Physical Therapy Assistant Associate of Applied Science degree plan, as amended; April Norton-Gunther seconded the motion. All approved.

**Occupational Therapy Assistant:** Lisa Martin discussed the following proposals:

1. Proposal requesting changes to course OTA105 Health Conditions including the following:
   - removing BIT122 Medical Terminology as a change in the pre-requisite requirement;
   - an increase in the credit hour award from the current one (1) to two (2) (based on student and faculty feedback and after a review of course content, it was determined that one credit hour was not sufficient to cover the Expected Learning Outcomes mandated by the accrediting body); and, changing the semester offered to the summer and offering it as a hybrid course, which will provide students with greater flexibility and offer distance courses in staying current with online programming trends. No changes were recommended to this proposal.

2. Proposal requesting to change the semester offered for course OTA120 Professional Practice and Management I to the summer semester. Based on feedback from students and given the high number of semester hours during the spring semester, faculty felt moving this course to the summer, along with other sequence changes, will provide a more balanced program sequence. No changes were recommended to this proposal.

3. Proposal requesting changes to course OTA125 Biomechanical Basis of Performance including the removal of BIO212 Anatomy & Physiology II as a pre-requisite requirement (this course will now be a program pre-requisite) and an increase in the credit hour award from the current three (3) to four (4). The increase in credit hour award will allow for needed time to cover the course topics with greater depth and breadth and will allow for better alignment with the course objectives to meet the ACOTE standards. No changes were recommended to this proposal.

4. Proposal requesting changes to course OTA145 Applied Neurology including a change in the pre-requisite requirement from what is currently published to, “OTA110 Physical Dysfunction in Occupational Therapy, OTA111 Physical Dysfunction Skills, OTA125 Biomechanical Basis of Performance (all courses must be completed with a grade of ‘C’ or better), and reading proficiency,” and an increase in the credit hour award from the current two (2) to four (4). The increase in credit hour award will allow for needed time to cover the course topics with greater depth and breadth, will allow for needed service learning and hands-on components to be added, and will result in better alignment with the course objectives to meet the ACOTE standards. No changes were recommended to this proposal.

5. Proposal requesting a reduction in credit hour award for course OTA150 Level I Fieldwork A from the current two (2) to one (1). Per federal definition, clinical practicums receive one semester credit hour or equivalent for each 40 contact hours per semester or equivalent. Based on this, OTA150 is a 40-hour clinical equivalent to one credit hour. No changes were recommended to this proposal.

6. Proposal requesting a reduction in credit hour award for course OTA160 Level I Fieldwork B from the current two (2) to one (1). Per federal definition, clinical practicums receive one semester credit hour or equivalent for each 40 contact hours per semester or equivalent. Based on this, OTA150 is a 40-hour clinical equivalent to one credit hour. No changes were recommended to this proposal.

7. Proposal requesting the deactivation of course OTA225 Assistive Technology and Adaptation. Program faculty have evaluated the content of this course and OTA245 Environments and Occupational Performance and feel these courses have overlapping content in some areas. The courses also complement each other well and are easily combined. This course will be replaced with a new course, OTA2XX Environments and Assistive Technology which combines the existing content of both courses in a more efficient manner. No changes were recommended to this proposal.
Proposal requesting the deactivation of course OTA245 Environments and Occupational Performance. Program faculty have evaluated the content of this course and OTA225 Assistive Technology and feel that not only do these courses complement each other but also overlap in some areas. This course will be replaced with a new course, OTA2XX Environments and Assistive Technology which combines the existing content of both courses in a more efficient manner. No changes were recommended to this proposal.

Proposal requesting to offer a new course in the Occupational Therapy Assistant program, OTA2XX Environments and Assistive Technology, a combination of OTA225 Assistive Technology and Adaptation and OTA245 Environments and Occupational Performance. This new course will continue to fulfill the requirements for accreditation and cover content that will prepare students to sit for the National Board Certification in Occupational Therapy (NBCOT) Exam.

In addition to the changes outlined above, all proposals, except courses being deactivated and new course proposals, have requested updates to the Official Course Syllabus including pre-requisite changes, updates to semester offered, Expected Learning Outcomes, Assessment Measures, and updating textbook information. Bob Brazzle made a motion to consider all changes stated above under one motion and one vote, and to approve all changes stated above to the following nine (9) Occupational Therapy Assistant courses: OTA105 Health Conditions; OTA120 Professional Practice and Management I; OTA125 Biomechanical Basis of Performance; OTA145 Applied Neurology; OTA150 Level I Fieldwork A; OTA160 Level I Fieldwork B; OTA225 Assistive Technology and Adaptation; OTA245 Environments and Occupational Performance; and, OTA2XX Environments and Assistive Technology. Ronda Wahl seconded the motion to consider all nine (9) Occupational Therapy Assistant courses under one motion and one vote, and to approve all changes to the courses as stated above. All approved.

Proposal requesting updates to Occupational Therapy Assistant Associate of Applied Science degree plan to reflect the following: change in credit hour award for OTA105 Health Conditions, OTA125 Biomechanical Basis of Performance, OTA145 Applied Neurology, OTA150 Level I Fieldwork A, and OTA160 Level I Fieldwork B; addition of OTA2XX Environments and Assistive Technology, deactivation of OTA225 Assistive Technology and Adaptation and OTA245 Environments and Occupational Performance, removal of PSY225 Abnormal Psychology and BIT122 Medical Terminology, and the update in total program credit hours to 74-80, as amended (Committee members noted changes on the proposed degree plan). Dana Nevois made a motion approving the changes to the Occupational Therapy Assistant Associate of Applied Science degree plan, as amended; Ronda Wahl seconded the motion. All approved.

Business Information Technology: Janie Blum provided explanation for the following proposals:

Proposal requesting changes to course BIT112 Job Search for the Professional including a course name change from the current to Job Search and Professional Image and an increase in the credit hour award from the current two (2) to three (3) credit hours. The credit hour increase will allow time to cover the additional content resulting from the merger of BIT112 and BIT114, the adoption of a new textbook and available online resources. Committee members noted changes to the Record of Action.

Proposal requesting the deactivation of course BIT114 Professional Image. Content from this course has been included in BIT112 Job Search and Professional Image with an increased credit-hour award. No changes were recommended to this proposal.

Proposal requesting a reduction in the credit hour award for course BIT140 Internet Communications from the current three (3) to two (2). This action better reflects the course content and academic needs of the students. No changes were recommended to this proposal.
Proposal requesting a change in the pre-requisite requirements for course BIT205 Computers in the Law from what is currently published to, “BIT138 Word Processing Applications I and reading proficiency.” Listing of CIS133 as pre-requisite is an error as this is not a required course. No changes were recommended to this proposal.

Proposal requesting a change in the pre-requisite requirement for course BIT206 Computers in the Medical Profession from what is currently published to, “BIT138 Word Processing Applications I and reading proficiency.” Listing of CIS133 as pre-requisite is an error as this is not a required course. No changes were recommended to this proposal.

Proposal requesting the deactivation of course BIT221 Legal Transcription as this course no longer meets employability skills. No changes were recommended to this proposal.

Proposal requesting the deactivation of course BIT222 Medical Transcription as this course no longer meets employability skills. No changes were recommended to this proposal.

Proposal requesting an increase in the credit hour award for course BIT270 Business Information Technology Internship from the current two (2) to three (3) as this will more accurately reflect the actual time spent on internship-related coursework (120 contact hours). No changes were recommended to this proposal.

In addition to the changes indicated above, all proposals, except courses being deactivated, have requested updates to the Expected Learning Outcomes on the Official Course Syllabi. Bob Brazzle made a motion to consider all changes stated above under one motion and one vote, and to approve all changes stated above to the following eight (8) Business Information Technology courses: BIT112 Job Search for the Professional; BIT114 Professional Image; BIT140 Internet Communications; BIT205 Computers in the Law; BIT206 Computers in the Medical Profession; BIT221 Legal Transcription; BIT222 Medical Transcription; and BIT270 Business Information Technology Internship, as amended. Amy Call seconded the motion to consider all eight (8) Business Information Technology courses under one motion and one vote, and to approve all changes to the courses as stated above, as amended. All approved.

Proposal to update the Business Information Technology Administrative Support Specialist Certificate Plan to reflect the changes above including the deactivation of BIT114 Professional Image, the addition of BIT112 Job Search and Professional Image (replacing BIT112 Job Search for the Professional), the decrease in credit hour award for BIT140 Internet Communications, and the addition of BIT150 Proofreading/Editing Essentials as a required course. No changes were recommended to this proposal.

Proposal to update the Business Information Technology Administrative Professional Associate of Applied Science Degree/Certificate Plan to reflect the changes above including the addition of BIT112 Job Search and Professional Image (replacing BIT112 Job Search for the Professional), removal of BIT114 Professional Image, a decrease in credit hour award for BIT140 Internet Communications, and an increase in credit hour award for BIT270 Business Information Technology Internship. No changes were recommended to this proposal.

Proposal to update the Business Information Technology Legal Professional Associate of Applied Science Degree Plan to reflect the changes above including the removal of BIT221 Legal Transcription, the addition of BIT112 Job Search and Professional Image (replacing BIT112 Job Search for the Professional), removal BIT114 Professional Image, a decrease in credit hour award for BIT140 Internet Communications, the addition of BIT238 Word Processing Applications II (a recommendation of BIT Advisory Committee), and in increase in credit hour award for BIT270 BIT Internship. No changes were recommended to this proposal.

Proposal to update the Business Information Technology Medical Professional Associate of Applied Science Degree Plan to reflect the changes above including the removal of BIT222 Medical Transcription, the addition of BIT112 Job Search and Professional Image (replacing BIT112 Job Search for the Professional), removal BIT114 Professional Image, a decrease in
credit hour award for BIT140 Internet Communications, the addition of BIT238 Word Processing Applications II (a recommendation of BIT Advisory Committee) an increase in credit hour award for BIT270 BIT Internship. No changes were recommended to this proposal.

Bob Brazzle made a motion to consider all changes stated above under one motion and one vote for following four (4) Business Information Technology degree plans: Administrative Support Specialist Certificate Plan; Administrative Professional Associate of Applies Science Degree/Certificate Plan; Legal Professional Associate of Applied Science Degree Plan; and, Medical Professional Associate of Applied Science Degree Plan. Amy Call seconded the motion to consider all four (4) Business Information Technology degree plans under one motion and one vote; all approved. Dana Nevois made a motion approving all changes stated above to the following four (4) Business Information Technology degree plans: Administrative Support Specialist Certificate Plan; Administrative Professional Associate of Applies Science Degree/Certificate Plan; Legal Professional Associate of Applied Science Degree Plan; and, Medical Professional Associate of Applied Science Degree Plan. Bob Brazzle seconded the motion; all approved.

The next Curriculum Committee meeting will be held on February 11, 2015, at 3:00 p.m. All items for the February agenda should be submitted with appropriate signatures and electronically to Lisa Vinyard no later than January 28, 2015.

With no further business, Ronda Wahl made a motion to adjourn the meeting; Dana Nevois seconded the motion. All approved to adjourn the meeting at 5:37 p.m. All approved.