

Learning Council
Minutes of Meeting
12.11.12

Members Present: Dadbeh Bigonahy, Sheri Boisseau, James Brown, Deb Coleman, Philomena D’Alessandro, Colleen Doherty, Tara Fitzgerald Jenkins, Linda Grochowalski, Leslie Horton, Jane June, Linda Lefave, Andrea MacRitchie, Eric Mania, Brenda Marshall, Susan Mellace, Carol Murphy, Mary Newman, Dilip Patel, Steve Rayshick, Kathy Rentsch, Nancy Schoenfeld, Jane Shea, Anita Soracco, John Stazinski, Doe West, Ken Wong, Maureen Woolhouse, Meg Yoder

Ex Officio: Pat Toney

Members Absent: Renee Gould, Kathie Manning, Lisa Palmer, Arpi Payaslian

Guests: Ricardo Caton, Lisa Connelly Cook, Donna Kilgore, Jean McLean, Jean Kennedy, Teresa Gonzales, Robert Recko, Maura Stickles, Byron Thomas, Michelle Tufau, Ellen Vangel Brousseau

1. Curriculum

Business & Technology Division

Electronics and Related Programs

New Course – ELT 130

- **Motion:** To create a new course, ELT 130 Embedded Microcontrollers

Course Revision – ELM 251, ELT, 299, ELM 299

- **Motion:** To remove prerequisite ELT 121 Digital Computer Circuits. Add prerequisite ELT 130 Embedded Microcontrollers (new course).
- **Motion:** Remove prerequisite of “ELT 122 Microprocessors or CSC 233 Computer Hardware & Support.” Add prerequisite ELT 130 Embedded Microcontrollers (new course).
- **Motion:** Remove prerequisite, “Approval of Program Coordinator.” Add prerequisites ELT 104 Electronics II and ELT 130 Embedded Microcontrollers (new course)

Program Revision – Electronics Technology Certificate

- **Motion:**
 - Remove the requirement “ ELT 105 CAD for Technicians or CIS 111 Microcomputer Applications or CIS 115 Introduction to Computer Applications in Telecommunications.” ~~Retire ELT 105 CAD for Technicians.~~
 - 2. Replace “ELT 122 Microprocessors or CSC 233 Computer Hardware and Support” with a new course
 - Replace “ELT 122 Microprocessors or CSC 233 Computer Hardware and Support” with a new course, ELT 130 Embedded Microcontrollers. ~~Retire ELT 122 Microprocessors.~~

- Note: The recommendation to “retire” courses was struck at the Business & Technology Division meeting.

Program Revision – Electronics Technology A.S. – Electronics Technician Option

- **Motion:**

- ⊖ Remove the requirement “ELT 105 CAD for Technicians or CIS 111 Introduction to Microcomputer Applications or CIS 115 Introduction to Computer Applications in Telecommunications.” ~~Retire ELT 105.~~
- ⊖ Replace “ELT 122 Microprocessors or CSC 233 Computer Hardware & Support” with a new course, ELT130 Embedded Microcontrollers.
- Note: The recommendation to “retire” courses was struck at the Business & Technology Division meeting.

Program Revision – Electronics Technology A.S. – Biomedical Instrumentation Option

- **Motion:**

- Remove “ELT 105 CAD for Technicians or CIS 111 Introduction to Microcomputer Applications or CIS 115 Introduction to Computer Applications in Telecommunications.” ~~Retire ELT 105.~~
- Replace “ELT 122 Microprocessors or CSC 233 Computer Hardware & Support” with new course: ELT 130 Embedded Microcontrollers. ~~Retire ELT 122.~~
- Move CSC 141 Windows Client Operating Systems from Semester 2 to Semester 1.
- Add CSC 234 Networking Technologies
- Replace Program Elective with ELM 251 Instrumentation and Control Technology.
- Note: The recommendation to “retire” courses was struck at the Business & Technology Division meeting.

Program Revision – Electromechanical Technology/Career A.S.

- **Motion:**

- ⊖ Replace “ELT 122 Microprocessors or CSC 233 Computer Hardware & Support” with a new course, ELT 130 Embedded Microcontrollers. ~~Retire ELT 122 Microprocessors~~
- Note: The recommendation to “retire” courses was struck at the Business & Technology Division meeting.

Program Revision – Electromechanical Technology/Transfer A.S.

- **Motion:**

- ⊖ Replace “ELT 122 Microprocessors or CSC 233 Computer Hardware & Support” with a new course, ELT 130 Embedded Microcontrollers. ~~Retire ELT 122 Microprocessors.~~
- Note: The recommendation to “retire” courses was struck at the Business & Technology Division meeting.

All motions for Electronics & related programs were seconded.

Vote: Unanimous to approve as presented, effective FA 2013.

Business Administration

Course Revisions – ACC 101, ACC 102, ACC 211, ACC 231

ACC 101 Motion:

- To revise the course description as follows: Under “areas of study” in the course description, change “financial statement analysis” to “financial statement preparation.”

ACC 102 Motion:

- Change course description from “Students use their knowledge of financial statements...” to “Students use their knowledge of preparing financial statements...”

ACC 211 Motion:

- Change course description to remove preparation of “partnership, and corporation (tax returns).”

ACC 231 Motion:

- To change course description to include description of software used

All four motions for Accounting were seconded.

Vote: Unanimous to approve as presented, effective FA 2013.

Course Revision – BSS 104

- **Motion:**
 - Change course description to include appointment scheduling, medical records management, and compliances to the course description.

Motion was seconded.

Discussion: A friendly amendment was made to revise the proposed course description as follows:

BSS 104 Business Office Procedures - 3 credits

This course prepares students for office support tasks required in all types of businesses. Topics covered include the virtual worker, current employment structure, appointment scheduling, human relations, time and organization management, ~~medical~~ records management, including medical records, compliances, communication, technology used for tasks, decision-making, creative thinking, and lifelong learning skills.

Vote: Unanimous to approve as presented, effective FA 2013.

Program Revision – Business Administration/Career A.S. – Business Administration Option

- **Motion:**
 - ~~Replace BUS 250 Business Administration Capstone with a Business Elective.~~
 - Note: This motion: Replace BUS 250 Business Administration Capstone with a Business Elective.-was referred back to the department by the AA Leadership Team.
 - Replace one of two Social Science Electives with a free or guided Elective.

Motion was seconded.

Discussion: The Social Science work area voiced objection to this motion. Please see attached.

Friendly Amendments: A friendly amendment seeking a grid notation recommending a social science elective was made and rejected by the department.

Vote: To approve as presented; Yes: 19; No: 7; Effective Fall 2013

Course Revision – MGT 216

- **Motion:**
 - Change course name and description to reflect change in certificate. Add content re: managing and growing a small business.

Program Revision – Entrepreneurship Certificate

- **Motion:**
 - Change certificate name from “Entrepreneurship” to “Entrepreneurship and Small Business Management.”

The motions for MGT 216 and for the Entrepreneurship Certificate were seconded.

Vote: Unanimous to approved as presented; Effective Fall 2013

Heating, Ventilation & Air Conditioning

New Course – HVC 106, HVC 107

- **HVC 106 Motion:**
 - Create new course, HVC 106 Comfort Heating Systems. This course will focus specifically on heating. Originally HVC 103 Air Conditioning Systems addressed both heating and cooling, but there is too much content to be covered in one 5-credit course.
- **HVC 107 Motion:**
 - Create new course, HVC 107 Comfort Cooling Systems. This course will focus specifically on cooling. Originally HVC 103 Air Conditioning Systems addressed both heating and cooling, but there is too much content to be covered in one 5-credit course.

The motions for HVC 106 and HVC 107 were seconded.

Vote: Unanimous to approved as presented; Effective Fall 2013

Program Revision – Heating, Ventilation, Air Conditioning Certificate

- **Motion:**
 - Replace HVC 103 Air Conditioning Systems (Semester 1) with HVC 106 Comfort Heating Systems (Semester 1) and HVC 107 Comfort Cooling Systems (Semester 2)
 - Remove Elective from Semester 1.

- Add Program note: “Students are strongly encouraged to take HVC 101, 102, and 106 together; and HVC 107, 104, and 105 together.”

Motion was seconded.

Vote: Unanimous to approved as presented; Effective Fall 2013

Healthcare Division

Program Revision-Surgical Technology Certificate

- **Motion:**

To approve the following changes based upon the following rationale: The Association of Surgical Technology has changed the core curriculum. Many items have been added or expanded in the new curriculum. In order to become compliant with the new core curriculum and promote student learning it is necessary to increase the program by 4 credits.

1. ALH 102 added (1st semester) to curriculum
2. SUR 115 remove co requisite, moved from 2nd semester to 1st semester
3. SUR 101 pre/co requisite change, credit change decrease from 5 to 3, content and course description change
4. SUR 111 pre/co requisite change, credit change increase from 4 to 5, content and course Description change
5. SUR 121 pre/co requisite change, credit increase from 6 to 8, content and course description change, combine SUR 121 and SUR 221 and name change
6. SUR 199 pre/co requisite change and name change
7. SUR 221 pre/co requisite change, move from 2nd to 3rd semester, content and course description change and name change,
8. SUR 225 remove from curriculum
9. SUR 290 pre/co requisite change, course description change and name change
10. SUR 299 pre/co requisite change and name change

Motion was seconded.

Vote: Unanimous to approved as presented; Effective Fall 2013

Course Revisions:

SUR 115, SUR 101, SUR 111, SUR 121, SUR 199, SUR 221, SUR 225, SUR 290, SUR 299

The following motions were considered together.

SUR 115 Motion: Move SUR 115 from Fall semester to Summer semester and remove co requisite, effective Summer 2013, effective Summer 2013.

SUR 101 Motion: Reduce the credits from 5 cr. to 3 cr., course description change, content and pre/co-requisite change., effective Fall 2013, effective Fall 2013.

SUR 111 Motion: Add 1 credit with description and content change. Change co-requisite SUR 115 to prerequisite SUR 115, effective Fall 2013.

SUR 121 Motion: Course name change, content change, course description change, credit change, pre/corequisite change, effective Fall 2013.

SUR 199 Motion: Course name change and pre/corequisite change, effective Fall 2013.

SUR 221 Motion: Name change, description change, content change, pre/corequisite change and move from 2nd semester to 3rd semester, effective Fall 2013.

SUR 225 Motion: Remove from curriculum, effective Fall 2013.

SUR 290 Motion: Course name change, pre/corequisite change, course description change, effective Fall 2013.

SUR 299 Motion: Course name change, prerequisite change from SUR 221 to SUR 290 and corequisite removal, effective Fall 2013.

Motions were seconded.

Vote: Unanimous to approve as presented, effective dates as noted above.

Nursing

Course Revisions- NUR 100, NUR 101

NUR 100 Motion: Change in course description and pre-requisite for NUR 100 Paramedic to ADN Bridge course.

NUR 101 Motion: Change in course description and pre-requisite for NUR 101 Advanced Placement Nursing I

Motions for NUR 100 and NUR 101 were seconded.

Vote: Unanimous to approve as presented, effective date Fall 2013.

HealthCare Certificates-New Certificate Proposals

- **Motion for Healthcare Certificate Emergency Medical Technician:** To approve as part of Career ladder initiative as part of the DOL grant.
- **Motion for Healthcare Certificate Nursing Assistant:** To approve as part of Career ladder initiative as part of the DOL grant.
- **Motion for Healthcare Certificate Pharmacy Technician:** To approve as part of Career ladder initiative as part of the DOL grant.
- **Motion for Healthcare Certificate Phlebotomy/EKG Technician:** To approve as part of Career ladder initiative as part of the DOL grant.

Motions for all four healthcare certificates were seconded.

Vote: Unanimous to approve as presented,; effective Fall 2013.

Human Services & Sciences

Course revisions-BIO 105

- **Motion:** To update the catalog description to better reflect the current curriculum and to adjust math and English prerequisites.

Motion was seconded.

Discussion: Objections were raised by the mathematics department. After much discussion, counter motions were introduced as follows:

- Motion 2: To table the motion above until BIO consults further with MAT.
- Motion 2: Was voted on and passed.
- Motion 3: To consider the course description wording change only.
 - Pre-req changes were tabled. Pre-reqs will remain as are until further consultation between BIO and MAT.

Vote: Unanimous to accept Motion 3 (above), effective FA 2013.

New course-HUS 244

- **Motion:** To approve HUS 244; this is a new course, HUS 244 Human Services Practicum II, which is part of the curriculum revision of the Human Service Associate Degree that was approved 8 May 2012.

Motion was seconded.

Vote: Unanimous to approve as presented; effective date Spring 2014.

Policies-Grading Policy Update

Meg Yoder updated the Learning Council member on the status of the Grading Policy changes. This item was brought to the council for information only. It was noted that the Student Senate voted on the policy changes; Yes-2, No-8. Student Senate members are primarily opposed to the proposed change in midterm progress grades. The policy will go to all academic divisions in December for a vote and then, will be referred to the President. It will be considered by the Trustees in January 2013 and if approved, will be published in the 2013-2014 Catalog.

Learning Council Membership

VPAA Pat Toney asked Council members to e-mail her with suggestions as to the specific positions (not names of individual people) that should be considered for Learning Council membership. This item will be discussed at the next meeting of the Council.

Meeting adjourned at 3:20 pm.

Approved

Social Science Department Analysis of the Proposal

Business Administration/ Career – Associate in Science – Business Administration Option

1. Replace BUS 250 Business Administration Capstone with a Business Elective.
2. Replace one of two Social Science Electives with a free or guided Elective.

I. The following shows the distribution of credits under the current and proposed curriculum:

	Bus Admin courses	Humanities	Social Science	Science	Math	Free Elective - <i>business or non-business</i>	Total
Current	27	15	9	3/4	3	3	60/61
Proposed	27	15	6	3/4	3	6	60/61

*** A more detailed matrix for the above data is attached on the other reverse side.

2. Rationale and *Concerns*

Rationale for Proposal	<i>Concerns regarding Proposal</i>
<p>a. These changes would allow for the following certificates to flow seamlessly into the Business Administration/Career degree:</p> <ul style="list-style-type: none"> Accounting Finance Certificate Insurance Certificate Entrepreneurship Certificate <p>In the current program, students have 6 unused credits when they complete the certificate and move on to the degree.</p> <p>b. This is in concert with the Commonwealth's Board of Higher Education Vision Project's key outcome #4 to align higher education with workforce development in high-need fields, one of which is Business and Finance. ("Time to Lead", p. 30)</p> <p>c. This is in-line with the recommendations of the Boston Foundation to create career pathways for community college students to be trained as "middle-skilled workers." ("The Case for Community Colleges: Aligning Higher Education and Workforce Needs in Massachusetts," pp. 9 and 11)</p>	<p>a. What is the scale of the problem being addressed, and does the scale call for a revision of the career degree curriculum. Is there data on:</p> <ul style="list-style-type: none"> • How many students are typically enrolled in the 3 certificate programs? • How many of those students continue on into the career degree program? • How many of those students continue on into the transfer degree program? <p>b. This proposal seems to minimize the opportunity for Business Administration/Career students to address the Vision Project's key outcome #5 to produce the "best-educated citizenry and workforce." While students can achieve civic learning and engagement through extracurricular activity and community service, the major way is through "the formal curriculum, through study of history, government and political science." ("Time to Lead", pp. 67-68).</p> <p>Under the new proposal, the 6 Social Science credits would be taken in a required course, ECO 215, Principles of Macroeconomics, and one elective, which we understand typically has been a psychology course. Unless students use a free elective to take a history or political science course, the Vision Project's key outcome #5 would seem to be de-emphasized in the Business Administration/Career program.</p> <p>If one presumes that students in the career degree program will likely not be taking any further formal education in their lives, by dint of the fact they're in a career program, then they will not have taken a college-level history or political science course, as set forth by the Vision Project.</p> <p>c. While establishing academic career ladders is a worthwhile endeavor, in this case it appears to be that the certificate program is influencing the curriculum structure of the career degree program, a higher-level course of study. It seems it should be the other way around, that the certificate program be modeled after the higher-level career degree program. The proposal seems to be a case of the tail (certificate) wagging the dog (degree).</p>

CURRENT		Bus Admin	Hum	Soc Sci	Sci	Math	Free - bus or non-bus
Semester 1							
Intro or Adv Microcomputer Applications	CIS 111 or 112	3					
Principles of Macroeconomics	ECO 215			3			
Eng Composition & Lit I	ENG 101		3				
Intro to Business	MGT 101	3					
Math Elective	MAT ----					3	
Semester 2							
Financial Accounting I	ACC 101	3					
Bus Law or E-Bus Law & Ethics	BSL 101 or 103	3					
Eng Composition & Lit II	ENG 102		3				
Speech Communications	SPH 101		3				
Social Science Elective	-----			3			
Semester 3							
Financial Accounting II	ACC 102	3					
Integrated Communications for Business	BUS 201	3					
Business or Concentration Elective	-----	3					
Humanities Elective	-----		3				
Social Science Elective	-----			3			
Semester 4							
Business Admin Capstone	BUS 250	3					
Business or Concentration Elective	-----	3					
Elective	-----						3
Humanities Elective	-----		3				
Lab Science or Science Elective	-----				3/4		
TOTAL CREDITS		27	15	9	3/4	3	3
		Total = 30/31					

PROPOSED		Bus Admin	Hum	Soc Sci	Sci	Math	Free - bus or non-bus
Semester 1							
Intro or Adv Microcomputer Applications	CIS 111 or 112	3					
Principles of Macroeconomics	ECO 215			3			
Eng Composition & Lit I	ENG 101		3				
Intro to Business	MGT 101	3					
Math Elective	MAT ----					3	
Semester 2							
Financial Accounting I	ACC 101	3					
Bus Law or E-Bus Law & Ethics	BSL 101 or 103	3					
Eng Composition & Lit II	ENG 102		3				
Speech Communications	SPH 101		3				
Elective	-----						3
Semester 3							
Financial Accounting II	ACC 102	3					
Integrated Communications for Business	BUS 201	3					
Business or Concentration Elective	-----	3					
Humanities Elective	-----		3				
Social Science Elective	-----			3			
Semester 4							
Business Elective	-----	3					
Business or Concentration Elective	-----	3					
Elective	-----						3
Humanities Elective	-----		3				
Lab Science or Science Elective	-----				3/4		
TOTAL CREDITS		27	15	6	3/4	3	6
		Total = 27/28					