Curriculum Committee
Meeting Agenda
3:30PM-5:00PM
January 14, 2014
S NY 15

Mary Stinnett    David Farrington    Bettie Wright    Gregg Smith
Martha Joyce    Roger Kennedy    Joan Campbell    Deborah Gresham
Tamra Samson

Business to be reviewed by Curriculum Committee:
Approval of Curriculum Committee Minutes- November 7, 2013

New Courses:
Following to be presented by Cheryl Yoder:
  • PE 185 AB- Advanced Baseball
  • PE 185 PB-Physical Conditioning Baseball
  • PE 185 SB- Baseball Strategies
Following to be presented by Deborah Gresham:
  • BA 253- Social Media Marketing

New Programs:
Following to be presented by Roger Kennedy:
  • Certificate- Emergency Medical Services

Course Revisions:
Following to be presented by Amy Fair:
  • WR 227- Technical Report Writing
Following to be presented by Ken Carloni:
  • BI 212- Principles of Biology

Program Revisions
Following to be presented by Bill Armstrong:
  • Entrepreneurship Certificate
  • Entry Management Programs
Following to be presented by Deborah Gresham:
  • AAS- Marketing

Informational Items:
  • Minor addition to the following for catalog purposes:
    o ECON 201 (Micro)
    o ECON 202 (Macro)
    o Econ 2023 (Global)
  • Next Curriculum Committee Meeting scheduled for Tuesday, February 11, 2014
Curriculum Committee  
Meeting Agenda  
3:30PM-5:00PM  
November 7, 2013  
SNY 15

Mary Stinnett  David Farrington  ☑Betty Wright  Gregg Smith  
☑Martha Joyce  ☑Roger Kennedy  Joan Campbell  ☑Deborah Gresham  
Tamra Samson  Geoffrey Brownell

Business to be reviewed by Curriculum Committee:  
Approval of Curriculum Committee Minutes- October 29, 2013  Approved

New Courses:  
Following to be presented by Cheryl Yoder:  
- PE 185- Pickleball  Move forward to IC

New Programs:  
Following to be presented by John Blakely:  
- Automotive Electrical Technician Career Pathways Certificate  Move forward to IC  with the following changes  
  - On all outlines (below) change length of course to 11 wks/variable (6 wks)  
  - Load factor should be 6.9 on AUT161  
  - Load factor should be 8.6 on AUT168  
  o Course Outlines  
    - AUT 100  AUT 168  
    - AUT 151  AUT 169  
    - AUT 155  AUT 170  
    - AUT 161

- Automotive Systems Technician Career Pathways Certificate  Move forward to IC  with the following changes:  
  - On all outlines (below) change length of course to 11 wks/variable (6 wks)  
  - AUT 286 Climate Control says AUT 289 on form (typo)  
    - AUT 250  AUT 263  
    - AUT 259  AUT 286  
    - AUT 260  AUT 289  

Jesse Morrow will help as needed to calculate or refigure load

Course Revisions:  
Following to be presented by Betty White:  
- MED 260 Beginning Medical Transcription  Move to IC Consent Agenda
Following Course Revisions and Outlines to be presented by Amy Fair: Move to IC Consent Agenda with the following changes.

- Indicate the additional costs. Because of the change from 3 credits to 4, there is increased ILC. The additional costs need to be on the revision form.
- All outlines need an 11th week on the outline, indicating a final exam
- Check the checkbox indicating the revision affects certificate programs as well as the AAOT on those that apply, such as WR115 and WR 121.

- WR 115
- WR 121
- WR 122
- WR 123
- WR 227
- WR 241
- WR 242
- WR 243
- ENG 104
- ENG 105
- ENG 106
- ENG 107
- ENG 108
- ENG 109
- ENG 201
- ENG 202
- ENG 203
- ENG 204
- ENG 205
- ENG 206
- ENG 250
- ENG 253
- ENG 254
- ENG 255

Program Revisions
Following to be presented by Martha Joyce: Move to IC Consent Agenda

- Administrative Assistant AAS to Executive Business Assistant AAS;
- (2) embed six credits of CWE in the program

Following to be presented by Vincent Yip/John Blackwood: Move forward to IC with the following changes

- All five new programs need
  - program descriptions as it will appear in the catalogue
  - a connection to jobs that these certificates lead to
  - program outcomes
- Other individual changes described below.

- CIS Certificate
  - Clay will talk to Ali regarding this being a 1-yr certificate. If so, then it will need related instruction: computational and human relations.
- Junior DBA Certificate
  - Correct the title of program on page 2 of 2 to be Junior DBA Certificate
- Junior Programmer Certificate
  - Correct the title of program on page 2 of 2 to be Junior Programmer Certificate
- Junior Web Developer Certificate
  - Correct the title of program on page 2 of 2 to be Junior Web Developer Certificate
- Server Administrator Certificate
Will see Jesse Morrow or Martha Joyce for help or clarification

- CIS Program Description for 2014-2015 Catalog
  - Course Revisions & Course Outcomes
    - CIS 090  Move to IC Consent Agenda
    - CIS 092  Move to IC Consent Agenda
    - CIS 094  Move to IC Consent Agenda
    - CIS 096  Move to IC Consent Agenda
    - CIS 099  Move to IC Consent Agenda
  - The following moved to IC Consent Agenda with the following notation: All courses need updated outlines.
    - CIS 111
    - CIS 120
    - CIS 122
    - CIS 125A
    - CIS 125D
    - CIS 125E
    - CIS 129H
    - CIS 129R
    - CIS 129S
    - CIS 129W
    - CIS 140M
    - CIS 151C
    - CIS 152C
    - CIS 153C
    - CIS 125C
    - CIS 195
    - CIS 240M
    - CIS 275
    - CIS 276
    - CIS 279M
    - CIS 284
  - New Courses  Move Forward to IC Agenda with the following changes: Add to outline the 11th week, activity and cips codes
    - CIS 133CS Introduction to Programming I- Visual C#
    - CIS 233CS Introduction to Programming II-Visual C#
    - CIS 288M Microsoft Windows Server Administration II
    - CIS 289M Microsoft Windows Server Administration III
    - CIS 277D Database Security Removed from consideration.

Following to be presented by Roger Kennedy:
- EMT Paramedic Program  Move Forward to IC Agenda with the following changes
  - fix the paperwork
  - the right column of list of classes should have been the left because it is the current schedule
  - the right should show the change of CIS120 removal
- Removal of CIS 120

Following to be presented by Clay Baumgartner/Ken Carloni:
- Program Revisions to Engineering  Move to IC Consent Agenda
- Associate of Science, With An Emphasis in Engineering
  - Approved Disciplines Studies Listings to Engineering Program Move Forward to IC agenda; Clay will justify there.
o Course Revisions
  - CH 221 General Chemistry Move to IC Consent Agenda
    with the following change:
    - pre-req to read high school documentation of Chemistry with B or better
  - DRF 134 Current GIS 134 Revised Move to IC Consent Agenda
    with the following changes:
    - on outline add activity and cips codes, load factor, and week 11 on outline
    - change p. 2 of revision form to the correct prefix of GIS
  - DRF 245 Current ENGR 245 Revised
    - on outline add activity and cips codes, load factor, and week 11 on outline
    - change p. 2 of revision form to the correct prefix of ENGR
  - CIV 114 Current DRF 114 Revised
    - on outline add activity and cips codes, load factor, and week 11 on outline
    - change p. 2 of revision form to the correct prefix of DRF

o New Courses
  - ENGR 203 Electrical Fundamentals: Signals and Controls Move to IC Agenda with the following changes
    - P. 1 of new course approval form should say ENGR 202 for prereq
    - Activity and CIPS code and 11th week on outline
  - ENGR 271 Digital Logic Design Move to IC Agenda with the following changes
    - Activity and CIPS code and 11th week on outline
  - ENGR 272 Digital Logic Design Lab Move to IC Agenda with the following changes
    - Activity and CIPS code and 11th week on outline
  - CIS 160 Orientation to Computer Science Move to IC Agenda with the following changes
    - Activity and CIPS code and 11th week on outline
    - P 1 should say CS160 not CIS160
    - Indicate the area of distribution for the AAOT
  - CIS 260 Data Structures Move to IC Agenda with the following changes
    - Activity and CIPS code and 11th week on outline
    - P 1 should say CS160 not CIS160
    - Indicate the area of distribution for the AAOT

• UCC & OIT Articulation Degree, Bachelor of Science, Geomatics-Surveying Option Move Forward to IC for discussion

Informational Items:
Admin Med Assistant Program- Bettie Wright

discussed at the last meeting

Error on the Agenda; This was
Document brought forward by: Cheryl Yoder

Supervisor’s name: Cheryl Yoder  Date  1/7/14

Course title: Advanced Baseball

Division PE Department  PE Program Athletics

Course No PE 185 AB Title Advanced Baseball  Offered Fall, Spring

Credits 1 Lec hrs/wk Lec/Lab hrs/wk Lab hrs/wk 3 Prac hrs/wk

Banner Pre-req. Instructor Pre-req. Co-requisites Length (wks)

Proposed implementation date Term Sp Year 2014 Grading Option Load Factor 2.1 ILC

Catalog Course Description:  Advanced Baseball is a course offered for the athletes involved in the Baseball program here at UCC. The course covers conditioning drills, game like situations, scrimmages and inner-squad competition. Occurs during the In-Season portion of the sport.

VOCATIONAL TECHNICAL PROPOSALS ONLY LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☐ Approved by Advisory Committee (Minutes Attached):

☐ Is this course on the "LDC Course List" of the State Department ☐ To be ☐ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program) ☐ Occupational Supplementary

Support Course:  Indicate all programs for which this course will be required.

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<th>PROGRAM</th>
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Overlap

COURSE DEVELOPED BY Cheryl Yoder DATE: 1/7/14

ATTACH the documents 1. COURSE OUTLINE  2. COURSE JUSTIFICATION FORM
Course Title: Advanced Baseball
Developed By: Cheryl Yoder
Development Date: 1/7/14
Revision Date:

COURSE DESCRIPTION: Advanced Baseball is a course offered for the athletes involved in the Baseball program here at UCC. The course covers conditioning drills, game like situations, scrimmages and inner-squad competition. Occurs during the In-Season portion of the sport.

COURSE OUTCOMES: By the end of the course students will:
1) Gain knowledge of and apply Baseball fitness concepts
2) Apply techniques and gain daily improvement related to Baseball skills
3) Apply goals of daily improvement in the sport of Baseball
4) Apply advanced Baseball techniques for intercollegiate competition
REQUIRED TEXT/MATERIALS:  glove, bat and cleats

OUTLINE:  [Topics taught by week 1-10.]
Week 1  Discuss how course is run, location, access to indoor facilities as well as outdoor facilities, equipment required, time commitment.
Week 2  Drills and Conditioning
Week 3  Drills and Conditioning
Week 4  Drills and Conditioning
Week 5  Drills and Conditioning
Week 6  Inner Squad Competition
Week 7  Inner Squad Competition
Week 8  Inner Squad Competition
Week 9  Scrimmages
Week 10 Scrimmages
Week 11 Scrimmages

Grading Option:  Letter grade (Standard A-F) or Pass/Fail option.
Student need for course: Baseball will be an Intercollegiate program at UCC, starting first as a club program in the Spring, 2014, and then as an Intercollegiate sport in the NWAACC starting in the Fall, 2014.

Course Information:

- AA
- AS
- AAS
- Below 100 level
- Elective
- Certificate

- AAOT (Area of distribution):  
  - Arts & Letters
  - Science/Math/Computer Science
  - Social Sciences
  - Electives

- Approved Disciplines

Cost of this course:

- No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _______ course):

- Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: coaches load covers this class, materials will be fund raised.

Course impact on:
  a. Student enrollment in other courses:
  b. Current program:

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Document brought forward by: Cheryl Yoder
Supervisor's name Cheryl Yoder Date 1/7/14

Course title: Physical Conditioning - Baseball
Division PE  Department PE  Program Athletics
Course No PE 185 PB Title Physical Conditioning - Baseball Offered Fall, Spring
Credits 1  Lec hrs/wk  Lec/Lab hrs/wk  Lab hrs/wk 3  Prac hrs/wk
Banner Pre-req. Instructor Pre-req. Co-requisites  Length (wks)
Proposed implementation date Term Sp Year 2014  Grading Option Load Factor 2.1 ILC

Catalog Course Description: Physical Conditioning for Baseball is a course offered for the athletes involved in the Baseball program here at UCC. The course covers conditioning drills, game like situations, scrimmages and inner-squad competition.

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY
☐ Approved by Advisory Committee (Minutes Attached):
Is this course on the "LDC Course List" of the State Department ☐ To be ☐ Yes ☐ No
If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)
☐ Occupational Preparatory (organized degree/cert program)  ☐ Occupational Supplementary
Support Course: Indicate all programs for which this course will be required.

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COURSE DEVELOPED BY Cheryl Yoder  DATE: 1/7/14

ATTACH the documents 1. COURSE OUTLINE  2. COURSE JUSTIFICATION FORM
Course No: PE 185 PB  
Course Credit: 1  
Lecture Hrs/wk:  
Lab Hrs/Wk: 3  
Lecture/Lab Hrs/Wk:  
Practicum Hrs/Wk:  
Clock Hours: 33  
Length of Course 11 weeks  
Banner enforced Prerequisite:  
Instructor enforced Prerequisite:  
Co-Requisite:  
Load Factor: 2.1  
Activity Code: 100  
CIPS: 131314  

Course Title: Physical Conditioning - Baseball  
Developed By: Cheryl Yoder  
Development Date: 1/7/14  
Revision Date:  

COURSE DESCRIPTION: Physical Conditioning for Baseball is a course offered for the athletes involved in the Baseball program here at UCC. The course covers conditioning drills, game like situations, scrimmages and inner-squad competition.  

COURSE OUTCOMES: By the end of the course students will:  
1) Gain knowledge of and apply Baseball fitness concepts  
2) Apply techniques and gain daily improvement related to Baseball skills  
3) Apply goals of daily improvement in the sport of Baseball
REQUIRED TEXT/MATERIALS: glove, bat and cleats

OUTLINE: [Topics taught by week 1-10.]
Week 1  Discuss how course is run, location, access to indoor facilities as well as outdoor facilities, equipment required, time commitment.
Week 2  Drills and Conditioning
Week 3  Drills and Conditioning
Week 4  Drills and Conditioning
Week 5  Drills and Conditioning
Week 6  Inner Squad Competition
Week 7  Inner Squad Competition
Week 8  Inner Squad Competition
Week 9  Scrimmages
Week 10 Scrimmages
Week 11 Scrimmages

Grading Option: Letter grade (Standard A-F) or Pass/Fail option.
Student need for course: Baseball will be an Intercollegiate program at UCC, starting first as a club program in the Spring, 2014, and then as an Intercollegiate sport in the NWAACC starting in the Fall, 2014.

Course Information:

☐ AA  ☐ AS  ☐ AAS  ☐ Below 100 level  ☐ Elective  ☐ Certificate

☐ AAOT (Area of distribution):
  ☐ Arts & Letters
  ☐ Science/Math/Computer Science
  ☐ Social Sciences
  ☐ Electives

☐ Approved Disciplines Studies Listings
  ☐ Arts & Letters
  ☐ Science/Math/Computer Science
  ☐ Social Sciences
  ☐ Human Relations

Cost of this course:

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: coaches load covers this class, materials will be fund raised.

Course impact on:
  a. Student enrollment in other courses:
  b. Current program:
Replacement course for: Course Number: Title:

__________________________  ____________________________
Disposition:           Signature:               Date:      Recommendation:

Director of Curriculum Support  Vice President of Instruction
Document brought forward by: Cheryl Yoder

Supervisor’s name: Cheryl Yoder Date 1/7/14

Course title: Baseball Strategies

Division PE Department PE Program Athletics

Course No PE 185 SB Title Baseball Strategies Offered Fall, Spring

Credits 1 Lec hrs/wk Lec/Lab hrs/wk Lab hrs/wk 3 Prac hrs/wk

Banner Pre-req. Instructor Pre-req. Co-requisites Length (wks)

Proposed implementation date Term Sp Year 2014 Grading Option Load Factor 2.1 ILC

Catalog Course Description: Baseball Strategies is a course offered for the athletes involved in the Baseball program here at UCC. The course covers conditioning drills, game like situations, scrimmages and inner-squad competition. It also offers strategic situations that occur in the game of Baseball. This course occurs during the In-Season portion of the sport.

VOCATIONAL TECHNICAL PROPOSALS ONLY LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☑ Approved by Advisory Committee (Minutes Attached):
☐ Is this course on the "LDC Course List" of the State Department ☐ To be ☐ Yes ☐ No
If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☑ Occupational Preparatory (organized degree/cert program) ☐ Occupational Supplementary

Support Course: Indicate all programs for which this course will be required.

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Overlap

COURSE DEVELOPED BY Cheryl Yoder DATE: 1/7/14

ATTACH the documents 1. COURSE OUTLINE 2. COURSE JUSTIFICATION FORM
Course No: PE 185 SB  
Course Credit: 1  
Lecture Hrs/wk: 3  
Lab Hrs/Wk:  
Lecture/Lab Hrs/Wk:  
Practicum Hrs/Wk:  
Clock Hours: 33  
Length of Course 11 weeks  
Banner enforced Prerequisite:  
Instructor enforced Prerequisite:  
Co-Requisite:  
Load Factor: 2.1  
Activity Code: 100  
CIPS: 131314

Course Title: **Baseball Strategies**  
Developed By: **Cheryl Yoder**  
Development Date: 1/7/14  
Revision Date:  

**COURSE DESCRIPTION:** Baseball Strategies is a course offered for the athletes involved in the Baseball program here at UCC. The course covers conditioning drills, game like situations, scrimmages and inner-squad competition. It also offers strategic situations that occur in the game of Baseball. This course occurs during the In-Season portion of the sport.  

**COURSE OUTCOMES:** By the end of the course students will:  
1) Gain knowledge of and apply Baseball fitness concepts  
2) Apply techniques and gain daily improvement related to Baseball skills  
3) Apply goals of daily improvement in the sport of Baseball  
4) Apply Baseball strategies and techniques for intercollegiate competition
REQUIRED TEXT/MATERIALS: glove, bat and cleats

OUTLINE: [Topics taught by week 1-10.]
Week 1  Discuss how course is run, location, access to indoor facilities as well as outdoor facilities, equipment required, time commitment.
Week 2  Drills and Conditioning
Week 3  Drills and Conditioning
Week 4  Drills and Conditioning
Week 5  Drills and Conditioning
Week 6  Inner Squad Competition
Week 7  Inner Squad Competition
Week 8  Inner Squad Competition
Week 9  Scrimmages
Week 10  Scrimmages
Week 11  Scrimmages

Grading Option: Letter grade (Standard A-F) or Pass/Fail option.
Student need for course: Baseball will be an Intercollegiate program at UCC, starting first as a club program in the Spring, 2014, and then as an Intercollegiate sport in the NWAACC starting in the Fall, 2014.

Course Information:

☐ AA  ☐ AS  ☐ AAS  ☐ Below 100 level  ☐ Elective  ☐ Certificate
☐ AAOT (Area of distribution):
☐ Arts & Letters
☐ Science/Math/Computer Science
☐ Social Sciences
☐ Electives
☐ Approved Disciplines Studies Listings
☐ Arts & Letters
☐ Science/Math/Computer Science
☐ Social Sciences
☐ Human Relations

Cost of this course:

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of __________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: coaches load covers this class, materials will be fund raised.

Course impact on:

a. Student enrollment in other courses:
b. Current program:

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Document brought forward by: **Debi Gresham**

Supervisor’s name **Jessie Morrow**  Date  **January 6, 2014**

Course title: **Social Media Marketing**

Division **CTE**  Department **Business**  Program **Marketing, A.A.S.**

Course No **BA253**  Title **Social Media Marketing**  Offered **Spring**

Credits 3  Lec hrs/wk  3  Lec/Lab hrs/wk  Lab hrs/wk  Prac hrs/wk

Banner Pre-req. Instructor Pre-req. **BA101, BA231, BA223**  Co-requisites

Length (wks) **11**

Proposed implementation date Term **Spring**  Year **2016**  Grading Option **A-F**  Load Factor **3.0**  ILCS

**Catalog Course Description:** Social Media Marketing covers the basics of social media marketing, creating online conversations through social media outlets, social media strategy, branding through social media sites, value in the organization's content, and aligning offline marketing strategies with social media.

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY

x Approved by Advisory Committee (Minutes Attached): see end of document

Is this course on the "LDC Course List" of the State Department  

☐ To be  ☐ Yes  ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)  ☐ Occupational Supplementary

**Support Course:** Indicate all programs for which this course will be required.

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<td>Marketing, A.A.S.</td>
<td>CTE</td>
<td>2015/2016</td>
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|                        |            | **offer as elective**  
|                        |            | **2014/2015 school year**

**Overlap**

COURSE DEVELOPED BY **Debi Gresham**  DATE: **January 6, 2014**

**ATTACH the documents**  1. COURSE OUTLINE  2. COURSE JUSTIFICATION FORM
Course No: BA253
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk: Lecture/Lab Hrs/Wk: Practicum Hrs/Wk:
Clock Hours: 33
Length of Course 11 weeks
Banner enforced Prerequisite: no
Instructor enforced Prerequisite: BA101, BA231, BA223
Co-Requisite: no
Load Factor: 3.0 ILCs
Activity Code: 100
CIPS: 521908

Course Title: Social Media Marketing
Developed By: Debi Gresham
Development Date: January 6, 2014
Revision Date:

COURSE DESCRIPTION: Social Media Marketing covers the basics of social media marketing, creating online conversations through social media outlets, social media strategy, branding through social media sites, value in the organization's content, and aligning offline marketing strategies with social media.

COURSE OUTCOMES:
1. Research social media sites to gain an understanding of how marketers are utilizing social media sites.

2. Evaluate how effective various efforts are by several organizations social media policies and practices. Understand how to use various social media sites.

3. Effectively navigate and search the Internet using a browser.

4. Evaluate several social media sites for effectiveness, usefulness, and appropriateness for

5. Create and organize a simulated social media marketing campaign on several social media sites.

6. Navigate and understand the layout of several social media outlets.

7. Communicate in writing using correct marketing terminology.

OUTLINE: [Topics taught by week 1-10.]
Week 1: The Basics of Social Media—Understanding Social Media Strategies

Week 2: Social Media from the Inside Out

Week 3: Engaging with Audience through ongoing conversations

Week 4: Learning from comments and customers

Week 5: Content and sharing

Week 6: Connecting with the Audience

Week 7: How Social Media fits into Online Marketing

Week 8: Buzz Marketing and Audience Research

Week 9: Align Offline Strategies with Social Media

Week 10: Search Engine Optimization

Week 11: Final Project
Document brought forward by: **Debi Gresham**

X   Date   January 6, 2014
Supervisor Signature:

**Student need for course:** Update student’s skills and prepare them to take on entry-level positions in the marketing field.

**Course Information:**

- AA
- AS
- x AAS
- Below 100 level
- Elective
- Certificate

- AAOT (Area of distribution):
  - Arts & Letters
  - Science/Math/Computer Science
  - Social Sciences
  - Electives

- Approved Disciplines Studies Listings
  - Arts & Letters
  - Science/Math/Computer Science
  - Social Sciences
  - Human Relations

**Cost of this course:**

- No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _______ course):

- X Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:$521/ILC *3= $1563

**Course impact on:**

a. Student enrollment in other courses: **Draw students from the CIS125D as this course will be replacing it in the A.A.S. Marketing program**

b. Current program:

Replacement course for: Course Number:    Title:

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**Disposition:**    **Signature**    **Date**    **Recommendation**

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Director of Curriculum Support    Vice President of Instruction
Minutes of the previous meeting were reviewed and approved. The committee asked if the student loan default rate had increased. During spring term the default rate exceeded 38%. At 40% UCC would be placed on probation by the federal government and might lose the privilege of offering Pell Grant and student loans for three years. UCC hired a consulting firm, SALT, to help students manage their student loans and become more financially savvy. Due to SALT’s education program and more stringent controls on student loans implemented by UCC during the past two years, student default rates have dropped slightly but continue to be a concern.

Enrollment Trends
Enrollment for General Business degrees and certificates continued to drop, falling by 12% during the past year. Enrollment in Entry Management decreased while both Marketing and Retail increased. Bill pointed out that business enrollment is approaching more normal levels from 2008 and earlier.

Both Retail and Entrepreneurship enjoyed their first graduates this past spring.

Entry Management Curriculum Changes
SDP112, Communicate Effectively in the Workplace, is being eliminated by the Business Department because all of the course material is covered or can be covered by other classes. The change deletes three credit hours from the management degree.

SP111, Fundamentals of Public Speech, WR121, English Composition, WR122, English Composition, and WR227, Technical Report Writing are increasing from three credits to four credits. The change adds four credit hours to the management degree.

The combined effect of the two changes increases the number of credits required for the management degree by one credit, from 90 to 91 credits. Bill pointed out that 90 credits is not a hard limit and the committee could add a class to replace SDP112 if they wanted to increase the credit limit to 94. He presented a list of classes that could be considered for addition.

The committee decided not to add another class. The committee voted to approve the revised curriculum for Entry Management.

The committee made the following recommendations regarding Entry Management curriculum:
• Rather than adding another class to the curriculum offer students a list of alternatives. For example a student could complete BA238 or BA165 or BA207. These alternatives would have to be kept within reason in order not to increase costs at UCC.
• UCC should limit the number of business classes (BA) required for two-year degree programs because students are limited as to the number of business credits that can be accepted at four-year institutions. For example, BA180 and 181 might be replaced with MTH classes.
• BA165, Customer Service, is an important course that could be added to the Entry Management program but rather than adding the class, customer service should be embedded in other business classes. UCC should select a concept like customer service and carry that culture or theme throughout business programs.

Entrepreneurship Curriculum Changes
Bill proposed that BA160, Accounting for Managers, be offered as an alternative to BA211, Principles of Accounting. BA160 is more oriented toward entrepreneurs because in addition to accounting it builds skills in Excel, financial analysis, cost analysis, and budgeting. However BA211 should stay on the curriculum as BA211 is transferrable for an upper-degree and BA160 is not. Also BA211 is included in the Entry Management program and BA160 is not.

On the approved electives, SDP112, Communicating Effectively in the Workplace, will be replaced by BA214 Business Communications.

The committee voted to approve the changes.

Marketing Curriculum Changes
Debi Gresham proposed including a Social Media Marketing course in the marketing program. The committee discussed ways to keep the course relevant and engaging to students. The committee voted to move forward with the development of the course.

Debi also proposed creating an E-Commerce Pathways Certificate. Courses would consist of basic marketing courses and specific computer/internet related courses. The committee suggested eventually incorporating a customer data management system and an online store course into the certificate. The committee voted to approve moving forward with the Pathways Certificate with the existing courses.

Due to an increase in credits for several of the writing and speech courses, the marketing degree has increased to 94 credits. Advisory committee expressed concerns about the increase and discussed ways to bring the total back down to 90. Several options were discussed and Debi requested permission to research the options and come up with a proposed plan. Results will be emailed to group for future vote.

Retail Management Certificate Curriculum Changes
Debi shared changes to the Retail Management Certificate. As discussed in the spring meeting, the Statewide Advisory Panel for the Retail Management Certificate proposed moving from a 10-course to an 8-course certificate. In order to meet this requirement, UCC’s program will be expanding BA214 Business Communication to include an oral component. This will allow removal of SP111 Fundamentals of Speech from the existing program.

The certificate will adopt the new Accounting for Managers course which will focus specifically on the objectives requested by the Statewide Advisory Group. This change will allow the removal of BA180 Business Math and BA151 Practical Accounting from the existing certificate.
New Agriculture Business Degree and Certificate

Bill proposed that UCC offer an Agricultural Business Management two-year AS transfer degree and Agriculture Business Management Pathways Certificate. UCC will provide high schools with dual credit business agriculture classes and sign an articulation agreement with the Oregon State University (OSU) School of Agriculture. Creation of the degree would enable high school FFA (Future Farmers of America) students to complete their first two years at UCC and earn a four-year agricultural business management degree at OSU.

The committee provided the following ideas for the degree/certificate:

- Connect with agriculture organizations throughout Douglas County
- Use the program to attract high and junior high school students to UCC. Plant seeds as early as 7th and 8th grades using competitions and campus visits.

The committee voted to create the Agricultural Business Management degree and certificate.

Business Community Connections

Toni Clough presented several activities where she and other business instructors are connecting UCC with the Douglas County business community:

- NACCE – UCC obtained membership in the National Association for Community College Entrepreneurship. The association will help UCC serve as an advocate for the entrepreneurship movement in Roseburg.
- Umpqua Business Center – The UCC Business Department is involved with linking classroom instruction to services provided in the business center.
- Startup Weekend – Members of the UCC Business Department participated as a coach and judge in the Startup Weekend event at the Business Center this spring.
- Entrepreneur Fair – Toni served on the planning committee for the fair and headed the subcommittee for design of breakout sessions and guest speakers.
- Chamber of Commerce – The UCC Business Department joined the Chamber of Commerce and Toni attends chamber meetings and events.

Open Forum

- Roseburg is one of the few cities in a wine growing area without a wine tasting room. The Downtown Roseburg Association is considering renting space for a testing room and may invite the college to participate. Perhaps the UCC Entrepreneur club could run the room as a business in order to provide students with experience.
- Roseburg is getting a reputation as a strong grass roots entrepreneur movement.
- UCC should consider offering marketing budget training. Perhaps embed the training in existing classes.
- Create an online store to provide business students with experience and training.
- Offer a spreadsheet competition for Skills USA.

The meeting was adjourned at 7:30pm.
Name and title: Roger Kennedy, EMS Program Coordinator

X________________________________________
Supervisor Signature

1. Description of Proposed Program EMT Career Pathways Certificate
   Degree  □ Approved by Advisory Committee (Minutes Attached):
   Certificate (options are 1 year, 2 year, pathways) Pathways
   Division CTE Program EMS
   Effective for Catalog Year and Term 2014-2015

2. Courses proposed for new program (attached) with course outline (forms)

3. Program Outcomes (all courses attached)

4. Facility requirements: Existing facility – embedded certificate

5. Classroom availability: Existing classrooms – embedded certificate

6. Instructor requirements: Existing instructors – embedded certificate

Other Program Impact:
□ Instructional costs (staff, materials, equipment, or facilities) are required.

This does not require additional instructional costs, as it is an embedded Career Pathways Certificate in an existing degree.

□ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s). Attach one year budget plus startup cost.

□ Impact to other Divisions in terms of classes and staffing.

No impact – this will, however, lead to completions for students and opportunities for employment as students are working on completing a one-year certificate.

Disposed:   Signature   Date   Recommendation
EMT Career Pathways Certificate

PROPOSED COURSES: (Attach course outlines)

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<td>EMS152</td>
<td>EMT Basic B</td>
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<tr>
<td>EMS175</td>
<td>Introduction to Emergency Medical Services</td>
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</table>

Total Credits of Program 13
Course Outline

Course Number: EMS 151
Course Credit: 5
Lecture Hours: 4
Lab Hours: 2
Clock Hours: 66
Length of Course: 11 wks
Prerequisites: Instructor approval required

Course Title: EMT Basic A

COURSE DESCRIPTION:
Term one of a two-term series. Designed to train personnel to respond to emergency situations to render proper treatment in case of sudden emergencies, accidents, or disasters. Course focuses on the recognition and treatment of shock, fractures, poisonings, burns, stroke, and heart attack.

COURSE OBJECTIVES:
Upon completion of this course, the student should be able to:

REQUIRED TEXT/MATERIALS:

OUTLINE:

Week 1 Intro to EMS; Well being of the EMT; Medical Legal
Week 2 Anatomy & Physiology; Lifting & Moving patients; Airway management
Week 3 CPR-Adult, child, and infant
Week 4 Scene size-up; Assessment; Vital signs; History
Week 5 Patient assessment-medical; Ongoing assessment
Week 6 Communications; Documentation
Week 7 General pharmacology; Respiratory emergencies
Week 8 Cardiovascular emergencies
Week 9 Diabetic emergencies; Altered mental status
Week 10  Acute abdomen; allergic reactions
COURSE OUTLINE

Course Number: EMS 152
Course Credit: 5
Lecture Hours: 4
Lab Hours: 2
Clock Hours: 66
Length of Course: 11 wks
Prerequisites: EMS 151

Course Title: EMT Basic B
Developed By:
Development Date:
Revision Date:

COURSE DESCRIPTION:
Term two of two-term series. This course continues training personnel to respond to and render treatment to different medical and trauma emergencies. After successful completion of this course, the student can apply for certification at the state and national level for EMT Basic.

COURSE OBJECTIVES:
Upon completion of this course, the student should be able to:

REQUIRED TEXT/MATERIALS:

OUTLINE:

Week 1 Poisoning & Overdose; Environmental emergencies
Week 2 Behavioral emergencies; OB/GYN emergencies
Week 3 Injuries to the head and spine
Week 4 Bleeding, shock; soft tissue injuries
Week 5 Musculoskeletal injuries; multiple trauma patients
Week 6 Infants and children
Week 7 Special patients; geriatrics
Week 8 Ambulance operations
Week 9 Special operations
Week 10  Advanced airway
COURSE OUTLINE

Course Number: EMS 175
Course Credit: 3
Lecture Hours: 33
Lab Hours: 
Clock Hours: 33
Length of Course: 11 wks
Prerequisites: none
Load Factor: 3
Activity Code: 210
CIPS: 510904

Course Title: Intro to Emergency Medical Services
Developed By: Roger Kennedy
Development Date:
Revision Date: September 2010

COURSE DESCRIPTION:
This course covers the role and responsibilities of the paramedic, emergency medical services systems, medical-legal considerations, major incident response, hazardous materials awareness, history and trends, organization, funding, and role of ambulance and rescue services in medical care; leadership, personal and career development.

COURSE OBJECTIVES:
Upon completion of this course, the student should be able to:

- Define EMS System
- List the 15 components of EMS Systems and the 14 attributes
- Recall important milestones in the evolution of EMS
- Describe the federal role in EMS
- Describe the role of state government in EMS
- Identify laws and legislation associated with EMS
- Describe the levels of prehospital care providers
- Describe medical oversight
- Identify various configurations of EMS delivery systems
- Summarize the recommendations and findings in “EMS Education Agenda for the Future”
- State the role of public education and prevention in EMS
- Describe the role of EMS in disasters
- State role of communications and communications technology in EMS
- Identify the fundamentals of emergency medical dispatching
- Describe the sources of EMS funding
- Describe the role of information systems and evaluation in EMS
- Summarize the role of research in EMS
- **Completion of FEMA ICS 100, 200, 700**

**REQUIRED TEXT/MATERIALS:**

**OUTLINE:**

Week 1  Introduction to Emergency Medical Systems

Week 2  History of Emergency Medical Systems; Human Resources

Week 3  Educational Systems; Transportation

Week 4  Medical Oversight

Week 5  Public Access and communications

Week 6  Clinical care and Hospital Emergency Medicine

Week 7  System Finances; Legislation and Regulation

Week 8  Public education and injury prevention; EMS and disaster response

Week 9  Information systems and evaluation

Week 10  Research
Title: Technical Report Writing  
X_____Amy L. Fair, Department Chair ___________________________ 1/07/14  
Supervisor Signature and date  
X Revise     Division: A & S  

☐ Reactivate  Department: Humanities  

☐ Delete  Program: Writing  

Current course number WR227  Revised Course Number WR227  

Current Course Title _____  Revised Course Title no change  

Credits 4  Revised Credits  4  

Lecture Hrs/Wk 4  Revised Lecture Hrs/Wk 4  

Lec /Lab Hrs/Wk _____  Revised Lec /Lab Hrs/Wk no change  

Lab Hrs/Wk _____  Revised Lab Hrs/Wk no change  

Practicum _____  Revised Practicum no change  

Banner/Instr. Prerequisites _____  Revised Banner/Instruc. Prerequisites _____  
WR122 with C or higher  WR121 with C or higher  

Co-requisites _____  Revised Co-requisites no change
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<th>Revised Length (Wks)</th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

Terms Offered: ______  Revised Terms Offered: no change

Proposed implementation date: Term Fall Year 2014
Grading Option: no change  Load Factor: 4 ILCs

Reason for request:

In an effort to better align UCC’s writing class offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is changing the description of WR227 to allow students with a C or better in WR121 to move directly into WR227, but we will continue to encourage students to take WR122 before enrolling in WR227.

Our new course description will reflect that.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:

X No additional instructional costs (staff, materials, equipment, or facilities) are required.

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Technical Report Writing (WR227)

**Student need for course:** required course for many technical degrees & transfer degrees, this course is also often suggested as a replacement for WR123 in the health care fields.

**Course Information:** AA X    AAS X    AS X    Certificate X    Learning Skill: □

**Cost of this course:**

X  No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed __________

    Signature/date

☐ Facility/office space/cleaning __________

    Signature/date

☐ IT Resources reviewed __________

    Signature/date

**Course impact on:**

a. Student enrollment in other courses: N/A

b. Current program: No change

Replacement course for: Course Number: N/A  Title: N/A

---

**Disposition:**

Signature: __________________________

Date: __________________________

Recommendation: __________________________

Curriculum Committee Chair ___________________________________
COURSE DESCRIPTION:
This course stresses principles of clear, concise, effective workplace report writing. Students learn to analyze workplace audience needs, gather information, problem solve, interpret data, draft and rewrite material into informal and formal technical reports.

Writing faculty strongly encourages students to complete WR122 before enrolling in WR227; however, the Banner-enforced prerequisite is the successful completion of WR121 with a grade of C or better.

LEARNER OUTCOMES: Upon successful completion of this course students should be able to:
1. Practice professional standards and rules for ethical workplace communication. (OWEAC consideration)
2. Use critical thinking skills to strategically analyze complex workplace issues in order to identify and communicate workable, criteria-driven solutions adapted to specific technical audience’s needs. (OWEAC consideration)
3. Read, interpret, analyze, and create complex technical and professional documents and visuals (OWEAC+)
4. Collect, interpret, and incorporate a variety of appropriate research so that communication meets workplace goals and the needs of message stakeholders. (OWEAC consideration)
5. Integrate research and documentation to support report content by using a discipline-appropriate documentation style (OWEAC)
6. Use Edited Standard Written English and industry standard templates to address a technical or professional audience (OWEAC-)


COURSE OUTLINE:
I. Definition of Technical Writing
II. Key Principles of Technical Writing Style, Work Styles for Audience Adaptation
III. Explanation of Term Project (topics, requirements)
IV. Decision Making Model: Critical Thinking for Workplace Decision Making in Problem Analysis
V. Criteria: Definition, Purpose, Use, Communication Strategies
VI. Precise Writing Principles
VII. Memo Templates and Principles
VIII. IMRD Report Format: Definition, Purpose, Variations
IX. Proposal Writing
X. Gantt Charts
XI. Mechanism Descriptions
XII. Instructions
XIV. Collaboration Strategies
XV. Primary Research Tips
XVI. Technical Illustrations
XVII. Field Tests
XVIII. Resumes and Agendas
X  Ken Carloni   Date  3 Dec. 2013

Supervisor Signature (Please type in the box with the X by it.)

Revise        Division:  A&S
Reactivate   Department:  SCI
Delete        Program:  Transfer

Current course number BI 212                         Revised Course Number BI 212

Current Course Title  Principles of Biology                               Revised Course Title Principles of Biology

Credits 5                                      Revised Credits 5
Lecture Hrs/Wk 4                        Revised Lecture Hrs/Wk 4
Lec /Lab Hrs/Wk 3                      Revised Lec /Lab Hrs/Wk 3
Lab Hrs/Wk n/a                              Revised Lab Hrs/Wk n/a
Practicum n/a                                 Revised Practicum n/a

Banner/Instr. Prerequisites BI211   Revised Banner/Instruc. Prerequisites C or better in both BI 211 and CH 221, or instructor's consent.

Co-requisites _______                        Revised Co-requisites _______

Length (Wks) 11                            Revised Length (Wks) 11
Terms Offered W                           Revised Terms Offered W

Proposed implementation date: Term WYear 2015 Grading Option A-F Load Factor 6.1 ILCs

Reason for request: CHANGE IN PREREQUISITE ONLY:  CH 221 is currently listed as a pre- or corequisite for BI 211 in the fall term, but for BI 212 in the winter term, only BI 211 is listed as a prerequisite. That means that students can now sign up for CH 221 in the fall term so that banner will let them into BI211, then simply drop CH 221. This change ensures that they must stay in CH 221 and pass it, or at least get the permission of the instructor if they don't.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: n/a

No additional instructional costs (staff, materials, equipment, or facilities) are required.
The cost of this course will be covered by (i.e. fewer sections of n/a course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

**UCC REVISED COURSE OUTLINE Page 2 of 3**

<table>
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<th>BI 212</th>
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Course Title: Principles of Biology
Developed By: Ken Carloni
Development Date: Jan. 1992
Revision Date: Dec. 2002

**COURSE DESCRIPTION:** A continuation of Biology 211, Biology 212 includes cell structure and function; cellular metabolism; cell division; heredity; molecular genetics and biotechnology; molecular evolution.

**COURSE OUTCOMES:** Upon completion of the BI211/212/213 sequence, students will be able to: describe living systems at scales ranging from the molecule to the biosphere; use computers to collect, analyze and present biological data; solve problems as individuals and in groups; evaluate the impacts of biology on society.

**REQUIRED TEXT/MATERIALS:** Life: The Science of Biology. Sinauer/Freeman

**OUTLINE:** [Topics taught by week 1-10.]

Week 1   Holidays and textbook revisions cause the weekly list of subjects taught to change, so a weekly format is inappropriate here. Subjects are listed roughly in the order in which they are presented.

I. Cell biology
   A. Structure
   B. Membranes
   C. Intercellular interaction
II. Energetics
   A. Energy and metabolism
   B. Cellular energy production
   C. Photosynthesis

III. Reproduction and heredity
   A. Cell division
   B. Sexual reproduction and meiosis
   C. Inheritance patterns

IV. Molecular genetics
   A. DNA/Genes
   B. Gene expression
   C. Cellular communication
   D. Development
   E. Biotechnology

Week 2   n/a
Week 3   n/a
Week 4   n/a
Week 5   n/a
Week 6   n/a
Week 7   n/a
Week 8   n/a
Week 9   n/a
Week 10  n/a
Student need for course: Science Majors

Course Information:

- **AA**
- **AS**
- **AAS**
- **Below 100 level**
- **Elective**
- **Certificate**
- **AAOT (Area of distribution): Science**

Cost of this course:

- **No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):**

- **Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:**

Course impact on:

a. Student enrollment in other courses: n/a

b. Current program: n/a

Replacement course for: Course Number: n/a Title: n/a

Disposition: Signature Date Recommendation

Director of Curriculum & Instruction                Vice President of Instruction
Document brought forward by: Bill Armstrong

X Date

Supervisor Signature:

☐ Revise Division: Business

☐ Reactivate Program: Entrepreneurship Certificate

☐ Delete Effective for Catalog Year and Term: 2014-15 Fall

☐ Repackage existing courses for a new area of concentration within an existing program

Program is being revised in accordance with recommendations by the General Business Advisory Committee. BA160 Accounting for Managers may be more appropriate for an entrepreneur than BA211 for starting a small business however we plan to retain BA211 as an alternative because the class is transferable and maintains the pathway to the Entry Management degree. Approved elective SDP112 Communicating Effectively in the Workplace is being eliminated from UCC curriculum so the elective will be replaced by BA214 Business Communications.

Other Program Impact:

☐ Instructional costs (staff, materials, equipment, or facilities) are required.

None

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s). Attach one year budget plus startup cost.

None

☐ Impact to other Divisions in terms of classes and staffing.

None

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Director of Curriculum Support          Vice President of Instruction
Program revision for: Retail Management Certificate

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Total credits in program 42

**Approved Electives**

Replace SDP112 Communicating Effectively in the Workplace (3 credits) with BA214 Business Communications (3 credits).
Repackage existing courses for a new area of concentration within an existing program

Program is being revised in accordance with recommendations by the General Business Advisory Committee. SDP112 Communicating Effectively in the Workplace is being eliminated from UCC curriculum because the class material is redundant with BA214 Business Communications. Also SP111, WR121, WR122, and WR227 have increased from 3 credits to 4 credits.

Other Program Impact:

Instructional costs (staff, materials, equipment, or facilities) are required.

None

Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s). Attach one year budget plus startup cost.

None

Impact to other Divisions in terms of classes and staffing.

None

______________________________________________________________________________

Disposition: Signature          Date              Recommendation

Director of Curriculum Support   Vice President of Instruction
Program revision for: Entry Management Program

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<th>CURRENT Course #</th>
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Document brought forward by: Debi Gresham

Date: January 6, 2014
Supervisor Signature:

x Revise Division: CTE

☐ Reactivate Program: Marketing, A.A.S.

☐ Delete Effective for Catalog Year and Term: 2015-2016 Summer

☐ Repackage existing courses for a new area of concentration within an existing program

Per discussion with our advisory board in the fall of 2013, this request is being made to update the requirements and keep the overall credits at the 90/91 level. The change will include the addition of BA253 Social Media Marketing, the addition of BA160 Accounting for Managers, and allow for adjustments in the credits for Writing 121, 122, 227, and Speech 111. To accommodate these proposed changes, the following courses will be removed: CIS125D Microcomputer Applications, Database and SDP 219 Small Group Discussion.

Would also like to propose a change in wording for one of the Program Outcomes:

Change From:

• Use appropriate current technology such as computers, fax machines, adding machines, copiers, and other office equipment.

To:

• Use appropriate current technology such as computers, calculators, copiers, etc.

Other Program Impact:

☐ Instructional costs (staff, materials, equipment, or facilities) are required.

n/a

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s). Attach one year budget plus startup cost.

n/a

☐ Impact to other Divisions in terms of classes and staffing.

---

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Program revision for: Marketing, A.A.S.

**CURRENT**

(If course are re-designed, attach new course outlines)

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- Choice of Human Relations course from approved list not already required by program