Instructional Council
Meeting Agenda
3:300 PM-5:00 PM
February 25, 2014
Bistro

Roxanne Kelly, VPI    Lisa Fields (Sec.)    Jason Aase    Debbie Hill
Jesse Morrow    Martha Joyce    Marie Gambill    Rick Aman
David Farrington    Ali Mageehon    Cheryl Yoder    Mandie Pritchard
Paula Usrey    Amy Fair    Sandy Hendy    Susan Rochester
David Hutchison    Chris Grant    Ken Carloni    Dee Winn
Michelle Bergmann    Joan Campbell    Clay Baumgartner

Approval of Instructional Council Minutes- January 28, 2014

Approval of Curriculum Committee Consent Agenda (below)

Curriculum Committee Consent Agenda

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Course Revisions</th>
<th>By:</th>
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</thead>
<tbody>
<tr>
<td>HD 100</td>
<td>College Success</td>
<td></td>
<td>Nancy Nowak</td>
</tr>
<tr>
<td>HD 136</td>
<td>Strategies for Success</td>
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<tr>
<td>MTH 10</td>
<td>Math Skills</td>
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<tr>
<td>MTH 20</td>
<td>Pre-algebra</td>
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<td>MTH 40/41/42</td>
<td>Math Skills Lab</td>
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<tr>
<td>WR 80/81/82</td>
<td>Writing Skills</td>
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<td>WR 90</td>
<td>Writing Skills</td>
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<td>WR 95</td>
<td>College Writing Fundamentals</td>
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<td>RD 80</td>
<td>Basic Reading</td>
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<td>RD 90</td>
<td>College Textbook Reading</td>
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<tr>
<td>RD 115</td>
<td>Critical Reading Strategies</td>
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<tr>
<td>J215</td>
<td>Journalism Production</td>
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<td>Melinda Benton</td>
</tr>
</tbody>
</table>

New Courses:

<table>
<thead>
<tr>
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<th>Course Description</th>
<th>Catalog Description Included</th>
<th>By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD 150</td>
<td>Gas Tungsten Arc Welding I</td>
<td>Catalog Description Included</td>
<td>Ian Fisher</td>
</tr>
<tr>
<td>WLD 222</td>
<td>Pipe Welding &amp; Fitting I</td>
<td>With Corrections from IC</td>
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<tr>
<td>WLD 223</td>
<td>Pipe Welding &amp; Fitting II</td>
<td>January 28, 2014</td>
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<tr>
<td>WLD 240</td>
<td>Blueprint Reading II</td>
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<tr>
<td>GTAW 251</td>
<td>Gas Tungsten ARC Welding II</td>
<td>Catalog Description Included</td>
<td>Ian Fisher</td>
</tr>
<tr>
<td>GTAW 252</td>
<td>Gas Tungsten ARC Welding III</td>
<td>With Corrections from IC</td>
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<td>January 28, 2014</td>
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</tbody>
</table>

Information Items:

- Removal of Geography Class descriptions from Catalog- Jason Aase
Instructional Council
Meeting Agenda
3:30 PM-5:00 PM
January 28, 2014
SNY 15

Roxanne Kelly, VPI Lisa Fields (Sec.) Jason Aase Debbie Hill
Jesse Morrow Martha Joyce Marie Gambill Rick Aman
David Farrington Ali Mageehon Cheryl Yoder Mandie Pritchard
Paula Usrey Amy Fair Sandy Hendy Susan Rochester
David Hutchison Chris Grant Ken Carloni Dee Winn
Michelle Bergmann Joan Campbell Clay Baumgartner

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Approval of Curriculum Committee Consent Agenda (below)

Curriculum Committee Consent Agenda

<table>
<thead>
<tr>
<th>WR 227- Technical Report Writing</th>
<th>Course Revision</th>
<th>Amy Fair</th>
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<tr>
<td>Entrepreneurship Certificate</td>
<td>Program Revision</td>
<td>Bill Armstrong</td>
</tr>
<tr>
<td>Entry Management Programs</td>
<td>Program Revision</td>
<td>Bill Armstrong</td>
</tr>
<tr>
<td>AAS-Marketing</td>
<td>Program Revision</td>
<td>Deborah Gresham</td>
</tr>
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</table>

New Programs:

<table>
<thead>
<tr>
<th>Certificate: Emergency Medical Services</th>
<th>Course Outlines Included: EMS 151/152/175</th>
<th>Roger Kennedy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificates:</td>
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<tr>
<td>CIS 1 Year Certificate</td>
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<tr>
<td>Junior Web Developer Certificate</td>
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<td>Junior DBA Certificates</td>
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<td>Junior Programmer Certificate</td>
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<tr>
<td>Server Administrator Certificate</td>
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<td>New Courses:</td>
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<tr>
<td>PE 185 AB- Advanced Baseball</td>
<td></td>
<td>Cheryl Yoder</td>
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<tr>
<td>PE185 PB- Physical Conditioning Baseball</td>
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<tr>
<td>PE 185 SB- Baseball Strategies</td>
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<tr>
<td>BA-Social Media Marketing</td>
<td></td>
<td>Deborah Gresham</td>
</tr>
<tr>
<td>HD 136- Strategies for Success</td>
<td>Approval for Human Relation Course</td>
<td>Nancy Nowak</td>
</tr>
<tr>
<td>WLD 150-Gas Tungsten Arc Welding I</td>
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## Program Revisions:

<table>
<thead>
<tr>
<th>Welding</th>
<th>Adding New Courses</th>
<th>Ian Fisher</th>
</tr>
</thead>
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<tr>
<td>WLD 150; WLD 222; WLD 223; WLD 240; GTAW II 251; GTAW II 252</td>
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<tr>
<td>AAS- Human Services</td>
<td></td>
<td>Stephen Cable</td>
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<tr>
<td>AAS- Criminal Justice</td>
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</tbody>
</table>

## Course Revisions:

| BI 212- Principles of Biology                | Ken Carloni         |            |

## Information Items:

- CT&E Disciplines/Studies for Engineering- Clay Baumgartner
- Minor additions for catalog purposes- Paula Usrey
  - ECON 201 (Micro)
  - ECON 202 (Macro)
  - ECON 203 (Global)
- Scheduling of 5 Credit Classes- Dee Winn
- Frequency of offering MTH’s 241 & 241- Dee Winn
- Early Alert Network- Mandie Pritchard
- Course Evaluations System- Roxanne Kelly
- Independent Study- Debbie Hill
- **Last Chance for Input**- New Curriculum Committee/Instructional Council Forms:
  - Follow the links to review new Curriculum/Instructional Council forms. Email Joan with any additions or comments. The plan is to get these implemented by spring term 2014.
    - **New Program Form:** [https://docs.google.com/forms/d/1d64mTsPuy_hrEmR5uZLtTeA7Xra_oKbMGXLeDgZ0Zw/viewform](https://docs.google.com/forms/d/1d64mTsPuy_hrEmR5uZLtTeA7Xra_oKbMGXLeDgZ0Zw/viewform)
    - **New Course Form:** [https://docs.google.com/forms/d/1UQcF1IViakKChoi-gK_skSGfkes_GgzKDTPZJ1L2ME8/viewform](https://docs.google.com/forms/d/1UQcF1IViakKChoi-gK_skSGfkes_GgzKDTPZJ1L2ME8/viewform)
    - **Program Revision Form:** [https://docs.google.com/forms/d/1Q8EUSBmZmp0aSNw1BnfpBFyLY57ZckJtCbg_hsbF_mU/viewform](https://docs.google.com/forms/d/1Q8EUSBmZmp0aSNw1BnfpBFyLY57ZckJtCbg_hsbF_mU/viewform)
    - **Course Revision Form:** [https://docs.google.com/forms/d/1J4fpCVnS4cIw5negLb8pnsDF7y-rjX-eEWh57T1bX94/viewform](https://docs.google.com/forms/d/1J4fpCVnS4cIw5negLb8pnsDF7y-rjX-eEWh57T1bX94/viewform)
UCC COURSE REVISION FORM - Page 1 of 3

Document brought forward by: Nancy Nowak

X Date February 11, 2014
Supervisor Signature (Please type in the box with the X by it.)
X Revise Division: Academic Support
☐ Reactivate Department: Learning Skills
☐ Delete Program: 

Current course number HD 100 Revised Course Number HD 100

Current Course Title College Success Revised Course Title College Success

Credits 3 Revised Credits 3

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk 3

Lec /Lab Hrs/Wk _____ Revised Lec /Lab Hrs/Wk _____

Lab Hrs/Wk _____ Revised Lab Hrs/Wk _____

Practicum _____ Revised Practicum _____

Banner/Instr. Prerequisites none Revised Banner/Instruc. Prerequisites none

Co-requisites none Revised Co-requisites Enrollment in the Gateway to Success Learning Community

Length (Wks) 11 Revised Length (Wks) 11

Terms Offered F,W,S,Su Revised Terms Offered F,W, S, Su

Proposed implementation date: Term FallYear 2015 Grading Option A-F Load Factor 3

Reason for request: To align course outcomes with Bloom’s Taxonomy, revise course/catalog description and outline of topics, and update other required information.

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

Cost of revision:

X 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 course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: College Success
Developed By: Barb Stoner
Development Date: Fall 2004
Revision Date: Summer 2013

**COURSE DESCRIPTION:** This course is designed for students who are just starting college. Its aim is to provide learner-centered instruction in strategies for achieving success in college and in life. Topics include decision making, learning styles, goal setting, time management, memory strategies, study skills, diversity, communication, use of resources, taking responsibility, and other skills that will allow students the opportunity to thrive in the culture of college. This course is a combination of lecture and workshop. In-class participation is an integral part of the format.

**COURSE OUTCOMES:** Students will be able to
- Identify their preferred learning styles, academic strengths and weaknesses, and personal mission and values
- Employ strategies for decision making and critical thinking
- Practice collaborative skills in learning communities
- Examine and apply essential academic skills: note taking, muscle reading, and summarizing
- Demonstrate time management and organizational skills and strategies to improve memory and test taking
- Assemble a portfolio that documents mastery of course content

**REQUIRED TEXT/MATERIALS:**
Binder for portfolio

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

Week 1  Introduction; Learning Styles

Week 2  Organization, Goals, Time Management, Stress, and Motivation
Week 3  Memory; Data Bases
Week 4  Reading; Test Taking
Week 5  Note Taking; Midterm
Week 6  Critical Thinking
Week 7  Critical Thinking; Problem Solving
Week 8  Communication; Diversity
Week 9  Midterm; Resources
Week 10  Self Esteem; Money
Week 11  Final Exam
Document brought forward by: Nancy Nowak

X Date    February 11, 2014
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  HD 100    Course Name  College Success

**Student need for course:** The course has been a consistently popular and effective Learning Skills offering. In addition, students in the dedicated learning community Gateway to Success are required to take HD 100.

**Course Information:**

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

☐ AAOT (Area of distribution):

**Cost of this course:**

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered as it has in the past.

☐ 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: none

b. Current program: none

Replacement course for: Course Number: Title:

<table>
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<th>Recommendation</th>
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Director of Curriculum Support    Vice President of Instruction
Document brought forward by: Nancy Nowak

Date  February 11, 2014

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

Division:  Academic Support

Department:  Learning Skills

Current course number HD 136                         Revised Course Number HD 136

Current Course Title  Strategies for Success              Revised Course Title Strategies for Success

Credits 3                                    Revised Credits 3

Lecture Hrs/Wk 3                        Revised Lecture Hrs/Wk 3

Lec /Lab Hrs/Wk ______                Revised Lec /Lab Hrs/Wk ______

Lab Hrs/Wk ______                        Revised Lab Hrs/Wk ______

Practicum ______                        Revised Practicum ______

Banner/Instr. Prerequisites none  Revised Banner/Instruc. Prerequisites none

Co-requisites none Revised Co-requisites Enrollment in Practicing Success Learning Community

Length (Wks) 11                           Revised Length (Wks) 11

Terms Offered F,W,S                        Revised Terms Offered F,W,S

Proposed implementation date: Term FallYear 2015Grading Option A-F Load Factor 3.0

Reason for request: To align course outcomes with Bloom’s Taxonomy and update other required information.

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

Cost of revision:

X 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    course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: HD 136  
Course Credit: 3  
Lecture Hrs/wk: 3  
Lab Hrs/Wk:  
Lecture/Lab Hrs/Wk:  
Practicum Hrs/Wk:  
Clock Hours: 33  
Length of Course 11 wks.

Banner enforced Prerequisite:  
Instructor enforced Prerequisite:  
Co-Requisite: Practicing Success DLC  
Load Factor: 3.0  
Activity Code: 100  
CIPS: 130101

Course Title: Strategies for Success  
Developed By: Nancy Nowak  
Development Date: September 2008/January 2009  
Revision Date: July 18, 2013

**COURSE DESCRIPTION:** This course is designed to help students create greater success in college and in life. Students will explore empowering strategies by writing a guided journal, participating in small group and class activities, and completing a final project. Making these strategies their own through application, they will have the ability to improve the outcomes of their lives academically, professionally, and personally.

**COURSE OUTCOMES:** Students will be able to
- Identify and explain the surface features and deep culture of higher education
- Recognize their responsibility for the outcomes and experiences they create in college and in life
- Create greater inner motivation by identifying personally meaningful goals
- Apply strategies for taking control of their time and energy in order to accomplish their goals
- Construct mutually supportive relationships in which they can employ interdependence
- Identify and revise self-defeating patterns of behavior, thought, and emotion as well as unconscious limiting beliefs
- Examine key research on how the human brain learns and use that knowledge to construct a personal learning system
- Discuss strategies for managing their emotional life and apply those strategies in order to decrease stress and increase their sense of well-being
- Examine their present level of self-esteem and practice ways to develop self-acceptance and self-confidence
- Compose meaningful guided journal entries in which they apply a variety of success strategies
- Practice creative and critical thinking skills to analyze and solve problems
- Record and employ effective study skills, such as reading, taking notes, studying, memorizing, and taking tests.
REQUIRED TEXT/MATERIALS:
Composition notebook or computer journal

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

Week 1   Getting on course to your success; examining the culture of higher education and the CORE learning system

Week 2   Accepting personal responsibility

Week 3   Discovering self-motivation

Week 4   Mastering self-management

Week 5   Employing interdependence

Week 6   Gaining self-awareness

Week 7   Adopting lifelong learning

Week 8   Developing emotional intelligence

Week 9   Staying on course to your success

Week 10 Final review and evaluations

Week 11 Final exam
Document brought forward by: Nancy Nowak

X   Date   February 11, 2014
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  HD 136   Course Name  Strategies for Success

**Student need for course:** The course has been a consistently well received elective and is a component of the Practicing Success Dedicated Learning Community. The course has also been approved by Instructional Council as a Human Relations Course that meets the criteria for related instruction for the Associate of Applied Science degree.

**Course Information:**

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

☐ AAOT (Area of distribution):

**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:

**Course impact on:**

a. Student enrollment in other courses: None

b. Current program: None

Replacement course for: Course Number:       Title:

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Director of Curriculum Support       Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 4

Document brought forward by: Nancy Nowak

X          Date  February 11, 2014
Supervisor Signature (Please type in the box with the X by it.)
XRevise        Division: Academic Support
□Reactivate    Department: Learning Skills
□Delete        Program: ______

Current course number MTH 10    Revised Course Number MTH 10

Current Course Title Math Skills    Revised Course Title Math Skills

Credits 4                                      Revised Credits 4

Lecture Hrs/Wk 4                       Revised Lecture Hrs/Wk 4

Lec /Lab Hrs/Wk _____              Revised Lec /Lab Hrs/Wk _____

Lab Hrs/Wk _____                   Revised Lab Hrs/Wk _____

Practicum _____                  Revised Practicum _____

Banner/Instr. Prerequisites Placement Test Score Revised Banner/Instruc. Prerequisites Same

Co-requisites none                  Revised Co-requisites none

Length (Wks) 11                 Revised Length (Wks) 11

Terms Offered F, W, S, Su Revised Terms Offered same

Proposed implementation date: Term Fall Year 2015 Grading Option A-F Load Factor 4.0

Reason for request: To align outcomes with Bloom’s Taxonomy and update or add other required information.

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

Cost of revision:

X 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) course:

□ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Math Skills
Developed By: Henry Manahan
Development Date: Fall 1998/Fall 2005
Revision Date: August 6, 2013

COURSE DESCRIPTION: Topics include operations on whole numbers, common fractions, and decimal fractions. Students learn mathematical processes and thinking through applications. A small class size encourages individual attention and student interaction. Students learn through group work, discussions, and lecture. Successful completion prepares students for MTH 20, Prealgebra.

COURSE OUTCOMES: Students will be able to
- Identify and discuss basic mathematical processes
- Practice mathematical operations on whole numbers, common fractions, and decimal fractions
- Apply productive study habits such as attendance and class participation
- Create a support network that includes fellow students and the course instructor

REQUIRED TEXT/MATERIALS:

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

Week 1 Whole numbers: place value, rounding, addition/subtraction (as needed), multiplication
Week 2 Whole numbers: division, exponential notation, order of operations
Week 3 Whole numbers: prime numbers; factoring
Week 4 Introduction to fractions: adding fractions and mixed numbers
Week 5 Subtracting fractions. Midterm exam
Week 6  Fractions: multiplication, division, order relation of fractions

Week 7  Decimals: standard form, word form, rounding

Week 8  Decimals: addition, subtraction, multiplication, division

Week 9  Decimals: convert, compare fractions and decimals

Week 10 Review

Week 11 Final Exam
Document brought forward by: Nancy Nowak

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

Course Number  MTH 10  Course Name  Math Skills

**Student need for course:** Math 10 is a required course for students scoring 20-27 on the Compass Placement Test.

**Course Information:**

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

- [ ] AAOT (Area of distribution):

**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:

**Course impact on:**

- a. Student enrollment in other courses: none
- b. Current program: none

Replacement course for: **Course Number:**  **Title:**

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Director of Curriculum Support  Vice President of Instruction
Document brought forward by: Nancy Nowak

Date: February 11, 2014

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

Divisions: Academic Support

Departments: Learning Skills

Programs: ______

Current course number: MTH 20
Revised course number: MTH 20

Current course title: Prealgebra
Revised course title: Prealgebra

Credits: 4
Revised credits: 4

Lecture Hrs/Wk: 4
Revised Lecture Hrs/Wk: 4

Lec /Lab Hrs/Wk: ______
Revised Lec /Lab Hrs/Wk: ______

Lab Hrs/Wk: ______
Revised Lab Hrs/Wk: ______

Practicum: ______
Revised Practicum: ______

Banner/Instr. Prerequisites: MTH 10 with C or better, placement test score, or instructor permission

Revised Banner/Instruc. Prerequisites: same

Co-requisites: ______
Revised Co-requisites: ______

Length (Wks): 11
Revised Length (Wks): 11

Terms Offered: F, W, S, Su
Revised Terms Offered: F, W, S, Su

Proposed implementation date: Term Fall Year 2015 Grading Option: A-F Load Factor: 4.0

Reason for request: To revise course description and update or add other required information.

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

Cost of revision:

X 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 ______ course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Prealgebra
Developed By: Mike Matteo
Development Date: Fall 2005/Spring 2012
Revision Date: August 6, 2013

COURSE DESCRIPTION: This course is a continued study of arithmetic concepts, as well as an introduction to algebra. Topics include basic operations with fractions, ratio and proportion, decimals, percent, integers, and a brief look at algebraic expressions/equations. Problem solving is emphasized. Successful completion prepares the student for Math 60, Introduction to Algebra.

COURSE OUTCOMES: Students will be able to
- Perform the four operations (addition, subtraction, multiplication, division) on decimals and fractions, demonstrating which operation is appropriate to solve problems
- Convert between fraction, decimal, and percent notation
- Solve problems with applications in the areas of percent, ratio, and proportion
- Apply the order of operation rules to a numerical expression
- Perform the four operations on basic integer expressions
- Employ good study skills, including time management, note taking, regular attendance, class participation, and the use of available tutoring resources

REQUIRED TEXT/MATERIALS:

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

Week 1   Review of decimal multiplication/division; order of operations on whole numbers

Week 2   Fractions: equivalent/simplifying fractions; converting between improper and mixed number forms; multiplication

Week 3   Fractions: multiplication/division; application problems
Week 4  Fractions: addition/subtraction; order of operations; application problems

Week 5  Ratio and Proportion: simplifying ratios and rates; solving proportions; application problems

Week 6  Ratio and Proportion: solving proportions; application problems. Percent: conversion to and from percent

Week 7  Percent: conversion to and from percent; application problems

Week 8  Signed Numbers: addition/subtraction; multiplication/division; application problems

Week 9  Signed Numbers: multiplication/division; order of operations; application problems

Week 10 Optional Topics: geometry, algebraic expressions, etc. Review for final exam.

Week 11 Final exam
Student need for course: Math 20 is a required course for students scoring 28-44 on the Compass Placement Test.

Course Information:

☐ AA  ☐ AS  ☐ AAS  ☑ Below 100 level  ☐ Elective  ☐ Certificate
☐ AAOT (Area of distribution):

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: none

b. Current program: none

Replacement course for:  Course Number:  Title:

Disposition:  Signature  Date  Recommendation

Director of Curriculum Support  Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 4

Document brought forward by: Nancy Nowak

X Date  February 11, 2014

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

XRevise Division: Academic Support

Reactivate Department: Learning Skills

Delete Program: ________

Current course number MTH 40/41/42 Revised Course Number MTH 40/41/42

Current Course Title  Math Skills Lab Revised Course Title Math Skills Lab

Credits 1 Revised Credits 1

Lecture Hrs/Wk _____ Revised Lecture Hrs/Wk _____

Lec /Lab Hrs/Wk 2 Revised Lec /Lab Hrs/Wk 2

Lab Hrs/Wk _____ Revised Lab Hrs/Wk _____

Practicum _____ Revised Practicum _____

Banner/Instr. Prerequisites Instructor Permission Revised Banner/Instruc. Prerequisites Concurrent

Enrollment in MTH 20 or MTH 60

Co-requisites MTH 10 or MTH 20 Revised Co-requisites MTH 20 or

MTH 60

Length (Wks) 11 Revised Length (Wks) 11

Terms Offered F, W, S Revised Terms Offered F, W, S

Proposed implementation date: Term Fall Year 2015 Grading Option P/F Load Factor 1.0

Reason for request: To align outcomes with Bloom’s Taxonomy and update or add other required information.
Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:

X 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 course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Math Skills Lab
Developed By: Mike Matteo & Henry Manahan
Development Date: Fall 1999/Fall 2005
Revision Date: August 8, 2013

**COURSE DESCRIPTION:** This course offers supplementary instruction to students enrolled in MTH 20 or MTH 60. Group tutoring and one-on-one tutoring will be used for individualized skill development. Upon completion of MTH 40 students may repeat the course up to two times by registering for MTH 41 and MTH 42.

**COURSE OUTCOMES:** Students will be able to
- Identify the mathematical concepts for which they need supplementary instruction
- Practice the mathematical and study skills necessary for success in MTH 20 or MTH 60

**REQUIRED TEXT/MATERIALS:** none

**OUTLINE:** The following subjects are covered, depending on the needs of the students:

**Week 1**  
Math 20: Whole number order of operations; Math 60: Fractions; real numbers; ordered pairs and graphs; rules of algebra

**Week 2**  
Math 20: Ratio and proportion; Math 60: Addition, subtraction, multiplication, and division of real numbers

**Week 3**  
Math 20: Percent; Math 60: Exponents; order of operation

**Week 4**  
Math 20: Geometry; Math 60: Addition property of equality; multiplication property of equality

**Week 5**  
Math 20: Measurement; Math 60: Solving linear equations; solving linear inequalities

**Week 6**  
Math 20: Signed numbers; Math 60: Formulas and percents
Week 7  Math 20: Linear equations; Math 60: An introduction to problem solving; problem solving in geometry

Week 8  Math 20: Time management; Math 60: Adding, subtracting, multiplying, and dividing polynomials; polynomials in several variables

Week 9  Math 20: Alternative study tools (software, videos, etc.); Math 60: Special products; negative exponents and scientific notation

Week 10 Math 20: Effective test preparation; Math 60: Greatest common factor; factor by grouping; factoring trinomials

Week 11: Exam Week
Document brought forward by: Nancy Nowak

X Date February 11, 2014
Supervisor Signature: (Please type in the box with the X by it.)

Course Number MTH 40/41/42 Course Name Math Skills Lab

Student need for course: Since its inception, this course has offered beneficial supplementary instruction to students enrolled in Math 20 and Math 60.

Course Information:

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

☐ AAOT (Area of distribution):

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:

Course impact on:

a. Student enrollment in other courses: Math 40 improves retention in Math 20 and Math 60.

b. Current program: none

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 4

Document brought forward by: Nancy Nowak

X Date February 11, 2014
Supervisor Signature (Please type in the box with the X by it.)
XRevise Division: Academic Support
[ ] Reactivate Department: Learning Skills
[ ] Delete Program: 

Current course number WR 80/81/82 Revised Course Number WR 80/81/82

Current Course Title Writing Skills Ind. Study (in catalog as Writing Skills Lab)
Revised Course Title Writing Skills Independent Study

Credits 1 Revised Credits 1
Lecture Hrs/Wk 0 Revised Lecture Hrs/Wk 1
Lec /Lab Hrs/Wk 2 Revised Lec /Lab Hrs/Wk 0
Lab Hrs/Wk _____ Revised Lab Hrs/Wk _____
Practicum _____ Revised Practicum _____

Banner/Instr. Prerequisites Instructor Permission Revised Banner/Instruc. Prerequisites none
Co-requisites none Revised Co-requisites Enrollment in WR 115 or above
Length (Wks) 10 Revised Length (Wks) 10

Terms Offered F, W, S Revised Terms Offered F, W, S

Proposed implementation date: Term Fall Year 2015 Grading Option P/F Load Factor 0.2 per student

Reason for request: To align outcomes with Bloom’s Taxonomy and update or add other required information

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

Cost of revision:

X 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 course):

[ ] Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
**Course Title:** Writing Skills Independent Study  
**Developed By:** Nancy Nowak  
**Development Date:** Fall 1998/Fall 2005/Winter 2008  
**Revision Date:** August 22, 2013

**COURSE DESCRIPTION:** This course offers supplementary instruction to students enrolled in UCC courses requiring written assignments at, or above, the WR 115 level. Tutorial and practice software and one-on-one tutoring will be used for individual skill development. Upon completion of WR 80, students may repeat the course two times by registering for WR 81 and WR 82.

**COURSE OUTCOMES:** Students will be able to
- Identify areas in writing for which they need supplementary instruction
- Create an effective set of individualized learning goals
- Apply appropriate strategies to improve skills needed to succeed in their current writing course.

**REQUIRED TEXT/MATERIALS:** none

**OUTLINE:** The following subjects are covered, depending on the needs of the students:

- **Week 1**  Sentence Structure  
- **Week 2**  Usage and Spelling  
- **Week 3**  The Topic Sentence; Paragraph Formation/Organization  
- **Week 4**  Thesis Statements/Enthymemes  
- **Week 5**  Essay Formation/Organization  
- **Week 6**  Using Adequate Support
Week 7  Précis and Summary Writing

Week 8  Overview of an Issue/Analysis of an Argument

Week 9  Argumentation

Week 10 Citing Sources in Research
Student need for course: Since its inception, this course has offered beneficial supplementary instruction to students enrolled in courses above WR 95 that require writing.

Course Information:
- AA
- AS
- AAS
- XBelow 100 level
- Elective
- Certificate
- AAOT (Area of distribution):

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:

Course impact on:
- a. Student enrollment in other courses: none
- b. Current program: none

Replacement course for: Course Number: Title:

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<th>Recommendation</th>
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Director of Curriculum Support

Vice President of Instruction
Document brought forward by: Nancy Nowak

X Date  February 11, 2014
Supervisor Signature (Please type in the box with the X by it.)
XRevise Division: Academic Support
Reactivate Department: Learning Skills
Delete Program: 

Current course number WR 90 Revised Course Number WR 90

Current Course Title Writing Skills Revised Course Title Writing Skills

Credits 3 Revised Credits 3

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk 3

Lec /Lab Hrs/Wk _____ Revised Lec /Lab Hrs/Wk _____

Lab Hrs/Wk _____ Revised Lab Hrs/Wk _____

Practicum _____ Revised Practicum _____

Banner/Instr. Prerequisites Placement Test Score Revised Banner/Instruc. Prerequisites same

Co-requisites none Revised Co-requisites Enrollment in Gateway to Success Learning Community

Length (Wks) 11 Revised Length (Wks) 11

Terms Offered F, W, S, Su Revised Terms Offered F, W, S, Su

Proposed implementation date: Term Fall Year 2015 Grading Option A-F Load Factor 3.0

Reason for request: To align outcomes with Bloom’s Taxonomy and update or add other required information.

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

Cost of revision:

X 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 course):

□ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Writing Skills
Developed By: Nancy Nowak
Development Date: Fall 2005
Revision Date: August 22, 2013

COURSE DESCRIPTION: Students will strengthen their current writing skills and discover new ways to express thoughts, opinions, and experiences through the process of writing. In that process, they will learn how to come up with ideas and organize them in paragraphs. They will also develop and practice essential sentence skills, including sentence construction and proper word choice. Word processing for drafting and revising papers will be introduced. Successful completion on this course prepares a student for WR 95.

COURSE OUTCOMES: Students will be able to
- Recognize and use parts of speech
- Construct different types of correct sentences
- Recognize and construct topic sentences
- Apply the steps in the writing process to plan and construct well-developed paragraphs
- Assess their written work and the work of others through the peer review process
- Examine and assess their progress in learning
- Apply word processing skills
- Identify and use essential study skills such as time management, note taking, text reading, and critical thinking


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

Week 1 Introduction to the course. Classroom community-building exercise.

Week 2 Introduction to the writing process: exploring and developing.
Week 3  The writing process: developing, revising, and editing. Writing using narration.

Week 4  Sentence structure information and practice: parts of speech.

Week 5  Writing using description.

Week 6  Sentence structure information: correcting fragments, fused sentences, and comma splices.

Week 7  Writing using comparison and contrast.

Week 8  Continue with sentence skills.

Week 9  Writing about process.

Week 10 Final review.

Week 11 Final exam.
Document brought forward by: Nancy Nowak

X  Date  February 11, 2014
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  WR 90  Course Name  Writing Skills

Student need for course:

Course Information:

☐ AA  ☐ AS  ☐ AAS  X Below 100 level  ☐ Elective  ☐ Certificate
☐ AAOT (Area of distribution):

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:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number:    Title:

Disposition:  Signature  Date  Recommendation

Director of Curriculum Support  Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 4

Document brought forward by: Nancy Nowak

X Date February 11, 2014
Supervisor Signature (Please type in the box with the X by it.)
X Revise Division: Academic Support

[ ] Reactivate Department: Learning Skills
[ ] Delete Program: ______

Current course number WR 95 Revised Course Number WR 95

Current Course Title College Writing Fundamentals Revised Course Title same

Credits 3 Revised Credits 3

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk 3

Lec /Lab Hrs/Wk ______ Revised Lec /Lab Hrs/Wk ______

Lab Hrs/Wk ______ Revised Lab Hrs/Wk ______

Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites WR 90 C or better or Placement Test Score Revised Banner/Instruc. Prerequisites same

Co-requisites none Revised Co-requisites Enrollment in Practicing Success Learning Community

Length (Wks) 11 Revised Length (Wks) 11

Terms Offered F, W, S, Su Revised Terms Offered F, W, S, Su

Proposed implementation date: Term Fall Year 2015 Grading Option A-F Load Factor 3.0

Reason for request: To align outcomes with Bloom’s Taxonomy and update or revise other required information
Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:

X 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 course):

[ ] Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: WR 95  
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: WR 90 C or better or  
Instructor enforced Prerequisite: Placement Test Score  
Co-Requisite: Practicing Success DLC  
Load Factor: 3.0  
Activity Code: 350  
CIPS: 320101

Course Title: College Writing Fundamentals  
Developed By: Nancy Nowak  
Development Date: Fall 2005  
Revision Date: August 22, 2013

**COURSE DESCRIPTION:** Students will apply the steps in the process of writing, including prewriting, composing, and revising, to develop paragraphs and essays. They will also improve those sentence skills necessary for communicating their ideas most fully and flexibly. Students will use the word processor as a writing tool. Successful completion of this course prepares a student for WR 115.

**COURSE OUTCOMES:** Students will be able to
- Identify and use parts of speech
- Construct different types of correct sentences
- Recognize areas in writing for which they need additional practice
- Identify and construct topic sentences and thesis statements
- Apply the steps in the writing process to create paragraphs and essays
- Assess their written work and the work of others through the peer review process
- Examine and assess their progress in learning
- Apply word processing skills
- Identify and use essential study skills such as time management, note taking, text reading, and critical thinking


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

Week 1  Introduction to the course. Classroom community-building exercise.

Week 2  Introduction to the writing process: exploring. Defining student professionalism.
Week 3  The writing process: developing, revising, and editing. The illustration paragraph.

Week 4  Sentence structure overview.

Week 5  Overview of an essay: thesis statements and body paragraphs.

Week 6  The classification essay.

Week 7  Introductions and conclusions.

Week 8  The cause and effect essay.

Week 9  Sentence structure and comma usage.

Week 10 Proofreading strategies. Final review.

Week 11 Final exam.
Document brought forward by: Nancy Nowak

X Date February 11, 2014
Supervisor Signature: (Please type in the box with the X by it.)

Course Number WR 95  Course Name College Writing Fundamentals

**Student need for course:**

**Course Information:**

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

☐ AAOT (Area of distribution):

**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:

**Course impact on:**

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for:  Course Number: Title:

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Director of Curriculum Support  Vice President of Instruction
Document brought forward by: Nancy Nowak

X Date February 11, 2014

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

XRevise Division: Academic Support

Reactivate Department: Learning Skills

Delete Program: ______

Current course number RD 80 Revised Course Number RD 80

Current Course Title Basic Reading Revised Course Title Basic Reading

Credits 3 Revised Credits 3

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk 3

Lec /Lab Hrs/Wk _____ Revised Lec /Lab Hrs/Wk _____

Lab Hrs/Wk _____ Revised Lab Hrs/Wk _____

Practicum _____ Revised Practicum _____

Banner/Instr. Prerequisites Placement Test Score Revised Banner/Instruc. Prerequisites same

Co-requisites none Revised Co-requisites Enrollment in Gateway to Success Learning Community

Length (Wks) 11 Revised Length (Wks) 11

Terms Offered F, W, S, Su Revised Terms Offered F, W, S, Su

Proposed implementation date: Term Fall Year 2013 Grading Option A-F Load Factor 3.0

Reason for request: To align outcomes with Bloom’s Taxonomy and update or add other required information.

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

Cost of revision:

X 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 course):

□ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Basic Reading
Developed By: Ann Foland/Nancy Nowak
Development Date: Fall 1998/Fall 2005
Revision Date: August 14, 2013

COURSE DESCRIPTION: Basic Reading focuses on vocabulary and comprehension skills necessary for college reading. Students are introduced to strategies for vocabulary development as well as methods of finding the main idea and supporting details. Students are encouraged to expand their analytical thinking skills in the process. Writing is presented as a natural companion to reading.

COURSE OUTCOMES: Students will be able to
- Recognize, organize, and recall factual reading material
- Design and practice independent and group study methods
- Construct a greater reading vocabulary
- Demonstrate enhanced ability and confidence to succeed

REQUIRED TEXT/MATERIALS:
Dictionary, Three-Ring Notebook, 5 Notebook Dividers, Highlighters

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

Week 1 Learning Styles; Annotating; Learning Log

Week 2 Highlighting and Annotating Practice; Mastery Test; Learning Log

Week 3 Outlining; Mastery Test; Learning Log
Week 4  Mapping; Mastery Test; Learning Log

Week 5  Vocabulary in Context; Mastery Test; Learning Log

Week 6  Identifying Topics; Mastery Test; Learning Log

Week 7  Main Ideas; Mastery Test; Learning Log

Week 8  Major and Minor Supporting Details; Mastery Test; Learning Log

Week 9  Transitions; Mastery Test; Learning Log

Week 10 Inferences; Mastery Test; Learning Log

Week 11 Final Project Due
Student need for course: RD 80 is a required course for students who score from 59 to 70 on the Compass placement test and is a component of the Gateway to Success Dedicated Learning Community.

Course Information:

☐ AA ☐ AS ☐ AAS ☐ Below 100 level ☐ Elective ☐ Certificate
☐ AAOT (Area of distribution):

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: none

b. Current program: none

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 4

Document brought forward by: Nancy Nowak

X Date February 11, 2014
Supervisor Signature (Please type in the box with the X by it.)
XRevise Division: Academic Support
 ■ Reactivate Department: Learning Skills
 ■ Delete

Current course number RD 90 Revised Course Number RD 90

Current Course Title College Textbook Reading Revised Course Title same

Credits 3 Revised Credits 3

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk 3

Lec /Lab Hrs/Wk _____ Revised Lec /Lab Hrs/Wk _____

Lab Hrs/Wk _____ Revised Lab Hrs/Wk _____

Practicum _____ Revised Practicum _____

Banner/Instr. Prerequisites RD 80 with C or better or placement test score Revised Banner/Instruc.

Prerequisites same

Co-requisites none Revised Co-requisites Enrollment in Practicing

Success Dedicated Learning Community

Length (Wks) 11 Revised Length (Wks) 11

Terms Offered F, W, S, Su Revised Terms Offered F, W, S, Su

Proposed implementation date: Term Fall Year 2015 Grading Option A-F Load Factor 3.0

Reason for request: To align outcomes with Bloom’s Taxonomy and update or add required information.

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

Cost of revision:

X 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 course):

■ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: RD 90  
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: RD 80 with C or better  
Instructor enforced Prerequisite: or placement test score  
Co-Requsite: Practicing Success DLC  
Load Factor: 3.0  
Activity Code: 350  
CIPS: 320101  

Course Title: College Textbook Reading  
Developed By: Ann Foland/Nancy Nowak  
Development Date: Fall 1998/Fall 2005  
Revision Date: August 15, 2013  

COURSE DESCRIPTION: This course develops the analytical reading skills necessary for college-level work. Emphasis is on development of methods for analyzing and critically evaluating college material, development of college-level vocabulary, and development of personal, strategic methods of reading.  

COURSE OUTCOMES: Students will be able to  
- Identify and apply the process of critical reading, including determining main ideas and supporting details, organizational patterns, logic patterns, and premises and conclusions  
- Construct a personal strategic method to examine college-level material, especially college texts and academic journals  
- Analyze and revise thinking and problem-solving skills  
- Determine meanings of words in context  

A one-inch three-ring binder with five section dividers  

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

Week 1  Introduction to the course; learning how you learn best  

Week 2  Stages of learning and thinking and vocabulary development  

Week 3  Textbook learning strategies: highlighting, note-taking, and summarizing
Week 4  Topic, main idea, supporting details, patterns of organization
Week 5  Test taking strategies; midterm exam
Week 6  Efficient reading and retention strategies
Week 7  Reading essays, articles, and journals; using analytical reading
Week 8  Inferences and critical analysis
Week 9  Evaluating arguments and persuasive writing
Week 10 Critical analysis on the internet; final project
Week 11 Final exam
Course Number  RD 90   Course Name  College Textbook Reading

**Student need for course:** RD 90 is required for those students scoring from 71 to 84 on the Compass Placement Test. It is also a component of the Practicing Success Dedicated Learning Community.

**Course Information:**
- [x] AA
- [ ] AS
- [ ] AAS
- [x] Below 100 level
- [ ] Elective
- [ ] Certificate
- [ ] AAOT (Area of distribution):

**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:

**Course impact on:**

a. Student enrollment in other courses: none
b. Current program: none

Replacement course for: Course Number: ________ Title: __________

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Director of Curriculum Support  Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 4

Document brought forward by: Nancy Nowak

X Date February 11, 2014

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

XRevise Division: Academic Support

☐ Reactivate Department: Learning Skills

☐ Delete Program: ______

Current course number RD 115 Revised Course Number RD 115

Current Course Title Critical Reading Strategies Revised Course Title same

Credits 3 Revised Credits 3

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk 3

Lec/Lab Hrs/Wk ______ Revised Lec/Lab Hrs/Wk ______

Lab Hrs/Wk ______ Revised Lab Hrs/Wk ______

Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites Compass score above 84 or RD 90 with C or better Revised Banner/Instruc. Prerequisites same

Co-requisites none Revised Co-requisites required for students enrolled in accelerated WR95 linked with WR 121

Length (Wks) 11 Revised Length (Wks) 11

Terms Offered F,W,S Revised Terms Offered F,W,S

Proposed implementation date: Term Fall Year 2015 Grading Option A-F Load Factor 3.0

Reason for request: To align outcomes with Bloom’s Taxonomy, add or revise required information, and ensure RD 115 is mandatory for students taking the accelerated WR 95 linked with WR 121.

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

Cost of revision:

X 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 ______ course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Critical Reading Strategies
Developed By: Kari Moore
Development Date: Fall 2010
Revision Date: August 2013

COURSE DESCRIPTION: This course is designed to develop critical reading skills for success in reading college level textbooks. Some of the skills covered are vocabulary, synthesizing long readings, inference, and analyzing arguments. Students will apply these critical reading skills to successfully comprehend and evaluate college level textbooks and the Internet.

COURSE OUTCOMES: Students will be able to
- Synthesize, analyze, and evaluate written material
- Apply reading skills in critical inquiry and arrive at conclusions supported by the evaluated evidence
- Evaluate opinions and arguments, their own and others, to successfully determine their viewpoints
- Identify their personal learning styles and techniques to apply them in the classroom and to study skills
- Increase their personal vocabulary and vocabulary skills
- Apply critical reading skills when reading formal and informal texts and when using the Internet


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

Week 1 Successful Student Skills
Week 2 Vocabulary
Week 3  Topic, Main Idea, Supporting Details

Week 4  Patterns of Organization

Week 5  Synthesizing Longer Readings

Week 6  Inference

Week 7  Fact/Opinion

Week 8  Purpose/Tone

Week 9  Bias

Week 10 Arguments

Week 11 Final Exam
Student need for course: The course has been a useful elective for students needing additional support after taking RD 90. It is also required for students enrolled in the accelerated WR 95 linked with WR 121.

Course Information:

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

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: none

b. Current program: none

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Title: Adding J215/Journalism Production to A&L options

X

Supervisor Signature and date

X Revise

Division: A & S

Requested revision: include J215 (Journalism Production) as an A&L option (it currently only counts as an elective).

Reactivate

Department: Humanities

Delete

Program: Writing

Current course number J215

Revised Course Number no change

Current Course Title Journalism Production

Revised Course Title no change

Credits variable: 1,2,or 3

Revised Credits no change

Lecture Hrs/Wk Revised Lecture Hrs/Wk _____

Lec /Lab Hrs/Wk

Revised Lec /Lab Hrs/Wk no change

3 hours/week + 3-9 lab hrs/wk, F, W, S

Catalog: “Variable credit granted by the instructor depending upon each student’s production” (Note: Students work on 2 issues/5 weeks for 1 credit; students work on 3 issues/8 weeks for 2 credits; students work on 4 issues/10 weeks for 3 credits)

Lab Hrs/Wk _____

Revised Lab Hrs/Wk no change

Practicum _____

Revised Practicum __

Banner/Instr. Prerequisites 0

Revised Banner/Instruc. Prerequisites __

Co-requisites _____

Revised Co-requisites__
Length (Wks) 11  Revised Length (Wks) no change

Terms Offered F,W,S  Revised Terms Offered no change

Proposed implementation date: as soon as possible but before next catalog printing -- Fall 2014

Grading Option no change  Load Factor no change

Revision Requested: List J215/Journalism Production as an option for A&L credit (now it only counts as an elective)

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

Students who take J215 for 3 credits meet the objectives listed in the UCC catalog, page 48 for A&L courses:

ARTS AND LETTERS refers to works of art, whether written, crafted, designed or performed, and documents of particular poignancy and significance in statement or design. (see 1 & 2 below)

- Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life; and (see 3 below)
- Critically analyze values and ethics within a range of human experience and expression to engage more fully in local and global issues.

The students meet these objectives in the following manner:

1. “ARTS AND LETTERS refers to works of art, whether written, crafted, designed or performed”: Through creating the student newspaper, J215 students are engaged in creating a work of art that is written, crafted, and designed. Students learn to coordinate and produce writing
Students are taught design standards and quality measures for each of these artistic endeavors.

2. **“ARTS AND LETTERS refers to works of art . . . and documents of particular poignancy and significance in statement or design”:** Although college media is not as poignant as a classic novel, the messages produced are significant both in statement and design. Mediated communication (our “statement”) has social significance (social watchdog influence, influence on public agenda setting, influence on public norms, influence on development of community, etc.). Mediated communication also has significance in design, as print pages and website pages both follow and create artistic trends. In fact, journalism, photography, and graphic design courses are joined at some colleges into “Media Arts” degrees.

3. **“Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life”:** The creative process in J215 is both highly technical (use of Adobe software, use of production work flow and communication processes) and interpretive (selection of subject, subject focus, subject development). This technical, interpretative creative process is used in all aspects of media art: writing, photography, page design. We also follow this 6 step creative process: stage 1) inspiration (story idea generation and budgeting); stage 2) clarification (story development and display); stage 3) evaluation (story, photo, design editing); stage 4) distillation (story ranking and budgeting); stage 5) incubation (process for collecting, storing, selecting, and planning large pieces and competition entries); stage 6) perspiration (diligent, dedicated work completed according to publication policy, design style book, AP rules, audience impact, and DEADLINES).

4. **“Critically analyze values and ethics within a range of human experience and expression to engage more fully in local and global issues”:** J215 students have publication policy they must regularly apply which identifies the publication’s values and ethics. J215 students regularly engage in local issues through researching and reporting on those issues to the campus community; in fact, they influence other students to engage in those issues as well.
Title: Journalism Production (J215)

**Student need for course:** highly suggested course for journalism, graphic design students, and a CWE option for graphic design students (Note: To gain employment in this field, college students need to be on staff at university publications and need internships with media employers. Without being on staff at a community college, students can’t develop the portfolio they need to get those placements.)

**Course Information:** AA X  AAS  AS  Certificate [ ]  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

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**Disposition:**

<table>
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<th>Date</th>
<th>Recommendation</th>
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Curriculum Committee Chair ___________________________________________________________
Document brought forward by: Ian Fisher, Welding Instructor Coordinator/CWI

Date 10/23/2013
Supervisor Signature:

☒ Revise
☐ Reactivate
☐ Delete

Division: CTE
Program: Welding
Effective for Catalog Year and Term: Spring 2014

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

Description of Request: New course added to meet national American Welding Society (AWS) Standards.

Other Program Impact: This new course will allow for more focused instructional time on GTAW, AKA TIG welding which is a high skill & high wage welding process.

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

An instructor will be required of this course. Facility = Lockwood Hall - Welding Lab. Lab equipment for proposed course is currently present. Lab fees used to furnish materials needed for course.

☐ 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.

Approximate fees related to this course would be similar to:

☐ 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: Welding

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WLD 150: Gas Tungsten Arc Welding, GTAW I (3)

Develops knowledge and manipulative skills using the Gas Tungsten Arc Welding process on mild steel, stainless steel, and aluminum. This class will cover AWS code requirements for structural and mechanical type joint configurations. This class will cover all joint configurations and all positions, as well as, cover safety, users, nomenclature, equipment, operation, setup, and shut down procedures. This is an outcome based course utilizing both the lecture/lab format. This course includes classroom discussions, video, and lab demonstrations in the development of technical skills. Registration Enforced
Prerequisite/Co-requisite: WLD 101
Document brought forward by: Ian Fisher, Welding Instructor Coordinator/CWI

Date 11/18/2013

Supervisor Signature:

☒ Revise Division: CTE
☐ Reactivate Program: Welding
☐ Delete Effective for Catalog Year and Term: Fall 2014

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

Description of Request: New course added to meet national API – 1104 & ASME Section IX Pipe welding standards and code requirements for high pressure vessel type joint configurations.

Other Program Impact: This new course will allow for more focused instructional time on SMAW, GTAW, FCAW, and GMAW welding at a level beyond entry level work.

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

An instructor will be required of this course. Facility = Lockwood Hall - Welding Lab. Lab equipment for proposed course is currently present. Lab fees used to furnish materials needed for course.

☐ 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.

Approximate fees related to this course would be similar to

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

None

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
## UCC PROGRAM REVISION FORM – page 2 of 2

Program revision for: Welding

**CURRENT**

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

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WLD 222: Pipe Welding & Fitting I (3)

Develops knowledge and manipulative skills utilizing multiple welding processes and electrodes on mild steel, stainless steel, and aluminum. This class is designed to better prepare the entry level welder for pipe welding. This class will cover API 1104 and ASME Section IX Pipe welding standards and code requirements for high pressure vessel type joint configurations. Weld manipulation and techniques will cover all positions on both pipe and plate applications. This course will build upon topics covered in the first year of welding instruction. This is an outcome based course utilizing both the lecture/lab format. This course includes classroom discussions, video, and lab demonstrations in the development of technical skills. Registration Enforced Prerequisite/Co-requisite: 1st year Welding Certificate Completion
Revise

Division: CTE

Reactivate

Program: Welding

Delete

Effective for Catalog Year and Term: Fall 2014

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

Description of Request: New course added to meet national API – 1104 & ASME Section IX Pipe welding standards and code requirements for high pressure vessel type joint configurations.

Other Program Impact: This new course will allow for more focused instructional time on SMAW, GTAW, FCAW, and GMAW welding at a level beyond entry level work.

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

An instructor will be required of this course. Facility = Lockwood Hall - Welding Lab. Lab equipment for proposed course is currently present. Lab fees used to furnish materials needed for course.

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.

Approximate fees related to this course would be similar to

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:  Welding
CURRENT

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

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WLD 223: Pipe Welding & Fitting II (3)

Develops knowledge and manipulative skills utilizing multiple welding processes and electrodes on mild steel, stainless steel, and aluminum. This class is designed to better prepare the entry level welder for pipe welding. This class will cover API 1104 and ASME Section IX Pipe welding standards and code requirements for high pressure vessel type joint configurations. Weld manipulation and techniques will cover all positions on both pipe and plate applications. This course will build upon topics covered in the first year of welding instruction. This is an outcome based course utilizing both the lecture/lab format. This course includes classroom discussions, video, and lab demonstrations in the development of technical skills. Registration Enforced Prerequisite/Co-requisite: WLD 222
Document brought forward by: Ian Fisher, Welding Instructor Coordinator/CWI

X Date 11/18/2013

Supervisor Signature:

☑ Revise Division: CTE
☐ Reactivate Program: Welding
☐ Delete Effective for Catalog Year and Term: Spring 2015

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

**Description of Request:** New course added to assist the student in further their understanding and interpretation in the reading of technical drawings. Interpretation of piping, hydraulic & numeric lines, valves, gates and electrical symbols will be studied as well as welding symbols, lines types, and notation. This class will also assist graduates in a better understanding of API – 1104 & ASME Section IX national pipe welding standards and code requirements for high pressure vessels.

**Other Program Impact:** This new course will allow for more focused instructional time on pipe symbols and interpretation for welding at a level beyond entry level work.

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

An instructor will be required of this course. Facility = Lockwood Hall - Welding Lab. Lab equipment for proposed course is currently present. Lab fees used to furnish materials needed for course.

☐ 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.

*Approximate fees related to this course would be similar to*

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

*None*

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**Disposition:** Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
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WLD 240: Blueprint Reading - II (3)

This course covers develops knowledge and manipulative skills advanced print reading and sketching. Reading and interpretation of shop drawings, piping, hydraulic & numeric lines, valves, gates and electrical symbols will be studied as well as welding symbols, lines types, and notation. This class will also assist graduates in a better understanding of API – 1104 & ASME Section IX national pipe welding standards and code requirements for high pressure vessels. This is an outcome based course utilizing a lecture, demonstrations and, lab formats. This course includes, but is not limited to: classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. Registration Enforced Prerequisite/Co-requisite: WLD 140
Document brought forward by: Ian Fisher, Welding Instructor Coordinator/CWI

X Date 11/18/2013

Supervisor Signature:

☑ Revise Division: CTE
☐ Reactivate Program: Welding
☐ Delete Effective for Catalog Year and Term: Fall 2014

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

**Description of Request:** New course added to meet national API - 1104 Pipe welding standards and code requirements for high pressure vessel type joint configurations.

**Other Program Impact:** This new course will allow for more focused instructional time on GTAW, AKA TIG welding which is a high skill & high wage welding process.

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

*An instructor will be required of this course. Facility = Lockwood Hall - Welding Lab. Lab equipment for proposed course is currently present. Lab fees used to furnish materials needed for course.*

☐ 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.

*Approximate fees related to this course would be similar to*

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

*None*

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**Disposition:**  
Signature  
Date  
Recommendation

Director of Curriculum Support  
Vice President of Instruction
Program revision for: Welding

**CURRENT**

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

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WLD 251: Gas Tungsten Arc Welding, GTAW II (3)

Develops knowledge and manipulative skills using the Gas Tungsten Arc Welding process on mild steel, stainless steel, and aluminum. This class will cover API 1104 Pipe welding standards and code requirements for high pressure vessel type joint configurations. Weld manipulation and techniques will cover all positions on both pipe and plate applications. This course will cover safety, users, nomenclature, equipment, operation, setup, and shut down procedures. This is an outcome based course utilizing both the lecture/lab format. This course includes classroom discussions, video, and lab demonstrations in the development of technical skills. Registration Enforced Prerequisite/Co-requisite: WLD 150
Document brought forward by: Ian Fisher, Welding Instructor Coordinator/CWI

X  Date 11/18/2013
   Supervisor Signature:

☒ Revise  Division: CTE
☐ Reactivate  Program: Welding
☐ Delete  Effective for Catalog Year and Term: Winter 2015

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

**Description of Request:** New course added to meet national ASME Section IX (American Society for Mechanical Engineers) Standards.

**Other Program Impact:** This new course will allow for more focused instructional time on GTAW, AKA TIG welding which is a high skill & high wage welding process.

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

   *An instructor will be required of this course. Facility = Lockwood Hall - Welding Lab. Lab equipment for proposed course is currently present. Lab fees used to furnish materials needed for course.*

☐ 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.

   *Approximate fees related to this course would be similar to*

☐ 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: Welding
CURRENT

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

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Total credits in program 48

Total credits in program 54
WLD 252: Gas Tungsten Arc Welding, GTAW III (3)

Develops knowledge and manipulative skills using the Gas Tungsten Arc Welding process on mild steel, stainless steel, and aluminum. This class will cover ASME Section IX Boiler and Pressure Vessel Code requirements and joint configurations. Weld manipulation and techniques will cover all positions on both pipe and plate applications. This course will cover safety, users, nomenclature, equipment, operation, setup, and shut down procedures. This is an outcome based course utilizing both the lecture/lab format. This course includes classroom discussions, video, and lab demonstrations in the development of technical skills. Registration Enforced Prerequisite/Co-requisite: WLD 251