Curriculum Committee Meeting Meetings
McClain Hall M108
1/25/2024

Present: Laura Knox, Robert Shurley, Karen Heslep, Becky Baird, LeQuita Foster, Katy Page, Eddie Dry, Tamara Daniel and Stephen Thomason

Meeting called to order at 10:32 a.m.

The meeting minutes from November were approved as presented.

Karen spoke to the proposal to change the maximum number of credits that can be earned via various Prior Learning Assessment methods. Currently, ASUMH has a limit of 15 credit hours. In reviewing the policies of other system and regional campuses, the limit is:
No more than 50% of the credits for a credentialed program may be earned from prior learning assessment methods, up to 30 hours total.
PLA is very common in the School of Business and Technology but this change could make a difference for various students. Many PLA conversations start between an instructor and student because in many instances a student may have taken an industry certification like CRJ or A+ Certification, etc. PLA goes thru several steps for approval: the instructor, the Dean, the Provost/Vice Chancellor for Academic Affairs. Becky mentioned that she has some advisees that have earned Microsoft Office Certification at the high school level. Advisors should ask students about previous coursework when advising and work with them to obtain PLA if applicable. Promote PLA with advisor then to instructor. Articulated credit has been given in some instances. A vote will be taken for this proposal at the February meeting due to a lack of quorum today.

Tabled again--Technical Certificate Pre-Nursing. Remove the prerequisite BIOL and include ORT1031 - First Year Experience for Health Science, and remove OR to requiring Computer Essentials and Math.

Karen spoke to the degree change proposal to change the AAS Criminal Justice directed electives (6 credit hours) on the to the following: Any BUS, CIS, EMT, EMR, BIOL, PHYS, or SWK course. When students had a broad selection of electives it was not uncommon for them to fall into the 150% eligibility qualification with Financial Aid since every class they have ever taken counts in the 150% eligibility classification. Narrowing the electives pool will reduce the number of CRJ students having this issue. Becky mentioned amending this proposal for HUMN in AAS CRJ. Karen will update this proposal to include that recommendation.

Karen presented the following notification for catalog course description clean up.

(AUTO) AUTOMOTIVE SYSTEMS REPAIR

1013 Introduction to Automotive Technology Introduces the automobile from a technical perspective. Subjects covered include automotive technical career exploration, minor maintenance and safety inspection, and an introduction to technical systems. Also includes automotive history and current environmental issues associated with the automobile. Presents both theory and practice using handheld and stationary equipment in most topics. Safety incorporating OSHA standards is emphasized. (F)

1023 Brakes and Braking Systems Introduces the fundamentals of basic brakes and braking systems, including hydraulic theory. Includes various disc, drum and parking brake systems. Mechanical, hydraulic, and anti-lock systems are included. Safety incorporating OSHA standards is emphasized. (F)

[handwritten: 1024]

1034 Suspension and Steering Systems Introduces the fundamentals of suspension and steering systems. Includes wheels, tires, hubs, bearings, seals, springs, front and rear alignment, and various manual and power steering systems. Includes both theory and practice in most topics. Safety incorporating OSHA standards is emphasized. (S)

1103 Engine Performance I Studies fuel systems, electronic engine/emission controls, proper engine performance, tune-up and automotive safety devices. Diagnostics will be extensively covered. Knowledge needed to perform repair work in general engine diagnosis, computerized engine control diagnosis and repair, ignition and repair, and engine related service will be introduced. (F)

[handwritten: 1104]

1203 Automatic Transmission/Transaxle Introduces the theory and operation of automatic transmissions. Teaches the purpose and operation of a torque converter, and how the clutches, bands, servos, solenoids, pump valve body and modulators work. The laws governing planetary gears and how torque is routed through and automatic transmission are studied. Learning about the relationship of hydraulic components and planetary control devices helps the student to properly diagnose problems in the transmission. Safety is emphasized. (D)

1303 Electrical Systems I Introduces the fundamentals of electricity, including electrical circuits, Ohm's Law, wiring diagrams, and common electrical symbols. Familiarization with test equipment as well as diagnosis and troubleshooting are emphasized. Safety incorporating OSHA standards is emphasized. Systems include starting, charging, microprocessor, power distribution, sensors, and actuators. (F)

[handwritten: 1304]

2833 Principles of Management Analyzes the various elements necessary for managerial action and the importance of management as a distinct activity. Addresses the various functions of management including planning, staffing, organizing, directing, and controlling. (F)

2841 Business Administration Internship Applies classroom knowledge to actual work situations. A minimum of 40 hours of supervised work experience in an approved training situation is required. Should be taken during the student's final semester. (S)

2843 Project Management Teaches the managerial and software aspects to solve and manage projects. Emphasis is placed on classifying project roles and responsibilities, comparing and contrasting standard project phases, executing and developing project schedules. Project constraints, risk strategies along with communication and change management will be addressed. Understanding of course objectives will be demonstrated through development of a project. This hands-on, project-based course helps prepare students for the CompTIA Project+ Certification. (S)

2851 Office Internship Applies classroom knowledge to the actual work situation. A minimum of 40 hours of supervised work experience in an approved training situation is required. (D)

2853 Business Leadership and Decision Making Explores the behaviors and skills necessary to be an effective leader and manager. Motivation, decision-making, problem-solving, conflict/negotiation strategies and meeting management are examined. Course materials and activities will challenge students to connect theory to practice. (S)

2861 Business Capstone Project The capstone prepares and develops students' skills for a technical work-stream leader role in their area of discipline within business and technology. Capstone projects will be inquiry and practice-centered and will draw upon areas of interest to the student and focus from the student's major. All capstones aim to bridge theory and practice and are aimed to have an impact on the professional life of students. Students are encouraged to apply and expend knowledge gained through the courses in their selected major as part of this process. An internship can be used to fulfill this course. A minimum of 40 hours supervised work experience in an approved training situation is required per credit hour awarded. (S)

2903 Fundamentals of International Business Introduces students to fundamental aspects of international business including international economics, finance, management, marketing, law, and accounting. Also examines how cultural diversity affects business around the world. (D)

(CDL) COMMERCIAL TRUCK DRIVING

1007 Commercial Truck Driving Introduces motor operation, such as drive trains, brakes, fuel, exhaust, cooling, electrical, suspension, steering, and coupling; shift patterns, securing loads, close-quarters maneuvering, over the road driving, laws, and regulations, logbooks, bill of ladings, and trip reports. Safety is emphasized throughout this course. The course consists of a combination of classroom, lab, and driving time. (F, S, Su)

the Windows server-based network operating system. (S)

2713   Web Development Internship Includes the initial experience in a program designed to combine classroom theory with practical application through job-related experiences. Requires minimum of 120 hours of supervised work experience in an approved training situation. Capstone course for the last semester after meeting prior degree emphasis requirements. (D)

2723   Cybersecurity Essentials Develops foundational understanding of cybersecurity and how it related to information and network security. Introduces students to characteristics of cybercrime, security principles, technologies, and procedures to defend networks. Students build technical and professional skills to pursue careers in cyber security. (F, S) **ACTS: CSEC 1303**

2801   Networking Internship Includes the initial experience in a program designed to combine classroom theory with practical application through job-related experiences. Requires minimum of 40 hours of supervised work experience in an approved training situation. Prerequisite: CIS 1113 and CIS 1106. Co-requisites: CIS 1223 and CIS 1206. (D)

2803   Networking Internship Includes the initial experience in a program designed to combine classroom theory with practical application through job-related experiences. Requires minimum of 120 hours of supervised work experience in an approved training situation. (S)

2893   CIS Capstone Project The capstone prepares and develops students' skills for a technical work-stream leader role in their area of discipline within business and technology. Capstone projects will be inquiry and practice-centered and will draw upon areas of interest to the student and focus from the student's major. All capstones aim to bridge theory and practice and are aimed to have an impact on the professional life of students. Students are encouraged to apply and expend knowledge gained through the courses in their selected major as part of this process. An internship can be used to fulfill this course. A minimum of 40 hours supervised work experience in an approved training situation is required per credit hour awarded. (S)

2903   Programming Internship Combines classroom theory with practical application through job-related experiences. Requires minimum of 120 hours of supervised work experience in an approved training situation. Capstone course to be taken in the last semester after meeting prior degree requirements. (S)

2911   CIS Capstone Project The capstone prepares and develops students' skills for a technical work-stream leader role in their area of discipline within business and technology. Capstone projects will be inquiry and practice-centered and will draw upon areas of interest to the student and focus from the student's major. All capstones aim to bridge theory and practice and are aimed to have an impact on the professional life of students. Students are encouraged to apply and expend knowledge gained through the courses in their selected major as part of this process. An internship can be used to fulfill this course. A minimum of 40 hours supervised work experience in an approved training situation is required per credit hour awarded. (S)

Laura Knox discussed that with the new LEARNS ACT our current MOU with ASTATE is outdated and a new one is in the works. Our current MOU with ASTATE is from 2016. ASTATE needs to change their senior year program. ASTATE is the common school our student use because it is under the residency model for paraprofessional. UCA has a program for paraprofessional and their junior and senior years are free. MLED use UALR for grants, etc. A lot of substitutes for coursework are currently being done due to LEARNS. Each school needs their own check sheet to make this process easier for EDU students for Financial Aid, VA, and Cindy Turner. On our website it says we don't offer EDU online but really, we do. This needs to be updated so it truly reflects our methods. Robert said if someone is an education major they must see Laura Knox as their advisor.

Cindy Turner reminded folks that the catalog deadline is March 30th but feel free to turn it in as soon as possible.

Robert mentioned that as a result of the Calendar meeting yesterday, registration will be moved up so all curriculum changes need to be presented at the February Curriculum Committee Meeting. It is very important that a quorum is present at the February meeting too.

If you are unable to attend Curriculum Committee meetings in the future, please find a proxy to represent you from the attendees so business can be completed during the monthly meeting time.

The question was raised to this committee whether or not we could start offering clemency on a case by case basis. The answer is no, it is prohibited by the state.

GUIDELINES ON ACADEMIC CLEMENCY

Act 1000 of 1991 directs the State Board of Higher Education to develop guidelines for the establishment of institutional policies on academic clemency. The law describes academic clemency as a second chance for those students who performed poorly early in their academic careers and who wish to return to college after having gained an appreciation of the benefits of higher education. Under the provisions of a clemency policy, students "may petition . . . to have previously earned grades and credits removed from the calculations of their cumulative grade point averages."

Institutional policies on academic clemency should contain specific provisions based on the following general guidelines:

1. Academic clemency may be granted to returning students who have not been enrolled in any institution of higher education for a specified period of time. This minimum period should be set between two years and ten, depending upon the manner in which the policy on clemency relates to other institutional policies regarding calculation of grade point averages.

2. Institutional policy may allow returning students to petition for clemency upon application for admission, upon enrollment, or following a validation period during which time students must demonstrate their resolve to succeed academically.

3. While grade point averages would not reflect the credits for which students are granted clemency and while those forgiven credits would not count toward graduation, transcripts must contain students' comprehensive academic records.

4. Clemency should cover all credits earned during the terms for which it is granted. A policy on grade renewal, which Act 1000 does not address, might more effectively allow those students whose records reflect both failing and passing efforts to amend past academic shortcomings.

5. In the interest of consistent application of clemency policy across the college or university, students should be required to submit petitions for academic clemency to the chief academic officer of the institution.

6. No institution should be compelled to honor clemency granted by another institution; nevertheless, transfer students who received clemency at another institution should be allowed to petition for clemency under the provisions established by the receiving institution.

7. Under Act 1000, clemency policies apply to undergraduate academic records only.

Approved: Agenda Item No. 28
April 10, 1992
Relevant Code: ACA 6-60-207

Meeting adjourned at 11:18 a.m.