



Instructional Affairs Council

6/28/2022 8:00 PM - 9:00 PM

Location

<https://zoom.us/j/96709006054?pwd=Y3haUj...>

Participants

Samantha Latham (*Organizer*), Amy Latham, Angel Nickens, Angela Dortch, Audrie McCann (*Absent*), Carla Townsend (*Absent*), Carolyn Wiley, Courtney McMullen, Daphne O'Neill, Don Jones, Dwayne Casey, Ebone Dukes, Jeff Triplett, Katie Broadway (*Absent*), Keith Reed (*Absent*), Lacey Gentry, Lori Philley, Matthew Domas (*Absent*), Melissa Wright (*Absent*), Michael Heindl (*Absent*), Phillip Correro (*Absent*), Phyllis Johnson (*Absent*), Stacy Honeycutt, Stacy W. Taylor, Stephanie Mullins

1. Call to Order

Meeting called to order 1:02pm.

2. Agenda Review - Approval of Minutes

No amendments.

Decisions

- Daphne O'Neill motioned. Dr. Mullins, second. Agenda approved.
- Dr. Don Jones motioned. Daphne O'Neill, second. Minutes approved.

Attachments

[IAC Meeting Minutes- 2022-05-20.pdf](#)

3. Announcements

The ACUE partnership has been extended and funded for 3 more years.

Mrs. Angel Nickens is now Dean of eLearning for NWCC.

The "Redshirt Agreement" between UM Engineering & NWCC was signed last week.

4. AVP of Academic Instruction

Dr. Carolyn Wiley

4.1. New Course Outline Template

Standard Course Syllabus updates will include the addition of a few statements regarding graduation and course evaluations. The specific changes are highlighted in the attached document.

Once approved the document will be published in the forms section of the website and instructors can make any individual edits they see fit.

Standard Course Outline updates include the addition of a statement requesting the best form of contact between the student and the teacher. Also, information regarding what modality and term the course has been added, and the COVID-19 policy statement has been amended as well.

Dr. Wiley edited the headings of the additions to be in all CAPS, to stay formatted with the rest of the document.

Decisions

- Syllabus - Dr. Wiley motioned. Dr. Don Jones, second. Motion passed
- Outline - Dr. Wiley motioned. Mr. Dwayne Casey, second. Motion passed

Attachments

[STANDARD COURSE SYLLABUS rev6-28-22.docx](#), [COURSE OUTLINE TEMPLATE rev6-28-22.docx](#)

4.2. Music Theory Changes

Music Theory lecture and lab are currently 4 credit hours / 5 contact hours (includes music theory and voice training) UCNS allows for us to split the courses into two sections. The requested changes make this a 4hr lecture and 1hr lab.

Updating all four of these courses will better match other universities and community colleges; therefore, creating an easier transition for our students who will be transferring.

Amy Latham mentioned errors that will occur to preregistered students(in these course), after these updates are made in the system. Dr. Wiley stated that these approvals will be sent to Executive Council tomorrow for approval and then she can start switching the students over to the updated courses before the FALL 22 semester.

Decisions

- Dr. Wiley motioned. Daphne O'Neill, second. Motion passed.

Attachments

[MUS 1211 Course Addition.pdf](#), [MUS 1221 Course Addition.pdf](#), [MUS 2211 Course Addition.pdf](#), [MUS 2221 Course Addition.pdf](#), [MUS 1214 Combo Course Deletion.pdf](#), [MUS 1224 Combo Course Deletion.pdf](#), [MUS 2214 Combo Course Deletion.pdf](#), [MUS 2224 Combo Course Deletion.pdf](#), [MUS 1214 Course Addition.pdf](#), [MUS 1224 Course Addition.pdf](#), [MUS 2214 Course Addition.pdf](#), [MUS 2224 Course Addition.pdf](#)

5. AVP of Career-Technical Education

Mr. Dwayne Casey

5.1. New Course/Course Change Requests

IST1634- New course and change of credit hour. -This course is included in the Cyber Security program for the DeSoto Center. Will increase by 1hr from 3-4hours so that students are considered full time.

LET2523 Bankruptcy Law - New course as a technical elective

LET2373 Contracts and Business law - New course as a technical elective

Decisions

- Mr. Casey, motioned. Stacy Taylor, second. Motion passed.

Attachments

[Course Approvals - IST1634, LET2523, LET2373.pdf](#)

5.2. CTE Drug Screen Policy

As shown in the attached document, amendments have been made to clean up the policy and clarify title changes that have occurred over the previous years.

Dr. Mullins asked why is the testing wait period listed as 3 days? Could the required time frame be shortened because the test result may be altered in that 3 days?

Mr. Casey updates the motion to read, "If required to retest during your time in the program, you will have 24 hours to test and return your results."

Decisions

- Mr. Casey motioned. Stacy Honeycutt, second. Motion passed.

Attachments

[CTE DrugTesting_ScreeningPolicySP21.docx](#)

6. Dean of School of Health Sciences

Dr. Stephanie Mullins

6.1. Phlebotomy for all programs

Amy Latham asked if this would be added to all degree plans?

Yes, this would be added to all degree plans as an elective option.

Decisions

- Dr. Mullins motioned. Angela Dortch, second. Motion passed.

Attachments

[HCA 1113 phlebotomy course addition.pdf](#)

6.2. Cardiovascular Program

Students are only required to have a max of 800 clinical hours to sit for national certification. Currently the program has 1,080 clinical hours. These courses will each remain 6 hour credits, but 2 of those hours will be moved to lecture. This incorporates the necessary portions of the RCIS(Registered Cardiovascular Invasive Specialist) certification requirements and 4 hours for clinical. If the student completed Cardio Clinical I, II, III, and IV, they will finish with 810 clinical hours. With these changes, students will still be able to sit for their certification.

Decisions

- Dr. Mullins motioned. Stacy Taylor, second. Motion passed.

Attachments

[CVT 2716 Cardiovascular Clinical I.pdf](#), [CVT 2726 Cardiovascular Clinical II.pdf](#), [CVT 2736 Cardiovascular Clinical III.pdf](#)

6.3. Surgical Tech - Degree Plan Changes

This plan contains 3 semesters w/surgical anatomy and surgical micro.

AAS degree plan originally had 74 hours; however, the plan has been reworked and several unnecessary sciences have been removed. There will be 62 hours in this updated degree plan for Surgical Technology.

Decisions

- Dr. Mullins motioned. Amy Latham, second. Motion passed.

Attachments

[Surgical Tech AAS Degree Plan.xlsx](#), [Surgical Tech Certificate Degree Plan.xlsx](#), [Surgical Tech AAS degree plan.pdf](#)

6.4. Nursing

Requesting these changes to comply with MCCB, changes to be implemented for Fall 2022.

Motion:

NUR2123 will change to be NUR2433.(Number change)

NUR2002 - LPN Advanced Placement to be changed to NUR2002 - Nursing III Bridge (title change)

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Decisions

- Dr. Mullins motioned. Stacy Taylor, second. Motion approved.

Attachments

[NUR 2433 Transition to Prof Practice sign.pdf](#), [NUR 2002 Nursing III Bridge sign.pdf](#)

6.5. Pre-Health Science Degree Plan

Request to change the class order in the degree plan for PHS pathway. No class change or hour change.

Proposal to move the HCA1113(phlebotomy) to the first semester, shift the survey of A&P to the second semester, A&P1 to the third semester, and the A&P 2 to the fourth semester.

Angel Nickens states that moving Survey of A&P after the first semester may cause issues with students who are in this pathway that are unable to pass the course. If they wait until the second semester to take the harder science and realize they do not want to take health sciences, then they may have wasted a full semester.

Instead of moving Survey of A&P, we could move computer applications or a course like college study skills.

Decisions

- Dr. Mullins is pulling the motion to further discuss the topic and our best options for the students. Will bring forward at a later date.

Attachments

[Pre-Health Science Degree Plan.xlsx](#)

7. Adjournment

Meeting adjourned 1:56pm.