

Curriculum Committee Meeting Minutes May 8, 2014

CHAIRPERSON: Jr. Mark Underwood		
MEETING DATE: May 8, 2014	MEETING TIME: 11:00 AM	MEETING PLACE: ESPN 15(UV), RM 105(DR), C113
RECORDER: Aracely Ruiz		NEXT MEETING:

*MEMBERS & OTHERS INVITED:

Name and Title	Name and Title	Name and Title	Name and Title
*Andrews, Rebecca Faculty Assoc. Representative	*Garcia, Joe Division Chair –Applied Science	*Mata, Margot Associate VP - Outreach	De Hoyos, Elsa Counselor
*Aranda, Romelia Dean of Workforce Training & Dev.	*Guzman, Johnny Dean, College of Applied Sci.	*Sanchez, Cheryl Dean, College of Liberal Arts	Garabedian, Charles Coord. Of Inst. Assessment
*Baen, Karen, Library Director	*Hernandez, Yvette Director of Financial Aid	*Sandoval, Derek Associate VP – Del Rio Center	Gonzales, Hector President
*Bermea, Gilbert Associate VP – Eagle Pass Center	*Kimble, Paul Division Chair - Math	*Schell, Randa Dir/Student Engagement & Success	LaRue, Carol Coordinator – OIR
*Buchanan, Connie Division Chair – Business Admin.	*Koenig, Robert Division Chair - Science	*Stocks, Michel Faculty Representative	Ruiz, Aracely VP, Academic Affairs, Admin. Asst.
*Burchfield, Jan Faculty Representative	*Lawrence, Harry Division Chair-Social Studies & PE	*Suarez, Jesus R. Faculty Representative	Sanchez, Damacio Student Recruitment Director
*Fernandez, Luis Registrar	*Lopez, Lorena Director of Counseling	*Tucker, Terri Division Chair - Humanities & Fine Arts	
*Garcia, Amada Prof. Development Officer	*Masterson, Nancy Faculty Representative	*Underwood, Mark VP of Academic Affairs	

*MEMBERS & OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
*Baen, Karen Librarian	*Lawrence, Harry Division Chair-Social Studies & PE	*Underwood, Mark Assoc. Dean-Del Rio Center
*Buchanan, Connie Division Chair – Business Admin.	*Masterson, Nancy Faculty Representative	Cardenas, Mario Instructor, History
*Burchfield, Jan Faculty Representative	*Suarez, Jesus R. Faculty Representative	Ruiz, Aracely VP, Academic Affairs, Admin. Asst.
*Kimble, Paul Division Chair - Math	*Torres, Michelle Director of Outreach	
*Koenig, Robert Division Chair - Science	*Tucker, Terri Division Chair – Humanities & Fine Arts	

AGENDA/MINUTES:

Agenda Item	Item/Discussion/Information	Action
	Meeting was called to order at 11:00 am. Dr. Cheryl Sanchez welcomed everyone.	
Item #1 Action	<p>Dean of Liberal Arts Faculty Evaluation Instrument</p> <p>The Faculty Evaluation instrument is being revised; the process by which faculty are evaluated will be reviewed at a later date. The form is being revised to add links to SWTJC policies and handbooks. The focus of the changes is student engagement and to bridge the gap between academic affairs personnel and student affairs personnel. Dr. Nancy Masterson suggested a different way to collect student evaluations should be considered; Dr. Sanchez stated ways are being looked at to increase response rate of all students such as the time the evaluations are performed.</p> <p>Connie Buchanan motioned to accept the change; Seconded by Jesus Suarez; All in favor; motion approved.</p>	APPROVED

<p>Item # 2 Action</p>	<p>Program Review Welding Technology Cheryl Sanchez</p> <p>Committee recommendations for the Welding Technology program are:</p> <ol style="list-style-type: none"> 1. Department faculty participates in budget trainings/workshops in order to become more familiar with strategies for monitoring the budget. In particular, the committee requested cost analysis for running the program, including a per student expense log. In addition, a more formalized method for managing inventory is recommended. 2. Welding faculty becomes certified in First Aid/CPR due to the nature of the program. 3. Welding coordinator explore the possible need for student liability insurance. <p>Committee recommendations for the Institution are:</p> <ol style="list-style-type: none"> 1. VP of Administrative Services work with the department to develop a plan to expand the storage area and provide restroom facilities for the female students. The square footage for the lab area needs to double in size at a minimum. 2. IT department develop a plan to improve internet services currently available in the department, and to make printing services more accessible to students. <p>Jan Burchfield motioned to accept the change; Seconded by Connie Buchanan; All in favor; motion approved.</p>	<p>APPROVED</p>
<p>FINAL# 3 Wrap up</p>	<p>Meeting was adjourned at 11:35 p.m.</p> <p>NEXT MEETING: Fall 2014 TBA @ ESPN 15(UV); RM 105 (DR); C113 (EP)</p>	

SWTJC Curriculum Submission Form

1. Division submitting change: Program Review
2. Instructional Department: Welding
3. Term: [] FALL [X] SPRING [] SUMMER YEAR 2014

4. Subject of Proposal (Check All That Apply):

[] A. New Program - Attach "Program Change Form."

I. Academic Program Name:
II. Technical Program Name:
III. Workforce Education Program Name:

[] B. Program Revision - Attach "Program Change Form."

I. Academic Program Name:
II. Technical Program Name:
III. Workforce Education Program Name:

[] C. New Course - Attach "Course Change Form" and copy of Master Syllabus.

I. ACGM Course Number and Name:
II. WECM Course Number and Name:

[] D. Course Revision - Attach "Course Change Form" and copy of Master Syllabus with changes indicated.

I. ACGM Course Number and Name:
II. WECM Course Number and Name:

[] E. Textbook Only - Attach "Textbook Change Form".

[] F. Catalog Change - Attach current/proposed text and memo with rationale.

[] G. Policy - Attach memo with rationale. Subject:

[X] H. Other Program Review - Attach memo with explanation and rationale.

Originator of change (Administrator or Faculty) Cheryl Sanchez, Ed.D., Dean of Liberal Arts Date: Apr 16, 2014

Division Chair: Date:

Curriculum Committee Action: Recommendation: [X] YES [] NO

Curriculum Committee Chair: Mark Under Date: 27 May 2014

President / Cabinet Rep: Mark Under Date: 27 May 2014

President (new program) Date:

Attach copy of Board Minutes showing approval (New Program)

Distribution:

Vice President of Academic Affairs Associate Vice President - Eagle Pass Dean of Applied Sciences
Vice President of Student Affairs Associate Vice President - Outreach Division Chair
Associate Vice President of Institutional Advancement Director - Crystal City
Associate Vice President - Del Rio Dean of Liberal Arts

For Administration Office Use Only

Catalog [Signature] WW [Signature]
Colleague [Signature] Syll M [Signature]
Deg. Plan [Signature] Policy [Signature]



Program Review Report

Due to the OIP&R and Dean by November 15

Part A–Review Panel Evaluation

Program	Coordinator	Date
Welding	Willie Garcia	4/7/14

Name and Title of Review Committee Chair

Cheryl Sanchez, Ed.D.; Dean of Liberal Arts

List the Review Committee Members:

Name	Title
Johnny Guzman	Dean of Applied Sciences
Romelia Aranda	Dean of Workforce Training
Vanessa Uriegas	Instructor
J.J. Suarez	Instructor

1. Evaluation of program's size and stability (*review program dashboard*):
First-time-in-college students have increased from 17 in the Fall of 2009 to 28 in the Fall of 2013. There was a small increase of all students from last year by 4. Total student enrollment was 68 in the fall of 2013. We anticipate that the number of students will stay about the same for the next 4 to 10 years. Articulation welding programs are in session in Devine and Del Rio High Schools.
2. Evaluation of the labor market information provided by IR:
Report provided by IR for the Middle Rio Grande Workforce Development Area showed a healthy increase in Welding Services up to the year 2025.
3. Evaluation of equipment and facilities (*e.g. depreciable assets such as classroom space & lab equipment*):
More space is needed for classroom and lab instruction, and for storage. The administration is aware of the need and is looking into possible solutions. Please refer to the recommendations.
4. Evaluation of resources (*e.g. human resources and consumables such as staff, books, & paper goods*):
This area needs some attention. Please refer to the recommendations.
5. Evaluation of program's ability to meet the needs of employers (*if applicable*):
The odds of getting a welding job right now are very high, Knowing that the Eagle Ford Shell is in effect right now. There are Thousands of welders that are actively working right now.
6. Evaluation of the Technical Program Outcomes Assessment Report:
The committee finds that the program shows adequate improvement in their outcomes.
7. Evaluation of evidence that the program's evaluative processes resulted in improvement (*review of program's Unit Action Plan*): The numbers of students have increased from 32 in 2009 to 68 in 2013. Welding stations have increased from 12 to 28.
8. Evaluation of Advisory Committee recommendations for program:
The program has a strong Advisory Committee in place.
Program strengths and weaknesses, opportunities, and challenges:
Students are getting jobs as soon as they complete the program. Highly qualified instructors are in place. The program is growing very quickly and expanding to other sites.



Program Review Report

10. Professional Development recommendations:

This area needs attention. Please refer to the recommendations.



Program Review Report

Due to the OIP&R and Dean by November 15

Part B - Review panel recommendations

Recommendations for the program:

Program coordinator's response to recommendations	Reviewed by panel (Dean's initial)
<p>1. The committee recommends that the department faculty participate in budget trainings/workshops in order to become more familiar with strategies for monitoring the budget. In particular, the committee would like to see a cost analysis for running the program, including a per student expense log. In addition, a more formalized method for managing inventory is recommended.</p>	<p>I am all for budget trainings. We have submitted a cost analysis per student to Mr. Guzman for Spring of 2015. The inventory is a big part of our program we strive to stay on top of it.</p>
<p>2. The committee recommends the Welding faculty become certified in First Aid/CPR. This is due to the nature of the program and the lack of a nurse on campus.</p>	<p>Being certified in First Aid/CPR will help us to handle a situation in an orderly manner.</p>
<p>3. The committee recommends the Welding coordinator explore the possible need for additional student liability insurance.</p>	<p>At this point I will have to get with Human Resources coordinator Oscar Garcia, to guide me on what steps to approach for insurance.</p>
4.	
5.	
6.	

Recommendations for the institution or another unit:

Program coordinator's response to recommendations	Reviewed by panel (Dean's initial)
<p>1. The committee recommends the VP of Administrative Services work with the department to develop a plan to expand the storage area for the department and to provide restroom facilities for the female students. The square footage for the lab area needs to double in size at a minimum.</p>	<p>For safety reasons the area of the lab has to expand for sure, a restroom for females is very important to have for sure. The number in females in our program is growing.</p>

Curriculum Committee Meeting Minutes March 20, 2014

HAIRPERSON: Dr. Mark Underwood		
MEETING DATE: March 20, 2014	MEETING TIME: 11:00 AM	MEETING PLACE: ESPN 15(UV), RM 105(DR), C113
RECORDER: Aracely Ruiz		NEXT MEETING: April 17, 2014

*MEMBERS & OTHERS INVITED:

Name and Title	Name and Title	Name and Title	Name and Title
*Andrews, Rebecca Faculty Assoc. Representative	*Garcia, Joe Division Chair –Applied Science	*Mata, Margot Associate VP - Outreach	De Hoyos, Elsa Counselor
*Aranda, Romelia Dean of Workforce Training & Dev.	*Guzman, Johnny Dean, College of Applied Sci.	*Sanchez, Cheryl Dean, College of Liberal Arts	Garabedian, Charles Coord. Of Inst. Assessment
*Baen, Karen, Library Director	*Hernandez, Yvette Director of Financial Aid	*Sandoval, Derek Associate VP – Del Rio Center	Gonzales, Hector President
*Bermea, Gilbert Associate VP – Eagle Pass Center	*Kimble, Paul Division Chair - Math	*Schell, Randa Dir/Student Engagement & Success	LaRue, Carol Coordinator – OIR
*Buchanan, Connie Division Chair – Business Admin.	*Koenig, Robert Division Chair - Science	*Stocks, Michel Faculty Representative	Ruiz, Aracely VP, Academic Affairs, Admin. Asst.
*Burchfield, Jan Faculty Representative	*Lawrence, Harry Division Chair-Social Studies & PE	*Suarez, Jesus R. Faculty Representative	Sanchez, Damacio Student Recruitment Director
*Fernandez, Luis Registrar	*Lopez, Lorena Director of Counseling	*Tucker, Terri Division Chair - Humanities & Fine Arts	
*Garcia, Amada Prof. Development Officer	*Masterson, Nancy Faculty Representative	*Underwood, Mark VP of Academic Affairs	

MEMBERS & OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
*Baen, Karen Librarian	*Lopez, Lorena Director of Counseling	De Hoyos, Elsa Advisor
*Buchanan, Connie Division Chair – Business Admin.	*Masterson, Nancy Faculty Representative	Ruiz, Aracely VP, Academic Affairs, Admin. Asst.
*Burchfield, Jan Faculty Representative	*Sanchez, Cheryl Dean, College of Liberal Arts	
*Hernandez, Yvette Director of Financial Aid	*Suarez, Jesus R. Faculty Representative	
*Koenig, Robert Division Chair - Science	*Tucker, Terri Division Chair – Humanities & Fine Arts	
*Lawrence, Harry Division Chair-Social Studies & PE	*Underwood, Mark Assoc. Dean-Del Rio Center	

AGENDA/MINUTES:

Agenda Item	Item/Discussion/Information	Action
	Meeting was called to order at 11:03 am. Mark Underwood welcomed everyone.	
Item #1 Action	Business Program Revision – Administrative Info Tech – Medical Office Applications Option Connie Buchanan Connie Buchanan requested Medical Office Applications Option be removed due to low enrollment, classes do not make; offer courses by arrangement to students currently taking courses in this degree plan until they graduate. Connie Buchanan motioned to accept the change; Seconded by Jan Burchfield; All in favor; motion approved.	APPROVED

<p>Item # 2 Action</p>	<p>Business Program Revision – Administrative Information Technology – New Fees Connie Buchanan Connie Buchanan requested a new fee be added to POFI 1349, POFI 2301, and ITSW 1307 for MOS Test preparation to aid students in passing MOS Test. Connie Buchanan motioned to accept the changes; Seconded by Karen Baen; All in favor; motion approved.</p>	<p>APPROVED</p>
<p>Item # 3 Action</p>	<p>Business Program Revision – Administrative Information Technology – WECM changes Connie Buchanan Course description changes to POFI 2301 and POFI 1349 Connie Buchanan motioned to accept the changes; Seconded by Jesus Suarez; All in favor; motion approved.</p>	<p>APPROVED</p>
<p>Item # 4 Action</p>	<p>Business Program Revision – Administrative Info Technology – re-arrange class order Connie Buchanan With removal of Medical Office Applications Option it is necessary to move the technical electives from the Business Applications Option to replace the elective in each semester of the AIT certificate and AAS. Connie Buchanan motioned to accept the changes; Seconded by Harry Lawrence; All in favor; motion approved.</p>	<p>APPROVED</p>
<p>Item # 5 Action</p>	<p>Business Program Revision – Computer Information Systems Connie Buchanan Computer Information Systems program is being reduced to 60 hours effective Fall 2014; inactivating ITNW 1453 and replacing with ITNW 1353; remove ITSY 2441 and ITSC 2339; make ITNW 1313 a required course in the spring semester of year to meet 60 hour requirements. Connie Buchanan motioned to accept the changes. Seconded by Terri Tucker; All in favor; motion approved.</p>	<p>APPROVED</p>
<p>Item # 6 Action</p>	<p>Business Program Revision – Management Connie Buchanan Management program being reduced to 60 hours effective Fall 2014; remove Social and Behavioral Sciences elective; inactivate BMGT 2382 and BMGT 2383 and add BMGT 2482 and BMGT 2483 in their place to meet the 60 hour requirements. Connie Buchanan motioned to accept the changes. Seconded by Yvette Hernandez; All in favor; motion approved.</p>	<p>APPROVED</p>

Item # 7 Action	<p>Business Program Revision – Management, Public Administration Specialty Connie Buchanan Management, Public Administration Specialty program is being reduced to 60 hours effective Fall 2014; remove GOVT 2306 from degree plan; inactivate BMGT 2382 and BMGT 2383 and add BMGT 2482 and BMGT 2483 in their place to meet the 60 hour requirements.</p> <p>Connie Buchanan motioned to accept the changes. Seconded by Jesus Suarez; All in favor; motion approved.</p>	<p>APPROVED</p>
FINAL# 8 Wrap up	<p>Meeting was adjourned at 11:51 a.m. NEXT MEETING: Thursday, April 17, 2014 @ ESPN 15(UV); RM 105 (DR); C113 (EP)</p>	

SWTJC Curriculum Submission Form

1. Division submitting change:

2. Instructional Department:

3. Term: FALL SPRING SUMMER YEAR

4. Subject of Proposal (Check All That Apply):

A. New Program - Attach "Program Change Form."

I. Academic Program Name:
 II. Technical Program Name:
 III. Workforce Education Program Name:

B. Program Revision - Attach "Program Change Form."

I. Academic Program Name:
 II. Technical Program Name:
 III. Workforce Education Program Name:

C. New Course - Attach "Course Change Form" and copy of Master Syllabus.

I. ACGM Course Number and Name:
 II. WECM Course Number and Name:

D. Course Revision - Attach "Course Change Form" and copy of Master Syllabus with changes indicated.

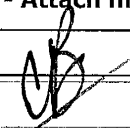
I. ACGM Course Number and Name:
 II. WECM Course Number and Name:

E. Textbook Only - Attach "Textbook Change Form".

F. Catalog Change - Attach current/proposed text and memo with rationale.

G. Policy - Attach memo with rationale. Subject:

H. Other - Attach memo with explanation and rationale.

Originator of change (Administrator or Faculty)  Date:

Division Chair: Date:

Curriculum Committee Action: Recommendation: YES NO

Curriculum Committee Chair:  Date:

President / Cabinet Rep: Date:

President (new program) Date:

Attach copy of Board Minutes showing approval (New Program)

Distribution:

- | | | |
|---|---------------------------------------|--------------------------|
| Vice President of Academic Affairs | Associate Vice President - Eagle Pass | Dean of Applied Sciences |
| Vice President of Student Affairs | Associate Vice President - Outreach | Division Chair |
| Associate Vice President of Institutional Advancement | Director - Crystal City | Department Chairs |
| Associate Vice President - Del Rio | Dean of Liberal Arts | |

SWTJC Program Change Form

NEW
 REVISION
 INACTIVATION
 REACTIVATION

Requested by: Date:

Instructional Department:

Program Title (as it will appear in catalog):

Major Code (registrar): CIP Code (xx.xxxx)

Type of Program: Academic Technical Workforce Education

When will this new program begin? Term: Year

Describe program addition/revision:

I: Program required to be at 60 hours. The following would accomplish this requirement:
 -Fall Semester - Second Year Remove ELECTIVE for Social and Behavioral Sciences (-3 hours)

II: After the removal of the Option 2: Medical Office Applications there will no longer be an option for students to choose so it is necessary to move the Option 1 items to replace the Elective in each semester:

- a) Move BUSI 1307 Personal Finance to Fall Semester - First Year
- b) Move IMED 1316 Web Design I to Spring Semester - First Year
- c) Move IMED 1301 Introduction to Digital Media to Fall Semester - Second Year
- d) Move IMED 2309 Internet Commerce to Spring Semester - Second Year

	<u>Administrator</u>	<u>Initial</u>	<u>Date</u>
<input type="checkbox"/> A needs assessment performed.	Dean	_____	_____
<input type="checkbox"/> There is a need for the program.	VP of Academic Affairs	_____	_____
<input type="checkbox"/> A program coordinator is assigned.	VP of Academic Affairs	_____	_____
<input type="checkbox"/> SACS Substantive change addressed.	VP of Academic Affairs	_____	_____
<input type="checkbox"/> An approved budget is attached.	VP of Academic Affairs	_____	_____
<input type="checkbox"/> The THECB application is attached.	Dean	_____	_____
<input type="checkbox"/> Catalog changes are attached.	Dean	_____	_____

Comments:

For Administration Office Use Only

Catalog	<u>4/11/14 ar</u>	WW	<u>N/A WC</u>
Colleague	<u>N/A ar</u>	Syll M	<u>N/A ar</u>
Deg. Plan	_____	Policy	_____

**ADMINISTRATIVE INFORMATION TECHNOLOGY
CERTIFICATE**

Students not receiving advanced-placement credit in a Local Articulation program must take the bridging courses and must do so before they are required as prerequisites.

Program of Study

	<u>Fall Semester</u>	<u>Credit</u>	<u>Spring Semester</u>	<u>Credit</u>
	ORIE 0100 ^π New Student Orientation		POFT 1301 Business English.....	3
	or		ELECTIVE[†] Sequenced Technical Elective 2	3
	COLS 0300 College Success Skills		IMED 1316 Web Design I	3
	POFT 1329 ¹ Beginning Keyboarding		ACCT 2401 Principles of Accounting I– Financial.....	4
	ITSC 1301 ² Introduction to Computers		POFI 1349 Spreadsheets.....	3
	ACNT 1403 ³ Introduction to Accounting I		POFT 1309 ⁵ Administrative Office Procedures I.....	3
	POFI 2301 Word Processing	3	Total	16
	POFT 1325 Business Math Using Technology	3		
	ELECTIVE[†] Sequenced Technical Elective 1	3		
	BUSI 1307 Personal Finance	3	Total Credit Hours for Certificate	31
	BUSI 1301 Business Principles.....	3		
	ENGL 1301 Composition I.....	3		
	Total	15		

- Notes: 1 Required bridging course if keyboarding competencies not verified; POFT 1329 does not count toward degree requirements.
 2 Required bridging course if basic computer competencies not verified; ITSC 1301 does not count toward degree requirements.
 3 Recommended bridging course for students with limited prior experience in accounting. ACNT 1403 does not count toward degree requirements.
 4 Select course from Sequenced Technical Electives for AIT in Option 1 or 2 (2 courses required for Certificate) as listed below.
 5 Capstone course that consolidates the student’s learning experiences.
 π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

**ADMINISTRATIVE INFORMATION TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE
INCLUDING ENHANCED SKILLS/LOCAL ARTICULATION PLAN**

	<u>Credit</u>
General Education Courses:	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	6
Total General Education Courses.....	15
Technical Education Courses.....	45
Total Credit Hours for A.A.S	60

Students not receiving advanced placement credit in a Local Articulation program must take the bridging courses and must do so before they are required as prerequisites.

Program of Study

FIRST YEAR

Fall Semester		Credit	Spring Semester		Credit
ORIE 0100 ^π	New Student Orientation		POFT 1301	Business English.....	3
or			ELECTIVE ⁴	Sequenced Technical Elective 2.....	3
COLS 0300	College Success Skills		IMED 1316	Web Design I.....	3
POFT 1329 ¹	Beginning Keyboarding		ACCT 2401	Principles of Accounting I– Financial.....	4
ITSC 1301 ²	Introduction to Computers		POFI 1349	Spreadsheets	3
ACNT 1403 ³	Introduction to Accounting I		POFT 1309	Administrative Office Procedures I.....	3
POFI 2301	Word Processing	3		Total	16
POFT 1325	Business Math Using Technology	3			
ELECTIVE ⁴	Sequenced Technical Elective 1	3			
BUSI 1307	Personal Finance	3			
BUSI 1301	Business Principles.....	3			
ENGL 1301	Composition I.....	3			
	Total	15			

SECOND YEAR

Fall Semester		Credit	Spring Semester		Credit
POFI 2331	Desktop Publishing	3	POFT 1313	Professional Workforce Preparation.....	3
ACNT 1311	Introduction to Computerized Accounting.....	3	ELECTIVE ⁴	Sequenced Technical Elective 4.....	3
ELECTIVE ⁴	Sequenced Technical Elective 3	3	IMED 2309	Internet Commerce	3
IMED 1301	Introductions to Digital Media	3	POFT 2281 ⁵	Cooperative Education– Administrative Assistant/Secretarial Science.....	2
ITSW 1307	Introduction to Database	3	ELECTIVE	Humanities and Fine Arts.....	3
ELECTIVE ⁴	Social and Behavioral Sciences	3	ECON 2301	Principles of Macroeconomics.....	3
ELECTIVE	College Level Mathematics.....	3		Total	14
	Total	15		Total Credit Hours for A.A.S.....	60

- Notes: 1 Required bridging course if keyboarding competencies not verified; POFT 1329 does not count toward degree requirements
- 2 Required bridging course if basic computer competencies not verified; ITSC 1301 does not count toward degree requirements
- 3 Recommended bridging course for students with limited prior experience in accounting. ACNT 1403 does not count toward degree requirements.
- 4 Select course from Sequenced Technical Electives for AIT in Option 1 or 2 (4 courses required for AAS) as listed below.
- 5 Capstone course that consolidates the student’s learning experiences.
- π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Sequenced Technical Electives for Administrative Information Technology

Sequenced Administrative Information Technology technical electives must be chosen from the list below. To receive graduation credit, all courses within the selection option must be completed (One-year Certificate requires first two courses of either option).

Option 1: Business Applications

1. **BUSI 1307** Personal Finance
2. **IMED 1316** Web Design I
3. **IMED 1301** Introduction to Digital Media
4. **IMED 2309** Internet Commerce

Option 2: — Medical Office Applications

- 1. HITT 1305 Medical Terminology I
- 2. POFM 1317 Medical Administrative Support
- 3. POFM 2333 Medical Document Production
- 4. POFM 1300 Basic Medical Coding

**ADMINISTRATIVE INFORMATION TECHNOLOGY
ENHANCED SKILLS CERTIFICATE**

Students who have completed the degree plan for Associate of Applied Science – Administrative Information Technology are eligible to continue into the Enhanced Skills Certificate program consisting of a fifth semester of college work.

Program of Study

THIRD YEAR

Credit	
ACCT 2402	Principles of Accounting II 3
BMGT 2309	Leadership 3
BMGT 1327	Principles of Management 3
HRPO 2301	Human Resources Management 3
Total Credit Hours for Enhanced Skills Certificate 13	
Total Credit Hours for A.A.S. 60	
GRAND TOTAL 73	

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY
Uvalde Campus

Purpose

The Air Conditioning and Refrigeration program seeks to educate and provide guided learning experiences to individuals interested in entering this rapidly developing field. The goal of the program is for graduates to be employable as entry-level service technicians in residential and light commercial air conditioning, refrigeration, and heating.

Students will learn about the refrigeration cycle, tools of the trade, instrument usage and application, wiring schematic reading, electrical controls and switches, refrigerant recovery, reclaiming and recycling, installation practices, trouble shooting procedures on electrical and sealed systems plus employee/employer relations, job hunting skills, résumé building and information related to operating a small business.

Admission Requirements

Students are admitted to the Air Conditioning and Refrigeration program through the regular college admission procedures (*see Admission Regulations section*). Students will receive a one-year Certificate, two-year Certificate, and/or an Associate of Applied Science (A.A.S.) degree upon satisfactory completion of the program of study and upon making formal application for graduation (*see Curricula section*).

AGENDA

Curriculum Committee

February 20, 2014 11:00 – 11:50 A.M. ESPN 15 (UV), RM 105 (DR), C113 (EP)

Chair: Mark Underwood, Vice President for Academic Affairs

Welcome remarks
Introduction

ITEM # 1 Social Studies and Physical Education
ACTION New Course – PSYC 1300 – Learning Framework
Jan Burchfield

ITEM # 2 Applied Science
ACTION Program Revision – Air Conditioning and Refrigeration Technology
Joe Garcia

ITEM # 3 Applied Science
ACTION Program Revision – Automotive Body Repair Technology
Joe Garcia

ITEM # 4 Applied Science
ACTION Program Revision – Automotive Technology
Joe Garcia

ITEM # 5 Applied Science
Program Revision – Construction Carpentry
Joe Garcia

ITEM # 6 Applied Science
Program Revision – Diesel Technology
Joe Garcia

ITEM # 7 Applied Science
Program Revision – Wildlife Management
Joe Garcia

ITEM # 8 Health and Human Services
Program Revision – Child Development
Amy Garcia

ITEM # 9 Health and Human Services
Program Revision – Registered Nursing
Amy Garcia

ITEM # 10 Dean of Liberal Arts
Attendance Policy
Dr. Cheryl Sanchez

ITEM # 11 Admissions/Registrars
AA Electives
Luis Fernandez

ITEM # 12 Discussion/Wrap-Up

Curriculum Committee Meeting Minutes February 20, 2014

CHAIRPERSON: Dr. Mark Underwood		
MEETING DATE: February 20, 2014	MEETING TIME: 11:00 AM	MEETING PLACE: ESPN 15(UV), RM 105(DR), C113
RECORDER: Aracely Ruiz		NEXT MEETING: March 20, 2014

*MEMBERS & OTHERS INVITED:

Name and Title	Name and Title	Name and Title	Name and Title
*Andrews, Rebecca Faculty Assoc. Representative	*Garcia, Joe Division Chair –Applied Science	*Mata, Margot Associate VP - Outreach	De Hoyos, Elsa Counselor
*Aranda, Romelia Dean of Workforce Training & Dev.	*Guzman, Johnny Dean, College of Applied Sci.	*Sanchez, Cheryl Dean, College of Liberal Arts	Garabedian, Charles Coord. Of Inst. Assessment
*Baen, Karen, Library Director	*Hernandez, Yvette Director of Financial Aid	*Sandoval, Derek Associate VP – Del Rio Center	Gonzales, Hector President
*Bermea, Gilbert Associate VP – Eagle Pass Center	*Kimble, Paul Division Chair - Math	*Schell, Randa Dir/Student Engagement & Success	LaRue, Carol Coordinator – OIR
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*Burchfield, Jan Faculty Representative	*Lawrence, Harry Division Chair-Social Studies & PE	*Suarez, Jesus R. Faculty Representative	Sanchez, Damacio Student Recruitment Director
*Fernandez, Luis Registrar	*Lopez, Lorena Director of Counseling	*Tucker, Terri Division Chair - Humanities & Fine Arts	
*Garcia, Amada Prof. Development Officer	*Masterson, Nancy Faculty Representative	*Underwood, Mark VP of Academic Affairs	

*MEMBERS & OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
*Andrews, Rebecca Faculty Assoc. Representative	*Koenig, Robert Division Chair - Science	*Tucker, Terri Division Chair – Humanities & Fine Arts
*Aranda, Romelia Dean of Workforce Training & Dev.	*Lawrence, Harry Division Chair-Social Studies & PE	*Underwood, Mark Assoc. Dean-Del Rio Center
*Baen, Karen Librarian	*Lopez, Lorena Director of Counseling	Aviles, John Instructor, Auto Body Repair
*Buchanan, Connie Division Chair – Business Admin.	*Masterson, Nancy Faculty Representative	Dean, Chassity ADN Administrative Assistant
*Burchfield, Jan Faculty Representative	*Mata, Margot Associate VP - Outreach	De Hoyos, Elsa Advisor
*Garcia, Amada Prof. Development Officer	*Sanchez, Cheryl Dean, College of Liberal Arts	Flores, Richard Instructor, AC/R
*Garcia, Joe Division Chair –Applied Science	*Sandoval, Derek Associate VP – Del Rio Center	Goosen, Geri ADN Director
*Guzman, Johnny Technical Program Director	*Schell, Randa Dir/Student Engagement & Success	Mata, Cruz CCIF Coordinator
*Kimble, Paul Division Chair - Math	*Suarez, Jesus R. Faculty Representative	Torres, Michelle Director of Outreach

AGENDA/MINUTES:

Agenda Item	Item/Discussion/Information	Action
	Meeting was called to order at 11:04 am. Mark Underwood welcomed everyone.	
Item #1 Action	Social Studies and Physical Education New Course – PSYC 1300 – Learning Framework Jan Burchfield Jan Burchfield requested PSYC 1300 be added to SWTJC's inventory as an	APPROVED

	<p>elective.</p> <p>Jan Burchfield motioned to accept the change; Seconded by Randa Schell; All in favor; motion approved.</p>	
Item # 2 Action	<p>Applied Science Program Revision – Air Conditioning and Refrigeration Technology Richard Flores AC/R program is being reduced to 60 hours effective Fall 2014; inactivating/archiving CETT 1402, replacing it with CETT 1302 to meet the new hours.</p> <p>Joe Garcia motioned to accept the changes. Seconded by Jan Burchfield; All in favor; motion approved.</p>	APPROVED
Item # 3 Action	<p>Applied Science Program Revision – Automotive Body Repair Technology John Aviles ABDR program is being reduced to 60 hours effective Fall 2014; inactivating ABDR 1315 and ABDR 2453 and replacing 2453 with ABDR 2353 to meet new hours. Revising course title of ABDR 1307 to meet WECM. Revising course descriptions of ABDR 2255, ABDR 1419, ABDR 2449, and ABDR 1441 to meet WECM.</p> <p>Joe Garcia motioned to accept the changes. Seconded by Terri Tucker; All in favor; motion approved.</p>	APPROVED
Item # 4 Action	<p>Applied Science Program Revision – Automotive Technology Joe Garcia AUMT program is being reduced to 60 hours effective Fall 2014; inactivating AUMT 2428 and replacing it with AUMT 2328 to meet new hours.</p> <p>Joe Garcia motioned to accept the changes. Seconded by Randa Schell; All in favor; motion approved.</p>	APPROVED
Item # 5 Action	<p>Applied Science Program Revision – Construction Carpentry Joe Garcia Carpentry program is being reduced to 60 hours effective Fall 2014; adding CNBT 1110 to meet new hours.</p> <p>Joe Garcia motioned to accept the changes. Seconded by Johnny Guzman; All in favor; motion approved.</p>	APPROVED
Item # 6 Action	<p>Applied Science Program Revision – Diesel Technology Joe Garcia DEMR program is being reduced to 60 hours effective Fall 2014; inactivating DEMR 1229, DEMR 1449, and 1410 and replacing them with DEMR 1310, and DEMR 1349 to meet new hours.</p> <p>Joe Garcia motioned to accept the changes. Seconded by Johnny Guzman; All in favor; motion approved.</p>	APPROVED
Item # 7 Action	<p>Applied Science Program Revision – Wildlife Management Bob Zaiglin Wildlife Management program is being reduced to 60 hours effective Fall 2014;</p>	APPROVED

	<p>inactivating AGRI 2303 to meet new hours. Joe Garcia motioned to accept the changes. Seconded by Johnny Guzman; All in favor; motion approved.</p>	
Item # 8 Action	<p>Health and Human Services Program Revision – Child Development Amy Garcia Child Development program is being reduced to 60 hours effective Fall 2014; inactivating CDEC 1358 to meet new hours. Amy Garcia motioned to accept the changes. Seconded by Jan Burchfield; All in favor; motion approved.</p>	APPROVED
Item # 9 Action	<p>Health and Human Services Program Revision – Registered Nursing Amy Garcia “LVN to RN Transition” program changed to an “Associate Degree Nursing” program, a concept-based curriculum. Inactivating RNSG 1205, RNSG 1413, RNSG 1201, RNSG 1227, RNSG 1244, RNSG 2331, RNSG 1343, RNSG 1248, RNSG 2213, RNSG 2260, RNSG 2201, RNSG 2308, RNSG 2363, RNSG 2221, and RNSG 2360. New courses being added are: RNSG 1170, RNSG 1471, RNSG 1171, RNSG 2172, RNSG 1161, RNSG 1301, RNSG 1271, RNSG 2572, RNSG 1362, RNSG 2173, RNSG 2573, RNSG 2574, and RNSG 2174. Course descriptions of RNSG 2361 and RNSG 2632 are being revised to match WECM. Amy Garcia motioned to accept the changes. Seconded by Karen Baen; All in favor; motion approved.</p>	APPROVED
Item # 10 Action	<p>Dean of Liberal Arts Attendance Policy Dr. Cheryl Sanchez Dr. Sanchez brought the revised Attendance Policy to the Curriculum Committee for final approval along with the revised Excessive Absences Drop Form and Class Roster Verification Form; stated the forms can be found on the college website under Curriculum and Instruction. The creation of this new policy/revision of new forms is an attempt to simplify the current attendance policy. Connie Buchanan motioned to accept the changes. Seconded by Harry Lawrence; All in favor; motion approved.</p>	APPROVED
Item # 11 Discussion	<p>Admissions/Registrars Office Technical courses counting toward AA Electives Luis Fernandez According to document submitted by Luis Fernandez, currently any courses can count toward electives for completion of an A.A. degree. Dr. Underwood asked if this is a programming issue, and requested further discussion.</p>	
FINAL# 5 Wrap up	<p>Meeting was adjourned at 11:59 a.m. NEXT MEETING: Thursday, March 20, 2014 @ ESPN 15(UV); RM 105 (DR); C113 (EP)</p>	

SWTJC Curriculum Submission Form

1. Division submitting change: Applied Sciences
.. Instructional Department: Automotive Body Repair Technology
3. Term: [] FALL [x] SPRING [] SUMMER YEAR 2014

4. Subject of Proposal:

[] A. New Program - Attach "Program Change Form".

I. Academic Program Name:
II. Technical Program Name:
III. Workforce Education Program Name:

[x] B. Program Revision - Attach "Program Change Form".

I. Academic Program Name:
II. Technical Program Name: Automotive Body Repair Technology
III. Workforce Education Program Name:

[x] C. New Course - Attach "Course Change Form" and copy of Master Syllabus.

I. ACGM Course Number and Name:
II. WECM Course Number and Name: ABDR 2353 Color Analysis and Paint Matching

[x] D. Course Revision - Attach "Course Change Form" and copy of Master Syllabus with changes indicated.

I. ACGM Course Number and Name:
II. WECM Course Number and Name: ABDR 1307; ABDR 1315; ABDR 2453

[] E. Textbook Only - Attach "Textbook Change Form".

[] F. Catalog Change - Attach current/proposed text and memo with rationale.

[] G. Policy - Attach memo with rationale. Subject:

[] H. Other - Attach memo with explanation and rationale.

Originator of change (Administrator or Faculty) John Aviles Date: 1/28/2014
Division Chair: Joe Garcia Date: 1/28/2014

Curriculum Committee Action: Recommendation: [x] YES [] NO

Curriculum Committee Chair: Date: 26 Mar 2014
Dean of Instructional Services: Date:

President (new program) Date:

Attach copy of Board Minutes showing approval (New Program)

Distribution:

- Dean of Admission and Student Services
Dean of Institutional Advancement & Technology
Associate Dean - Del Rio
Associate Dean - Eagle Pass
Director of Curriculum & Instruction
Director of Technical Programs
Division Chairs
Department Facilitators

SWTJC Program Change Form

NEW
 REVISION
 INACTIVATION
 REACTIVATION

Requested by: John Aviles Date: 1/28/2014

Instructional Department: Automotive Body Repair Technology

Program Title (as it will appear in catalog): Automotive Body Repair Technology

Major Code (registrar): _____ CIP Code (xx.xxxx) 47.0603

Type of Program: Academic Technical Workforce Education

When will this program take effect? Term: Fall Year 2014

Describe program addition/revision:

Program to be at 60 sch.

	Administrator C & I, Tech, or WE Director	Initial	Date
<input type="checkbox"/> Was a needs assessment performed?	C & I, Tech, or WE Director	_____	_____
<input type="checkbox"/> Is there a need for the program?	Dean of Instructional Services	_____	_____
<input type="checkbox"/> Is a program coordinator assigned?	Dean of Instructional Services	_____	_____
<input type="checkbox"/> SACS Substantive change addressed?	Dean of Institutional Adv. & Tec	_____	_____
<input type="checkbox"/> Is an approved budget attached?	Dean of Instructional Services	_____	_____
<input type="checkbox"/> Is the THECB application attached?	C & I, Tech, or WE Director	_____	_____
<input type="checkbox"/> Are catalog changes attached?	C & I, Tech, or WE Director	_____	_____

Comments:

All following substitute 3-hr course for a corresponding 4-hr course to ^{help} arrive @ 60 hrs for Degree Program ^{mu}

For Administration Office Use Only

Catalog AR 7/27/14 WW N/A or
 Colleague N/A curr Syll M N/A ar
 Deg. Plan _____ Policy _____

AUTOMOTIVE BODY REPAIR TECHNOLOGY
Uvalde Campus

Purpose

The purpose of the Automotive Body Repair Technology program is to give students the training needed to repair collision damage, straighten frames and replace body panels. Instruction will also be given in welding, cutting, painting and estimating. Students will learn the use of fiberglass and plastic fillers. Graduates of the program will be employable as entry-level service technicians at an independent shop or dealership.

Admission Requirements

Students are admitted to the Automotive Body Repair Technology program through the regular college admission procedures (*see Admission Regulations section*). Students will receive a one-year Certificate, two-year Certificate and/or an Associate of Applied Science (A.A.S.) degree upon satisfactory completion of the program of study and upon making formal application for graduation (*see Curricula section*).

The Automotive Body Repair Technology program carries three award options, a one-year Certificate, a two-year Certificate, and an A.A.S. degree. ~~College Board policy requires all students to take the Accuplacer examination. Students pursuing the one-year Certificate do not have to pass the Accuplacer; is TSI exempt,~~ however, those not scoring at the READ-0302 level **meeting TSI requirements** are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year A.A.S. degree or the two-year certificate must meet **all** Texas Success Initiative (TSI) requirements.

AUTOMOTIVE BODY REPAIR TECHNOLOGY
ONE-YEAR CERTIFICATE

Program of Study

	<u>Fall Semester</u>	<u>Credit</u>	<u>Spring Semester</u>	<u>Credit</u>	
ORIE 0100 ^π	New Student Orientation		ABDR 1458	Intermediate Refinishing	4
or			ABDR 1449	Automotive Plastic and Sheet Molded	
COLS 0300	College Success Skills			Compound Repair	4
ABDR 1307	Collision Repair Welding	3	ABDR 1441 ¹	Structural Analysis/Damage Repair I	4
ABDR 1419	Basic Metal Repair	4		Total	12
ABDR 1315	Vehicle Trim and Hardware	3		Total Credit Hours for Certificate	24
ABDR 1331	Basic Refinishing	3			
ABDR 2255	Collision Repair Estimating	2			
	Total	12			

- Notes: 1 Capstone course that consolidates the student's learning experiences.
^π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements

TWO-YEAR CERTIFICATE

Program of Study

FIRST YEAR

	<u>Fall Semester</u>	<u>Credit</u>		<u>Spring Semester</u>	<u>Credit</u>
ORIE 0100 π	New Student Orientation		ABDR 1458	Intermediate Refinishing	4
or			ABDR 1449	Automotive Plastic and Sheet Molded Compound Repair	4
COLS 0300	College Success Skills		ABDR 1441	Structural Analysis/Damage Repair I	4
ABDR 1307	Collision Repair Welding	3		Total	12
ABDR 1419	Basic Metal Repair	4			
ABDR 1315	Vehicle Trim and Hardware	3			
ABDR 1331	Basic Refinishing	3			
ABDR 2255	Collision Repair Estimating	2			
	Total	12			

SECOND YEAR

	<u>Fall Semester</u>	<u>Credit</u>		<u>Spring Semester</u>	<u>Credit</u>
ABDR 2353	Color Analysis and Paint Matching	3	ABDR 2449	Advanced Refinishing	4
ABDR 2441	Major Collision Repair and Panel Replacement	4	ABDR 2431	Structural Analysis and Damage Repair III	4
ABDR 1442	Structural Analysis and Damage Repair II	4	ABDR 2255	Collision Repair Estimating	2
	Total	11	ABDR 2280 ¹	Cooperative Education - Autobody/Collision And Repair Technology/Technician	2
				Total	10
				Total Credit Hours for Certificate	45

- Notes: 1 Capstone course that consolidates the student's learning experiences.
 π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

AUTOMOTIVE BODY REPAIR TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE

	<u>Credit</u>
General Education Courses	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	6
Total General Education Courses	15
Technical Education Courses	45
Total Credit Hours for A.A.S.	60

Program of Study

FIRST YEAR

<u>Fall Semester</u>		<u>Credit</u>	<u>Spring Semester</u>		<u>Credit</u>
ORIE 0100π or COLS 0300	New Student Orientation College Success Skills		ABDR 1458	Intermediate Refinishing	4
ABDR 1307	Collision Repair Welding.....	3	ABDR 1449	Automotive Plastic and Sheet Molded Compound Repair.....	4
ABDR 1419	Basic Metal Repair	4	ABDR 1441	Structural Analysis/Damage Repair I.....	4
ABDR 1315	Vehicle Trim and Hardware.....	3	COSC 1301	Microcomputer Applications.....	3
ABDR 1331	Basic Refinishing	3			
ABDR 2255	Collision Repair Estimating.....	2		Total	15
ELECTIVE	Humanities & Fine Arts	3			
	Total	15			
<u>Summer Session</u>		<u>Credit</u>			
ELECTIVE	Speech Communications	3			
ELECTIVE	Social & Behavioral Sciences	3			
	Total	6			

SECOND YEAR

<u>Fall Semester</u>		<u>Credit</u>	<u>Spring Semester</u>		<u>Credit</u>
ABDR 2353	Color Analysis and Paint Matching.....	3	ABDR 2449	Advanced Refinishing	4
ABDR 2441	Major Collision Repair and Panel Replacement	4	ABDR 2431	Structural Analysis and Damage Repair III.....	4
ABDR 1442	Structural Analysis and Damage Repair II.....	4	ABDR 2255	Collision Repair Estimating.....	2
ELECTIVE	College Level Mathematics.....	3	ABDR 2280 ¹	Cooperative Education - Autobody/Collision And Repair Technology/Technician.....	2
	Total	14		Total	10
				Total Credit Hours for A.A.S.	60

- Notes:
- I Capstone course that consolidates the student's learning experiences.
 - π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Lab and uniform fees are also assessed (see Course Descriptions). Each student can also expect to purchase a tool set.

Tool Set (approximate cost) \$600

SWTJC Course Change Form

NEW

REVISION

INACTIVATION

REACTIVATION

Requested by: John Aviles Instructional Department: Automotive Body Repair Technology

Course Number and Title (original): ABDR 1315 Vehicle Trim and Hardware

Course Title (as it will appear in catalog): _____

Rubric and Number: ABDR 1315 CIP Code (xx.xxxx)/Approval Code 47.0603

Semester Credit Hours: 3 Lecture Hours: 2 Lab Hours: 4 External Hours: 0

Academic Technical Workforce Education

ACGM WECM Unique Need

When will this program take effect? Term: Fall Year: 2014

What semester will the course be taught? _____

Course Description (as it will appear in catalog):

TSI Requirements: None

Prerequisite: None

Co-requisite: None

Fee Type: _____ Fee Amount: _____

Is Master Syllabus attached? YES NO Date of Completion: _____

Which program(s) will course change affect? Automotive Body Repair Technology

Why is this course change needed? Program must be at 60sch.

For Administration Office Use Only

Catalog 3/28/14 ar WW NK
Colleague 3/28/14 ar Syll M 3/28/14 ar
Deg. Plan _____ Policy _____

SWTJC Course Change Form

NEW

REVISION

INACTIVATION

REACTIVATION

Requested by: John Aviles Instructional Department: Automotive Body Repair Techn

Course Number and Title (original): ABDR 2453 Color Analysis and Paint Matching

Course Title (as it will appear in catalog): _____

Rubric and Number: ABDR 2453 CIP Code (xx.xxxx)/Approval Code 47.0603

Semester Credit Hours: 4 Lecture Hours: 3 Lab Hours: 3 External Hours: 0

Academic Technical Workforce Education

ACGM WECM Unique Need

When will this program take effect? Term: Fall Year: 2014

What semester will the course be taught? _____

Course Description (as it will appear in catalog):

TSI Requirements: None

Prerequisite: None

Co-requisite: None

Fee Type: _____ Fee Amount: _____

Is Master Syllabus attached? YES NO Date of Completion: _____

Which program(s) will course change affect? Automotive Body Repair Technology

Why is this course change needed?

Program must be at 60sch.

For Administration Office Use Only

Catalog 3/28/14 ar WW NK
Colleague 2/25/14 ar Syll M 4/1/14 ar
Deg. Plan _____ Policy _____

SWTJC Course Change Form

NEW

REVISION

INACTIVATION

REACTIVATION

Requested by: John Aviles Instructional Department: Automotive Body Repair Techn

Course Number and Title (original): ABDR 2353 Color Analysis and Paint Matching

Course Title (as it will appear in catalog): ABDR 2353 Color Analysis and Paint Matching

Rubric and Number: ABDR

CIP Code (xx.xxxx)/Approval Code 47.0603

Semester Credit Hours: 3

Lecture Hours: 2

Lab Hours: 4

External Hours: 0

Academic

Technical

Workforce Education

ACGM

WECM

Unique Need

When will this program take effect? Term: Fall Year: 2014

What semester will the course be taught? Fall

Course Description (as it will appear in catalog):

Advanced course in color theory, analysis, tinting, and blending techniques for acceptable paint matching.

TSI Requirements: None

Prerequisite: ABDR 1331 and ABDR 1458

Co-requisite: None

Fee Type: See below

Fee Amount: See below

Is Master Syllabus attached? YES NO

Date of Completion: _____

Which program(s) will course change affect? Automotive Body Repair Technology

Why is this course change needed? Program must be at 60sch.

Fees:

Lab Fee: \$24

Uniform Fee: \$50

For Administration Office Use Only

Catalog 3/28/14

Colleague 3/25/14

Deg. Plan _____

WW N/A

Syll M 4/1/14

Policy _____

Color Analysis and Paint Matching

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
47.0603	ABDR	2053	Color Analysis and Paint Matching	Active	0	48	160
47.0603	ABDR	2353	Color Analysis and Paint Matching	Active	3	48	144
47.0603	ABDR	2453	Color Analysis and Paint Matching	Active	4	64	160

Course Level: Advanced

Course Description: Advanced course in color theory, analysis, tinting, and blending techniques for acceptable paint matching.

End-of-Course Outcomes: Identify colors; analyze dimensions of colors; tint automotive paints; blend paint using proper spray gun techniques; and perform final detailing procedures.

Lab Recommended

CIP Code Description: 47.0603 (Autobody/Collision and Repair Technology/Technician)

Effective Date: September 1, 2010

SWTJC Course Change Form

NEW

REVISION

INACTIVATION

REACTIVATION

Requested by: John Aviles Instructional Department: Automotive Body Repair Techno

Course Number and Title (original): ABDR 1307 Auto Body Welding

Course Title (as it will appear in catalog): ABDR 1307 Collision Repair Welding

Rubric and Number: ABDR 1307 CIP Code (xx.xxx)/Approval Code 47.0603

Semester Credit Hours: 3 Lecture Hours: 2 Lab Hours: 4 External Hours: 0

Academic Technical Workforce Education

ACGM WECM Unique Need

When will this program take effect? Term: Fall Year: 2014

What semester will the course be taught? Fall

Course Description (as it will appear in catalog):
A study of collision repair welding and cutting procedures.

TSI Requirements: None

Prerequisite: None

Co-requisite: None

Fee Type: See below Fee Amount: See below

Is Master Syllabus attached? YES NO Date of Completion: _____

Which program(s) will course change affect? Automotive Body Repair Technology

Why is this course change needed?
WECM course title revision.
Fees:
Lab Fee: \$24
Uniform Fee: \$50

For Administration Office Use Only

Catalog 3/28/14 ar WW mlr
Colleague 3/25/14 ar Syll M 3/27/14 ar
Deg. Plan _____ Policy _____

Collision Repair Welding

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
47.0603	ABDR	1007	Collision Repair Welding	Active	0	32	144
47.0603	ABDR	1207	Collision Repair Welding	Active	2	32	128
47.0603	ABDR	1307	Collision Repair Welding	Active	3	48	144

Course Level: Introductory

Course Description: A study of collision repair welding and cutting procedures.

End-of-Course Outcomes: Identify and set-up welding equipment used in the collision repair industry; and perform industry standard welds and cutting procedures.

Lab Recommended

CIP Code Description: 47.0603 (Autobody/Collision and Repair Technology/Technician)

Effective Date: September 1, 2010

SWTJC Course Change Form

NEW

REVISION

INACTIVATION

REACTIVATION

Requested by: Johnny Guzman Instructional Department: Auto Body

Course Number and Title (original): ABDR 2255 Collision Repair Estimating

Course Title (as it will appear in catalog): Collision Repair Estimating

Rubric and Number: ABDR 2255 CIP Code (xx.xxxx)/Approval Code 47.0603

Semester Credit Hours: 2 Lecture Hours: 1 Lab Hours: 2 External Hours: 0

- Academic Technical Workforce Education
 ACGM WECM Unique Need

When will this program take effect? Term: SPRING Year: 2014

What semester will the course be taught? FALL

Course Description (as it will appear in catalog):

An advanced course in collision estimating and development of a damage report utilizing estimating software.

TSI Requirements: M1; R2; W1

Prerequisite: ABDR 1307; ABDR 1441

Co-requisite: _____

Fee Type: Lab Fee Fee Amount: \$24.00

Is Master Syllabus attached? **Changes will not be considered until master template is updated.**

Which program(s) will course change affect? _____

Why is this course change needed?

WECM Updates

For Administration Office Use Only

Catalog 3/28/14 ar WW NB
Colleague 2/25/14 ar Syll M 4/11/14 ar
Deg. Plan _____ Policy _____

Collision Repair Estimating

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
47.0603	ABDR	2055	Collision Repair Estimating	Active	0	32	144
47.0603	ABDR	2255	Collision Repair Estimating	Active	2	32	128
47.0603	ABDR	2355	Collision Repair Estimating	Active	3	48	144

Course Level: Advanced

1-2-0

Fall

Course Description: An advanced course in collision estimating and development of a damage report utilizing estimating software.

End-of-Course Outcomes: Create a computerized damage estimate utilizing the estimating guide procedures.

Lab Recommended

CIP Code Description: 47.0603 (Autobody/Collision and Repair Technology/Technician)

Effective Date: September 1, 2012

SWTJC Course Change Form

NEW

REVISION

INACTIVATION

REACTIVATION

Requested by: Johnny Guzman Instructional Department: Auto Body

Course Number and Title (original): ABDR 1419 Basic Metal Repair

Course Title (as it will appear in catalog): Basic Metal Repair

Rubric and Number: ABDR 1419 CIP Code (xx.xxxx)/Approval Code 47.0603

Semester Credit Hours: 4 Lecture Hours: 2 Lab Hours: 6 External Hours: 0

- Academic Technical Workforce Education
 ACGM WECM Unique Need

When will this program take effect? Term: SPRING Year: 2014

What semester will the course be taught? FALL

Course Description (as it will appear in catalog):

Covers metal principles and working techniques including proper tool usage and product application.

TSI Requirements: M1; R2; W1

Prerequisite: ABDR 1307

Co-requisite: _____

Fee Type: Lab Fee Fee Amount: \$24.00

Is Master Syllabus attached? **Changes will not be considered until master template is updated.**

Which program(s) will course change affect? _____

Why is this course change needed?

WECM Updates

For Administration Office Use Only

Catalog 3/28/14 CR WW NR
Colleague 2/25/14 CR Syll M 4/1/14 CR
Deg. Plan _____ Policy _____

*Course change -
update description*

Basic Metal Repair

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
47.0603	ABDR	1019	Basic Metal Repair	Active	0	64	176
47.0603	ABDR	1419	Basic Metal Repair	Active	4	64	160
47.0603	ABDR	1519	Basic Metal Repair	Active	5	80	176

Course Level: Introductory

2-6-0

Fall

Course Description: Covers metal principles and working techniques including proper tool usage and product application.

End-of-Course Outcomes: Perform basic metal straightening procedures; utilize basic body shop hand tools and appropriate plastic filler application techniques; and apply personal and environmental safety practices.

Lab Recommended

CIP Code Description: 47.0603 (Autobody/Collision and Repair Technology/Technician)

Effective Date: September 1, 2010

SWTJC Course Change Form

NEW REVISION INACTIVATION REACTIVATION

Requested by: Johnny Guzman Instructional Department: Auto Body

Course Number and Title (original): ABDR 2449 Advanced Refinishing

Course Title (as it will appear in catalog): Advanced Refinishing

Rubric and Number: ABDR 2449 CIP Code (xx.xxxx)/Approval Code 47.0603

Semester Credit Hours: 4 Lecture Hours: 2 Lab Hours: 6 External Hours: 0

Academic Technical Workforce Education
 ACGM WECM Unique Need

When will this program take effect? Term: SPRING Year: 2014

What semester will the course be taught? SPRING

Course Description
(as it will appear in catalog):

Application of multi-stage refinishing techniques. Advanced skill development solving refinishing problems.
Application of multi-stage refinishing techniques with emphasis on formula mixing and special spraying techniques.

TSI Requirements: M1; R2; W1

Prerequisite: ABDR 1331, ABDR 1458

Co-requisite: _____

Fee Type: Lab Fee: \$24.00 Uniform Fee: \$50.00 Fee Amount: \$24.00 & \$50.00

Is Master Syllabus attached? **Changes will not be considered until master template is updated.**

Which program(s) will course change affect? _____

Why is this course change needed?

WECM Updates

For Administration Office Use Only

Catalog 3/28/14 CR WW NR
Colleague 2/27/14 CR Syll M 4/1/14 CR
Deg. Plan _____ Policy _____

*Course change form
update description*

Advanced Refinishing

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
47.0603	ABDR	2049	Advanced Refinishing	Active	0	64	176
47.0603	ABDR	2449	Advanced Refinishing	Active	4	64	160
47.0603	ABDR	2549	Advanced Refinishing	Active	5	80	176
47.0603	ABDR	2249	Advanced Refinishing	Archived #	2	80	128

Course Level: Advanced

2-6-0

Spring

Course Description: Application of multi-stage refinishing techniques. Advanced skill development solving refinishing problems. Application of multi-stage refinishing techniques with emphasis on formula mixing and special spraying techniques.

End-of-Course Outcomes: Mix and spray multi-stage paint systems, analyze paint problems and their prevention and solutions.

Lab Recommended

CIP Code Description: 47.0603 (Autobody/Collision and Repair Technology/Technician)

Effective Date: September 1, 2012

SWTJC Course Change Form

NEW

REVISION

INACTIVATION

REACTIVATION

Requested by: Johnny Guzman Instructional Department: Auto Body

Course Number and Title (original): ABDR 1441 Structural Analysis and Damage Repair

Course Title (as it will appear in catalog): Structural Analysis and Damage Repair

Rubric and Number: ABDR 1441 CIP Code (xx.xxxx)/Approval Code 47.0603

Semester Credit Hours: 4 Lecture Hours: 2 Lab Hours: 6 External Hours: 0

- Academic Technical Workforce Education
 ACGM WECM Unique Need

When will this program take effect? Term: SPRING Year: 2014

What semester will the course be taught? SPRING

Course Description (as it will appear in catalog):

Training in the roughing and shaping procedures on automotive sheet metal necessary to perform body repairs. Emphasis on the alignment of component parts such as doors, hood, front-end assemblies, and deck lids

TSI Requirements: M1; R2; W1

Prerequisite: ABDR 1307, ABDR 1315; ABDR 1419

Co-requisite: _____

Fee Type: Lab Fee: \$24 End-of-Course Assesment fee: \$30 Fee Amount: \$24 & \$30

Is Master Syllabus attached? **Changes will not be considered until master template is updated.**

Which program(s) will course change affect? _____

Why is this course change needed?

WECM Updates.

For Administration Office Use Only

Catalog 3/28/14 ar WW NR
Colleague 3/27/14 ar Syll M 4/1/14 ar
Deg. Plan _____ Policy _____

*Course change from
update description*

Structural Analysis and Damage Repair I

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
47.0603	ABDR	1041	Structural Analysis and Damage Repair I	Active	0	64	176
47.0603	ABDR	1441	Structural Analysis and Damage Repair I	Active	4	64	160
47.0603	ABDR	1541	Structural Analysis and Damage Repair I	Active	5	80	176

Course Level: Intermediate

2-6-0

Spring

Course Description: Training in the roughing and shaping procedures on automotive sheet metal necessary to perform body repairs. Emphasis on the alignment of component parts such as doors, hood, front-end assemblies, and deck lids.

End-of-Course Outcomes: Describe the effects of collision and repair on sheet metal; perform roughout procedures using proper tools and equipment; describe major body alignment problems; and use appropriate adjustment methods.

Lab Recommended

CIP Code Description: 47.0603 (Autobody/Collision and Repair Technology/Technician)

Effective Date: September 1, 2010