

Curriculum Committee Minutes

March 17, 2016

President's Conference Room

Present: Jennifer Cherry, Chair, Countance Anderson, Dr. Leslie West Sands (for Tara Privette), Tim Britt, Billie Gateley, Vivian Grooms, Dr. Liz Mayo, Ruthea Coleman (for Robin Marek), Stacey Hendren, Terri Messer, Mary Wadley Guests: Dr. Nell Senter, Dr. Rich Coppings

The Curriculum Committee met and discussed the following proposals. The committee voted to recommend all proposals with the **exception** of item numbers 12 and 13 (BIOL 1010 and BIOL 1020). The Committee voted to table discussion regarding these two items until the next committee meeting in the Fall term.

1. Return of AAS General Technology—with stipulations (need TBR cover form)
2. TBR Change of Program name Computer Information Systems to Computer Information Technology and alignment of curriculum (TBR Name/Title Change form)
3. Concentration name change of Software Developer to Programming (TBR Name/Title Change form)
4. Rubric/title changes to multiple CIS (now CIT) courses:

<u>Current</u>	<u>New</u>
CIS 150, Web Design/Development	CITC 1300, Beginning HTML & CSS
CIS 130, Programming Design & Logic	CITC 1301, Intro to Programming & Logic
CIS 175, Network Technician	CITC 1302, Introduction to Networking
(new) CIS 135	CITC 1303, Database Concepts
CIS 101, Software Applications	CITC 1308, Computer Literacy and Apps
(new)	CITC 1310, Programming I

(new)	CITC 1311, Programming II
CIS 170, IT Essentials I	CITC 1321, A+ Hardware
CIS 270, IT Essentials II	CITC 1322, A+ Software
CIS 176, CCNA I	CITC 1323, CCNA I
CIS 177, CCNA II	CITC 1324, CCNA II
CIS 145, Linux	CITC 1332, UNIX/Linux Operating System
CIS 156, Prin. of Information Assurance	CITC 1351, Prin. of Information Assurance
CIS 290, CIS Internship	CITC 2199, Internship
CIS 275, Internetworking	CITC 2320, Windows Server Admin.
CIS 250, Network Security	CITC 2326, Network Security
CIS 278, CCNA Security	CITC 2351, CCNA Security
CIS 251, Digital Forensics	CITC 2352, Digital Forensics
CIS 230, Programming Mobile Devices	CITC 2376, Mobile App. Development
CIS 276, CCNA III	CITC 2321, CCNA III
CIS 277, CCNA IV	CITC 2322, CCNA IV
CIS 272, Advanced Digital Forensics	CITC 2354, Advanced Digital Forensics
CIS 215, Advanced Database Systems	CITC 2344, Database SQL Programming
(new)	CITC 2333, Professional Workplace Skills
(new)	CITC 2391, Special Topics in CITC
(new)	CITC 2347, Web Database Apps & Dev.

5. New Course Descriptions for CITC courses:

CITC 1300, Beginning HTML & CSS, 3 CH, A beginning course in HTML that provides instruction in creating Web pages. Students learn to write HTML code. Topics include using HTML tags, CSS formatting, and appropriate scripting languages.

CITC 1301, Intro to Programming & Logic, 3 CH, This course is an introduction to the logic necessary for application programming. Topics include logic analysis, techniques of structured design, process flow, and object-oriented concepts. A programming language will be used to teach data types, variables, control structures, methods and arrays.

CITC 1302, Introduction to Networking, 3 CH, A broad-based course that provides an overview of computer networking. Topics will include network models, protocols and services, media and topologies, devices and tools, network management, and network security. This course may align with the outcomes of industry certification.

CITC 1303, Database Concepts, 3 CH, An introduction to the concepts and syntax of relational database management systems. Topics include data modeling, database design concepts, tables and queries and other database objects using the tools provided in a relational DBMS.

CITC 1308, Computer Literacy and Apps, 3 CH, An introduction to microcomputers and application software used in academic and work settings. Topics include file management, word processing, spreadsheets, presentation software, graphic applications,

the use of email, hardware and operating systems. The course provides hands-on experience.

CITC 1310, Programming I, 3 CH, This course introduces the basic concepts of programming, problem solving, programming logic, and design techniques using an object-oriented language. The topics covered include the language syntax, functions, return types, and objects found in a current object-oriented programming language.

CITC 1311, Programming II, 3 CH, A continuation of CITC 1310 Programming I. This course introduces the student to object oriented programming. Topics include class creation, methods, events, inheritance, objects and error handling.

CITC 1321, A+ Hardware, 3 CH, An introduction to basics of computer hardware. Topics include identification and installation of internal components, disk configuration, ports, cables, peripherals and networking concepts and connections.

CITC 1322, A+ Software, 3 CH, An introduction to basics of computer software.

CITC 1323, CCNA I, 3 CH, Introduction to Networks is the first of two courses leading to the Cisco Certified Entry Networking Technician (CCENT) designation and is the first of four courses leading to the Cisco Certified Network Associate (CCNA R&S) designation. This course introduces Networking Academy students to the networking field. Topics include Network terminology, Network protocols, Local-area networks

(LANs), Wide-area networks (WANs), Open System Interconnection (OSI) model, Cabling, Routers, Internet Protocol (IP) addressing, and Network standards.

CITC 1324, CCNA 11, 3 CH, Pre-req.: CITC 1323, Routing and Switching Essentials is the second of two courses leading to the Cisco Certified Entry Networking Technician (CCENT) designation and is the second of four courses leading to the Cisco Certified Network Associate (CCNA R&S) designation. This course focuses on the following: basic routing and switching concepts, Virtual LANs (VLANs), Inter-VLAN routing, static routing and dynamic routing protocols, Single-Area OSPF, Access Control Lists (ACLs), Dynamic Host Configuration Protocol (DHCP) and Network Address Translation (NAT).

CITC 1332, UNIX/Linux Operating System, 3 CH, This course provides a thorough overview of the UNIX and LINUX operating systems. Emphasis is placed on the user interface, terminology and command structure within the multi-task/multiuser environment. Electronic mail and communications standards are covered along with standard UNIX/LINUX utilities needed to support the automated office.

CITC 1351, Principles of Information Assurance, 3 CH, A beginning course in information assurance which examines the fundamentals of information assurance. The course will introduce topics such as the need for security, risk management, security technology, cryptography, and physical security. Also covered are legal/ethical issues and security policies.

CITC 2199, Internship, 3 CH, A supervised work program designed to provide students with a variety of practical on-the-job experiences. This will allow students to apply their knowledge to real world situations and to build relationships between companies prior to graduation. This course should be taken in the last semester of enrollment prior to graduation.

CITC 2320, Windows Server Administration, 3 CH, Through commonly used Windows network operating systems, students will learn to install, configure, administer, maintain, and troubleshoot networked computer system servers.

CITC 2326, Network Security, 3 CH, This course is designed to give students a fundamental understanding of computer and network security. It will introduce students to a wide variety of concepts related to network security. This course will cover the objectives for the current CompTIA Security+ Certification.

CITC 2351, CCNA Security, 3 CH, Pre-req.: CITC 2220 or CCNA Certification, The Cisco Networking Academy CCNA Security course provides a next step for individuals who want to enhance their CCNA-level skill set and help meet the growing demand for network security professionals. The curriculum provides an introduction to the core security concepts and skills needed for the installation, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices.

CITC 2352, Digital Forensics, 3 CH, This course is designed to give students a basic understanding of computer forensics and investigations. This course will introduce students to computing investigations by preparing them to acquire, examine and summarize digital evidence.

CITC 2376, Mobile Application Development, 3 CH, A study of mobile computing devices with emphasis on development of mobile applications. Topics include mobile computing hardware and technologies, mobile development environment, application components, user interface design principles and APIs.

CITC 2321, CCNA III, 3 CH, Pre-req.: CITC 1324, Scaling Networks is the third of four courses leading to the Cisco Certified Network Associate (CCNA) designation. This course focuses on Hierarchical Network Design, LAN Redundancy, Spanning Tree Protocol (STP), FHRP & HSRP redundancy protocols, Link redundancy with EtherChannel, Wireless LANs, Advanced Single-Area OSPF, Multi-Area OSPF, Cisco's dynamic routing protocol EIGRP, IOS Images and Licensing. Students will be required to apply information from both CCNA I and II to network situations.

CITC 2322, CCNA IV, 3 CH, Pre-req.: CITC 2321, Connecting Networks is the last of four courses leading to the Cisco Certified Network Associate (CCNA) designation. This course focuses on Hierarchical Network Design, WAN Technologies/Terminology/Devices, Point-to-Point Protocol (PPP), Frame Relay,

Network Address Translation (NAT), Broadband solutions, Securing Site-to-Site connections with VPN/GRE/IPSec, and Network Management including NTP, SYSLOG, SNMP, and NetFlow. Students will be required to apply information from CCNA I, II, and III to network situations.

CITC 2354, Advanced Digital Forensics, 3 CH, Pre-req.: CITC 1302, This course will guide students through the process of conducting a high-tech digital forensics investigation. It will include acquiring and analyzing digital evidence and reporting its findings. Advanced techniques in password recovery, registry analysis and evidence filtering will be mastered for those who successfully complete this course.

CITC 2344, Database SQL Programming, 3 CH, A comprehensive study of SQL using an industry established relational database management system such as Microsoft SQL Server or Oracle RDBMS. Topics will include database design, creation and management, advanced queries, stored procedures and functions, triggers, user defined functions, security awareness in an optimistic and pessimistic contingency DML data control, and performance tuning issues.

CITC 2333, Professional Workplace Skills, 3 CH, Introduces the student to the universal success skills requisite for career success. Topics include verbal communication, written communication, problem solving and decision making, teamwork and team building, and professionalism.

CITC 2391, Special Topics in CITC, 3 CH, Special topics relating to various aspects of computer information technology. The course may be repeated for credit with departmental permission.

CITC 2347, Web Database Apps and Development, 3 CH, This course develops the skills necessary for applications programmers and database developers to create interactive Web sites. Topics include object-oriented application development, relational table creation and maintenance, data cleansing and validation, data manipulation, data storage and retrieval, Web forms, embedded SQL, optimization, and security.

6. New TTP—Philosophy AA/AS (no new classes needed)
7. Pre-req change EMSB 1601—add ACT READ 19, MATH 19, ENGL 18
8. Pre-req change EMSA 1501—add ACT READ 19, MATH 19, ENGL 18
9. Pre-req change EMSP 1801—add ACT READ 19, MATH 19, ENGL 18
10. Reestablish EMS Paramedic Technical Certificate (43 CH) (will require TBR approval)
11. New Course: GEOL 1045 Environmental Geology, 4 CH, Pre-req: GEOL 1040 The application of physical geology principles to environmental problems, including geologic hazards, environmental pollution, and land/resource use/production. Topics include: volcanic, earthquake, flood, coastal, and landslide hazards; surface and groundwater pollution; economic resources issues and broader issues such as climate change. (will require TBR Gen Ed approval-to be effective Fall 2017)
12. New Course: BIOL 1010 Introduction to Biology I, 4 CH, Pre-req: ACT READ 19, MATH 19, ENGL 18 A non-majors introduction to biological concepts including the

scientific philosophy, biochemistry, cellular processes, inheritance, evolution, population biology, and ecological concepts. Emphasis will be placed on ecological and environmental issues. (will require TBR Gen Ed approval-to be effective Fall 2017)

13. New Course: BIOL 1020 Introduction to Biology II, 4 CH, Pre-req: BIOL 1010 A non-majors introduction to organismal biology involving a phylogenetic survey of biodiversity, basic plant anatomy, anatomy and physiology, animal adaptations and behavior, and conservation issues. Emphasis will be placed on ecological and environmental issues. (will require TBR Gen Ed approval-to be effective Fall 2017)

14. Revised AAS in Criminal Justice (27.43.0104.00) with four track options, NOT concentrations (Cyber Security, Corrections, Basic Law Enforcement, Advanced Law Enforcement) (need TBR cover form)

15. New CRMJ courses:

CRMJ 1340 Criminal Investigation, 3 CH, This course is an examination of the methods of interviews, interrogation, admissions, confessions, written statements, criminal case report writing, and evidence evaluation used in criminal investigations.

CRMJ 1301 Correctional Counseling, 3 CH, This course introduces students to the role of the correctional counselor. It defines the goals and methods, as well as the theories associated with institutional counseling. It also exposes students to the different issues associated with different offender typologies.

CRMJ 1322 Police Administration and Organization, 3 CH, A study of the principles of personnel management functions and organization of the police agency. Topics include policy procedures, evaluation of the research, planning, and development processes, and operational duties and commands.

CRMJ 1330 Criminal Evidence and Procedures, 3 CH, This course will be an introduction to the American Criminal Justice System with an emphasis on handling evidence and suspects, the US Constitution, individual rights, criminal court procedures, the Exclusionary Rule, probable cause, arrest procedures, search warrants, stop and frisks, admissions, interrogations and confessions, and the legal requirements to be followed in processing criminal evidence and defendants.

CRMJ 1350 Criminal Justice Career Planning, 3 CH, This course is designed to acquaint students with careers in criminal justice, and develop marketable skills to prepare them for the overall process of securing employment. Learn about needed knowledge, skills and abilities for criminal justice occupations, and enhance their communication and problem solving skills. Students will complete job searches, employment applications, and interview practitioners in the field. Students will be exposed to requirements for completing a background investigation, and be required to complete pre-employment forms. Students will develop a career portfolio and be required to complete mock employment interviews.

CRMJ 1355 Understanding Terrorism, 3 CH, This course will introduce students to the study of terrorism, and will provide a basic knowledge of the history and politics of terrorism as well as explore contemporary terrorism events. The course will review major theories and organizations in the field of domestic and international terrorism.

CRMJ 1360 Introduction to Crime Scene Investigation, 3 CH, This course is designed to train and prepare participants to become skilled in the recognition, discovery, processing, preservation, collection, and transmission of physical evidence found at the scene of the crime. The course includes photography, sketching, fingerprinting, marking, chain of custody, collection methods, sources of physical evidence, and transmission to the laboratory.

CRMJ 2305 Intro to Cyber Security for Criminal Justice, 3 CH, Provides an overview of criminal acts that can be committed with the use of a computer and the internet, how computer-related crimes are committed and how computer-related crimes are investigated. This course will also explore the prosecution of computer-related crimes.

CRMJ 2311 Juvenile Justice, 3 CH, This course is an overview of the extent, causes, nature, and control of juvenile delinquency from a sociological perspective. Various theories of delinquency causation, the role of social institutions, the major components of the juvenile justice system and traditional juvenile corrections will be presented.

CRMJ 2340 Investigative Reporting, 3 CH, Pre-req: ENGL 1010 This course focuses on preparing analytical investigative reports and explores techniques of organizing, structuring, and investigating the report to comply with proper guidelines.

CRMJ 2390 Probation and Parole, 3 CH, A study of the supervision of offenders in the community, including history, philosophy, legal foundations, strategies, professional roles and contemporary models, programs, and services.

CRMJ 2396 Criminal Justice Internship, 3 CH, Pre-req: Permission of Criminal Justice Program Director Directed internship designed to offer students the opportunity to pursue work experience with a criminal justice agency; to develop practical work related skills and integrate classroom knowledge and theories. The goal of this course is to provide students with an intensive field experience in a functional criminal justice agency. The selection of the placement agency determined by student's background, academic status, and interest. This course is a 1-3 credit hour elective that may be applied toward graduation. 45 contact hours, per 1 credit hour are required. Students enrolled in 3 credit hours must complete a total of 135 contact hours.

CRMJ 1341 Physical Defensive Tactics, 3 CH, An introduction to basic police defensive tactics system through physical practice of uncomplicated movements and control of distance. Basic defensive tactics include hand and foot strikes, pressure points, control tactics, impact weapons, handcuffing techniques and use-of-force plans to include various

policies on deadly force. Studies mental conditioning for survival and use-of-force continuum.

CRMJ 1381 Interview/Interrogation Techniques, 3 CH, A study of the techniques utilized in interviewing victims, witnesses, and subjects of interrogations. Topics include preparation and strategy, legal aspects, interpretation of verbal and physical behavior, causes of denial, interviewing, establishing credibility, reducing resistance, obtaining the admission, and the use of video equipment.

CRMJ 1390 Traffic Accident Investigation, 3 CH, A study of traffic collisions using scientific methods of vehicle speed calculation, timed distance speed, report writing, and diagramming. Explores the legal, statistical, and professional aspects of this interesting field. Includes dynamic vehicle experiments and practical exercises in gathering facts for traffic investigators.

CRMJ 1391 Patrol and Traffic Procedures, 3 CH, This course is intended to teach the basic foundations for development of an individual into an effective law enforcement officer. At the conclusion of this course of instruction, the student will have demonstrated proficiency in the basic aspects of patrol work. These include Field Contacts, Crash Investigations, Traffic Stops, Mental Preparation for Armed Confrontation, DUI Detection, Crimes in Progress, Crime Scene Protection, and various training and dynamic simulations related to the content.

CRMJ 1395 Tactical Talks, 3 CH, An interpersonal communications course for police officers. Provides officers the necessary tools to diffuse verbal confrontations as well as persuade contacts to obey legal and lawful orders. Topics include the goals, objectives, and visions of law enforcement and field interviewing techniques and neurolinguistics.

CRMJ 1398 Basic Emergency Procedures, 3 CH, This course was developed to teach the basics of managing critical incidents in the community of a law enforcement and non-law enforcement nature. The topics in the course include Domestic Terrorism, Hazardous materials, American Heart Saver Plus, Basic First Aid, Crisis Intervention, Stress Management, Domestic Violence, and Hostage Negotiations.

CRMJ 2363 Basic Law Enforcement Procedures & Techniques, 3 CH, This course is an introduction to common practices and procedures that are utilized by law enforcement professionals during the course of their career.

16. New Course: MATH 1730 Precalculus, 5 CH, Pre-req: MATH 1030 or ACT 21 Topics include circles, functions and graphs with applications, polynomial and rational functions, zeros of polynomials, composite and inverse functions, exponential and logarithmic functions and applications, systems of linear and nonlinear equations, matrices, determinants, angle measure, trigonometric functions, trig identities and equations, graphs, right triangle trigonometry, laws of sine and cosine, polar coordinates and vectors.

17. Delete Industrial Technology Applied Manufacturing concentration (TBR paperwork)

18. New Course: BUSN 1330 Entrepreneurship, 3 CH, Pre-req.: BUSN 1305 This course explores the strategies necessary to start and operate a business. Topics may include development of a business plan and strategies in marketing, management, finance, accounting, customer service, and operations.

19. Change concentration name of Administrative Office Management to Administrative Professional Technology (TBR paperwork)

20. AOM to ADMN Rubric/Title changes:

<u>Current</u>	<u>New</u>
AOM 111, Word Processing	ADMN 1311, Word Processing
AOM 141, Records Management	ADMN 1309, Records Management
AOM 205, Desktop Publishing	ADMN 2305, Intro. to Desktop Publishing
AOM 260, Presentation Applications	ADMN 1322, Presentation Applications
AOM 262, Admin. Office Procedures	ADMN 1308, Office Procedures
(new)	ADMN 2303, CPT Coding
(new)	ADMN 2304, Intro. to Electronic Health Records

21. ADMN Course descriptions:

ADMN 1311, Word Processing, 3 CH, An application-oriented course that includes designing and editing a variety of business documents, with emphasis on decision making and problem solving based on document design principles and mail standards.

ADMN 1309, Records Management, 3 CH, Provides an opportunity to demonstrate management decisions involved in planning, organizing, and controlling the records of an organization. Topics include using ARMA rules for alphabetic, geographic, subject, chronologic, and numeric filing; simulating filing procedures and techniques; and exploring computer filing methods and micrographics

ADMN 2305, Intro. to Desktop Publishing, 3 CH, Introduction to Desktop Publishing acquaints the student with the desktop publishing capabilities of a word processing program. Students are given the opportunity to develop competence in creating, designing, and formatting business documents.

ADMN 1322, Presentation Applications, 3CH, A course designed to prepare, edit and format a presentation. Students will gain experience in adding animation, using WordArt, and creating organizational charts for use in presentations.

ADMN 1308, Office Procedures, 3 CH, The student will learn job functions that are common to most offices including scheduling appointments, processing incoming/outgoing communications and using telecommunications systems/services to

accomplish tasks and follow procedures. The course is designed to teach problem solving and creative thinking from the perspective of an administrative office manager while maintaining the principles of human relations, ethics and legal perspectives.

ADMN 2303, CPT Coding, 3 CH, Pre-req.: HSC 111 CPT Coding provides an introduction to the Current Procedural Terminology (CPT) and HCPCS Level II coding systems. Topics include CPT coding format and conventions, applying coding guidelines to ensure accurate code assignment, complexities of assigning evaluation and management codes and the format and usage of coding and modifiers.

ADMN 2304, Introduction to Electronic Health Records, 3 CH, Introduction to Electronic Health Records (EHR) presents the history of the EHR and the standards surrounding the EHR. The course provides the student with in-depth and practical training on a widely used EHR software program.

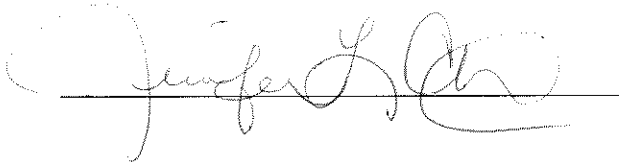
22. Alignment of Admin. Prof. Tech. concentration with TBR—align general education and professional core classes; update rubrics; add 9 CH “emphasis options” of Medical and Business Office

23. Add COL 1030, College to Career Navigation, to the AST degree, making it a 60+3

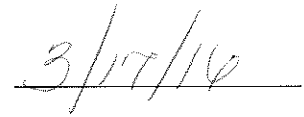
24. HEC 231, Nutrition, will now be denoted as a transfer course to be taught by Master’s prepared faculty only

25. New Course: MATH 0010, Lab for MATH 1010, 3 CH, Pre-req: Placement by testing,
Co-req: MATH 1010 Co-requisite math lab for students having math ACT scores of less
than 19 who enroll in MATH 1010. Completion will satisfy Tennessee Board of Regents
learning support competencies.

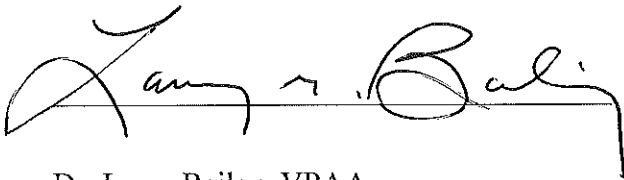
On behalf of the Curriculum Committee, I respectfully submit these proposals for approval, with
the exception of agenda items number 12 and 13, to be effective Fall 2016, unless otherwise
noted and pending any additional approval from TBR and/or SACSCOC.



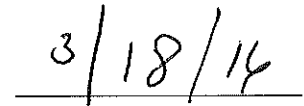
Jennifer Cherry, Curriculum Committee Chair



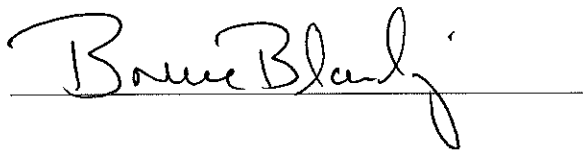
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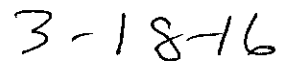
Dr. Larry Bailey, VPAA



Date



Dr. Bruce Blanding, President



Date