

## Curriculum Committee Minutes

April 8, 2021

Committee members in attendance: Jennifer Cherry, Chair\*, Billie Gateley, Justin Curtis, David Hart, Randy Callahan, Nancy Hickey, Tony Rafalowski, Tara Privette, Roger James, Joe Kappel, Josh Britt, Will Shull\*, Branson Smith, Scott Cohen\*

\*denotes non-voting member

The committee chair called the meeting to order at 3:15 via Zoom. The committee reviewed and discussed the following proposals. All proposals were unanimously recommended for approval by the committee with the exception of item 10 and consequently 11. One committee member objected to the HIMT 1306 Medical Insurance Billing course with regard to the course teaching “collections strategies.” The vote for those agenda items was 10 in favor and 1 opposed. All proposals are being forwarded to the Vice President of Academic Affairs and the President for approval. The meeting adjourned at 3:45.

1. Change in pre-req AGRI 1050: Current: none Proposed: CHEM 1110. This change in pre req would make this similar to UTM’s course pre req. *To be effective Spring 2022* Motion made and seconded. Unanimous approval.
2. Change in pre-req MATH 1720 : Current: MATH 1710 or ACT MATH 21 Co req MATH 1710 allowed Proposed: MATH 1030 or ACT 21 Currently we allow any student to take MATH 1710 and 1720 together anyway if they ask. This would allow less registration frustration and allow those students that need MATH 1910 to be able to take it the next semester. *To be effective Fall 2021*. Motion made and seconded. Unanimous approval.
3. Change in course description and title for CITC 1321: Proposed: CompTIA A+ Core I Proposed description: An introduction to the basics of computer hardware. Topics include identification and installation of internal components, disk configuration, ports, cables, peripherals and networking concepts and connections. This course covers mobile devices, networking technology, hardware, virtualization, cloud computing, and network troubleshooting. *To be effective Fall 2021*. Motion made and seconded. Unanimous approval.
4. Change in course description and title for CITC 1322: Proposed: CompTIA A+ Core II Desc: An introduction to the basics of installing and configuring operating

systems, expanded security, software troubleshooting, and operational procedures. This course covers common operating systems, troubleshooting methodology, managing files, disk drivers, and security concepts. *To be effective Fall 2021.* Motion made and seconded. Unanimous approval.

5. Course description change CITC 1323: Proposed: CCNA I, Introduction to Networks, is the first course in the 3-course CCNA series and introduces architectures, models, protocols, and networking elements—functions needed to support the operations and priorities of Fortune 500 companies to small innovative retailers. You'll have a working knowledge of IP addressing schemes, foundational network security, and be able to perform basic configurations for routers and switches. *To be effective Fall 2021.* Motion made and seconded. Unanimous approval.
6. Course description change CITC 1324: Proposed: CCNA II, Switching, Routing, and Wireless Essentials, is the second course in the 3-course CCNA series and focuses on switching technologies and router operations that support small-to-medium business networks, including wireless local area networks (WLAN) and security concepts. You'll perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN. *To be effective Fall 2021.* Motion made and seconded. Unanimous approval.
7. Course description change CITC 2321: Proposed: CCNA III, Enterprise Networking, Security, and Automation, the third course in the 3-course CCNA series, describes the architectures and considerations related to designing, securing, operating, and troubleshooting enterprise networks. It covers wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access along with the introduction of software-defined networking, virtualization, and automation concepts that support the digitalization of networks. *To be effective Fall 2021.* Motion made and seconded. Unanimous approval.
8. Replace CITC elective with CITC 2321 for CIT Networking concentration: This action will complete the CCNA sequence of courses required for the CCNA certification exam. *To be effective Fall 2021.* Motion made and seconded. Unanimous approval.
9. New Course CITC 2358 CCNA CyberOps Associate: 3 CH, Pre-req: CITC 1324 Desc.: The CCNA CyberOps Associate course aligns to the Cisco Certified CyberOps Associate certification and covers how to monitor, detect, and respond to cybersecurity threats as outlined in the National Institute of Standards and Technology (NIST) Cybersecurity Framework. You will learn security concepts, security monitoring, host-based analysis, network intrusion analysis, and security

policies procedures. This course also aligns with the National Initiative for Cybersecurity Education (NICE) Cybersecurity Workforce Framework to support consistent communication language for cybersecurity education, training, and workforce development. *To be effective Fall 2021.* Motion made and seconded. Unanimous approval.

10. New Course HIMT 1306 Medical Insurance Billing: 3 CH, Pre-req: ACT READ 19, ACT ENGL 18, ACT MATH 19, HSC 111 Desc.: This course is designed to teach students legal issues affecting insurance claims and medical records, how to complete insurance claim forms and the basics of health insurance, electronic data interchange, tracing delinquent claims and insurance problem solving, collections strategies, health care payers including managed care systems, private insurance, Medicare, state programs, workers' comp, Tricare and CHAMPVA, and disability. *To be effective Fall 2021.* Motion made and seconded. 10 in favor, 1 opposed. Motion approved.
11. Replace ALHS 1010 with HIMT 1306 for Medical Coding Certificate: This course is a more suitable course for the Medical Coding Certificate program. This course also adds an additional certification option for students who complete the course. *To be effective Fall 2021.* Motion made and seconded. 10 in favor, 1 opposed. Motion approved.
12. Course description change MATH 1030: Proposed: Topics include factoring, rational expressions and equations, systems of equations and inequalities, radical expressions and equations, complex numbers, quadratic equations and graphs, relations and basic function analysis. *To be effective Fall 2021.* Motion made and seconded. Unanimous approval.
13. Pre-req and course description change MATH 1730: Current pre-req: MATH 1710 Proposed: MATH 1030 or MATH ACT 21 Desc.: Topics include circles, functions and graphs with applications, polynomials and rational functions, exponential and logarithmic functions and applications, sequences, and series, systems of equations, matrices, determinants, binomial theorem, circle measurement, trigonometric functions, identities, equations, graphs, multiple angle formulas, right triangle trigonometry, laws of sines and cosines, complex numbers, and vectors. *To be effective Fall 2021.* Motion made and seconded. Unanimous approval.

On behalf of the Curriculum Committee, I respectfully submit the above proposals for approval. If you concur and approve these recommendations, please sign, date, and return a copy of these minutes to the committee chair. Additionally, please note any alterations to these recommendations, if desired. Thank you for your consideration.

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Curriculum Committee Chair

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Date

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VPAA Signature

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Date

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President Signature

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Date