

Curriculum Committee Minutes

March 18, 2022

Committee members in attendance: Jennifer Cherry, Chair*, Justin Curtis, David Hart, Chrystal Taylor, Becca Rhea (for Nancy Hickey), Tony Rafalowski, Tara Privette, Roger James, Joe Kappel, Josh Britt, Branson Smith, Scott Cohen*, Robin Marek*, Will Shull*

Absent: Billie Gateley

*denotes non-voting member

Guests: Terri Messer, Ruth Slagle, Karen Perrin

The committee chair called the meeting to order at 11:30 a.m. The committee reviewed and discussed the following proposals. Ms. Cherry updated the committee on the status and new procedures for submitting gen ed courses to TBR for approval. Ms. Messer gave an overview of the Supply Chain/Logistics technical certificate that is being proposed. Ms. Taylor explained the new Quality in Long Term Support Services technical certificate. Ms. Slagle presented the new LIB 1040 course and many committee members were enthusiastic about having another 1 credit hour option since many students need a 1 credit hour elective for their respective programs. Ms. Perrin clarified the changes to the AAS Criminal Justice program. All proposals were unanimously recommended for approval by the committee and are being forwarded to the Vice President of Academic Affairs and the President for approval. The meeting adjourned at 12:20 p.m.

1. New ENGL courses for gen ed update: TBR has finalized their new process for submitting changes for gen ed. We will be given the opportunity to submit the 3 new ENGL courses approved at our last meeting to TBR in August. We should receive feedback in December, and if approved by TBR, will be able to add them to our gen ed offerings effective Fall 2023.
2. Delete course AGR 295 International Food & Fiber Systems: This course has not been offered for several years and there is no demand. *To be effective Fall 2022 if approved.* Motion made (James) and seconded (Hart). Unanimous approval.
3. Delete course AGR 103 Intro to Natural Resources Management: This course has not been offered for several years and there is no demand. *To be effective Fall 2022 if approved.* Motion made (James) and seconded (Hart). Unanimous approval.
4. Change in pre-requisites PHYS 2010: current: ACT READ 19, MATH 1530 or higher or ENST 1300 proposed: ACT READ 19, ACT MATH 21 or MATH 1030 or ENST 1300

students lack algebra skills to be successful in the course. *To be effective Fall 2022 if approved.* Motion made (Privette) and seconded (Taylor). Unanimous approval.

5. Change in pre-requisites PHYS 2020: current: ACT READ 19, MATH 1530 or higher proposed: PHYS 2010 students need PHYS 2010 before taking PHYS 2020 *To be effective Fall 2022 if approved.* Motion made (Privette) and seconded (Taylor). Unanimous approval.
6. Change in pre-requisites PHYS 2120: current: ACT READ 19, MATH 1910 proposed: ACT READ 19, PHYS 2110 students need PHYS 2110 before taking PHYS 2120 *To be effective Fall 2022 if approved.* Motion made (Privette) and seconded (Taylor). Unanimous approval.
7. New Course BUSN 2319 Supply Chain Management: 3 CH, pre-reqs: none Description: The objective of this course is for each student to know the elements of Supply Chain Management, including, but not limited to the following areas: supply chain management and logistics strategy, supply chain management and logistics in a competitive context, customer service, functional excellence, supply chain techniques to achieve excellence, and future supply chain trends and issues.. *To be effective Fall 2022 if approved—note: to be included in the AAS Business Management degree and as part of an embedded Supply Chain/Logistics certificate* Motion made (Rafalowski) and seconded (James). Unanimous approval.
8. New Course BUSN 2382 Purchasing & Supply Chain Mgmt. : 3 CH, pre-reqs: none Description: This introductory course addresses modern practices and techniques of the purchasing function. Included in the coverage of purchasing are organization, quality, supplier selection, price determination, inventory and disposal, foreign purchasing, acquisition of capital assets and strategy. *To be effective Fall 2022 if approved—note: to be included in the AAS Business Management degree and as part of an embedded Supply Chain/Logistics certificate* Motion made (Rafalowski) and seconded (James). Unanimous approval.
9. New Course BUSN 1010 Transportation Management: 3 CH, pre-reqs: none Description: This course examines the field of transportation including the various modes, estimating costs, regulation and deregulation of transportation, international and intermodal trends. Related content includes provider relations, contract and common carrier services, and the transportation challenges related to growing international trade. *To be effective Fall 2022 if approved—note: to be included in the AAS Business Management degree and as part of an embedded Supply Chain/Logistics certificate* Motion made (Rafalowski) and seconded (James). Unanimous approval.
10. New Certificate Supply Chain/Logistics Certificate: 18 CH Courses to be included: BUSN 1370 Spreadsheet Applications, BUSN 1305 Intro to Business, BUSN 2319

Supply Chain Management, BUSN 2382 Purchasing and Supply Chain Management, BUSN 1010 Transportation Management, INFS 1010 Computer Applications. *To be effective Fall 2022 if approved—will require submittal and approval to/from TBR.* Motion made (Rafalowski) and seconded (James). Unanimous approval.

11. Change in requirements for Medical Coding Certificate: Remove course HSC 111 Medical Terminology and replace with course ALHS 2314 Medical Law and Ethics. *To be effective Fall 2022 if approved.* Motion made (James) and seconded (Hart). Unanimous approval.
12. Change in pre-requisites HIMT 2301: current: HSC 111 proposed: HIMT 2302 *To be effective Fall 2022 if approved.* Motion made (Privette) and seconded (Hart). Unanimous approval.
13. Change in pre-requisites HIMT 1303: current: HSC 111, ALHS 1010, ACT ENGL 18, ACT READ 19, ACT MATH 19 proposed: ACT ENGL 18, ACT READ 19, ACT MATH 19 *To be effective Fall 2022 if approved.* Motion made (Privette) and seconded (Hart). Unanimous approval.
14. Change in pre-requisites HIMT 1306: current: HSC 111, ACT READ 19, ACT ENGL 18, ACT MATH 19 proposed: ACT ENGL 18, ACT READ 19, ACT MATH 19 *To be effective Fall 2022 if approved.* Motion made (Privette) and seconded (Hart). Unanimous approval.
15. New Course QLTS 1110 Communication in LTSS current: 1 CH, pre-reqs: none
Description: This course is designed to introduce the learner to the fundamentals of communication. The learner will gain knowledge of the different types of communication including verbal, nonverbal, written, and active listening. This includes recognizing the key elements of the communication process and applying the techniques needed to put them into practice in the field. The ability to use clear and effective communication is important to build trusting and productive relationships with the individual supported, their families, co-workers, and community members. The learner will have the opportunity to apply these new skills in the various Long Term Services and Support service settings. *To be effective Fall 2022 if approved—note: to be included in the new Quality in Long Term Support Services (QuILTSS) certificate* Motion made (James) and seconded (Rafalowski). Unanimous approval.
16. New Course QLTS 1120 Professionalism & Ethics in LTSS: 1 CH, pre-reqs: none
Description: This course stresses the importance of working in a professional, ethical manner in support situations while maintaining confidentiality and respecting individual and family rights. The importance of a professional orientation will be explained including strategies for supporting individuals while preserving their dignity/independence, identifying appropriate versus inappropriate professional

performance, and when to seek guidance from a supervisor. The learner will establish ways to apply ethical guidelines to daily practice in decision-making, inform individuals and their families of rights based on a balance of choice and an individual's best interest, and communicate confidential information following laws and regulations by setting. A compliance update on protected health information (PHI) under HIPAA will be provided. The learner will have the opportunity to apply these new skills in the various Long Term Services and Support service settings. *To be effective Fall 2022 if approved—note: to be included in the new Quality in Long Term Support Services (QuILTSS) certificate Motion made (James) and seconded (Rafalowski). Unanimous approval.*

17. New Course QLTS 1130 Empowerment & Advocacy in LTSS: 1 CH, pre-reqs: none
Description: This course outlines personalized empowerment techniques and advocacy strategies to assist with the needs and rights of individuals and their families in support situations. Various practical methods will be outlined to enhance the ability of the individual to lead a self-determining life by applying services needed to obtain their goals. These characteristics may include wanting more responsibility, creating self-direction, making informed choices, and taking calculated risks. The learner will be able to provide information and appropriate supports to the individual to help build self-esteem, learn assertiveness, and improve decision-making. The learner will be an effective advocate for the individual, learn about the challenges faced by the individual, and help to overcome these challenges by understanding the rights of the individual. The ability to identify actions and decisions needed when barriers are present such as discrimination, oppression, stigma, etc. will be discussed. Federal, state, and local laws will be identified along with employer-provided protections and when it is appropriate to partner with or refer an individual to an advocacy agency. The learner will have the opportunity to apply these new skills in the various Long Term Services and Support service settings. *To be effective Fall 2022 if approved—note: to be included in the new Quality in Long Term Support Services (QuILTSS) certificate Motion made (James) and seconded (Rafalowski). Unanimous approval.*

18. New Course QLTS 1140 Safety Competency in LTSS: 1 CH, pre-reqs: none
Description: This course covers material to ensure the safety of an individual, while balancing choice and appropriate levels of risk-taking. The primary responsibility of a direct service worker is to protect individuals from harm in various support situations. The learner will receive information about specific safety strategies to handle situations of abuse, neglect, exploitation, accident prevention, and other hazards. Techniques will be evaluated for avoiding unsafe situations and using appropriate procedures will be examined to help ensure safety during every day and emergency circumstances. Universal precautions, first aid, and infection control will be promoted The learner will have the opportunity to apply these new skills in the various Long Term Services and Support service settings. *To be effective Fall 2022 if approved—note: to be included in*

the new Quality in Long Term Support Services (QuILTSS) certificate Motion made (James) and seconded (Rafalowski). Unanimous approval.

19. New Course QLTS 1150 Education, Training, & Self-Development in LTSS: 1 CH, pre-reqs: none Description: This course is about the importance of obtaining and maintaining the necessary industry credentials and seeking opportunities to improve necessary work practices through further training. The learner will be introduced to the overall need for further education to improve their skills, experience personal growth, and explore opportunities for career pathways in industry settings. Focus will be put on the positive impact of sharing, collaborating, and applying newly acquired knowledge, strategies, and techniques with individuals supported, co-workers, and community members. The concept of a personalized development plan will be introduced to help guide the matching of the learner's current and future abilities to potential career and college success in and related to Long Term Services and Support service settings. This is a capstone course that is designed to demonstrate the accumulated knowledge, skills, and abilities of the learner. Demonstration is required regarding how the learner's knowledge, skills, abilities, and intellectual behaviors can be applied directly to improve the quality of support for the individual. *To be effective Fall 2022 if approved—note: to be included in the new Quality in Long Term Support Services (QuILTSS) certificate* Motion made (James) and seconded (Rafalowski). Unanimous approval.

20. New Course QLTS 1160 Health & Wellness in LTSS: 1 CH, pre-reqs: none Description: The DSW plays a vital role in helping an individual achieve and maintain good physical, emotional, and spiritual health, which is essential for positive well-being. This course is designed to promote the need for a healthy lifestyle. Focus will be directed on various techniques to assist in personal care (grooming and hygiene) activities, encourage healthy choices to help prevent accidents and illness, and provide appropriate level of support to individuals taking an active role in decisions affecting their wellness. Common strategies will be discussed to properly assist with medical appointments, document and report treatment provided within the organization's policies and regulations, and identify the signs and symptoms of common health problems, and taking appropriate action within the scope of training. The ability to recognize and demonstrate universal measures and precautions related to infection control procedures will be addressed. The learner will have the opportunity to apply these new skills in the various Long Term Services and Support service settings. *To be effective Fall 2022 if approved—note: to be included in the new Quality in Long Term Support Services (QuILTSS) certificate* Motion made (James) and seconded (Rafalowski). Unanimous approval.

21. New Course QLTS 1210 Person-Centered Practices in LTSS: 2 CH, pre-reqs: none Description: The purpose of this course is for the learner to develop the necessary skills for the planning, providing, and organizing of services personalized to the specific needs of an individual with a disability or an older adult. The learner will understand the

process for identifying the needs, wants, and preferences of the individual to help facilitate support plans based on these findings. The learner will apply approaches to guide the individual towards independent decision-making, achievement of goals, improved interactions within the community, and self-advocacy of quality services. The learner will have the opportunity to apply these new skills in the various Long Term Services and Support service settings. *To be effective Fall 2022 if approved—note: to be included in the new Quality in Long Term Support Services (QuILTSS) certificate Motion made (James) and seconded (Rafalowski).* Unanimous approval.

22. New Course QLTS 1220 Evaluation & Observation in LTSS: 2 CH, pre-reqs: none
Description: This course provides the learner with a background in the core knowledge required to effectively evaluate and observe individuals while applying industry and employer-specific standards. Acceptable observation, monitoring, data collection, documentation, and evaluating techniques will be identified and discussed to promote appropriate decision-making. The learner will gain the basic skills needed to closely track an individual's physical and emotional health for baseline measures and monitor for significant changes. A variety of methods will be introduced to gather information formally and informally based on specific scenarios to guide appropriate levels of services, promote efficacy of those services, and determine if support goals have been met. The learner will have the opportunity to apply these new skills in the various Long Term Services and Support service settings. *To be effective Fall 2022 if approved—note: to be included in the new Quality in Long Term Support Services (QuILTSS) certificate Motion made (James) and seconded (Rafalowski).* Unanimous approval.
23. New Course QLTS 1230 Community Inclusion & Networking in LTSS: 2 CH, pre-reqs: none
Description: The purpose of this course is for the learner to develop the skills needed to help an individual become a part of the community through valued roles and relationships, and to assist them with major transitions that occur in community life. The ability to coordinate a community inclusion action plan to identify personalized community preferences and goals will be explained. Coordinating and facilitating activities with the individual will be discussed and include friendship and peer interactions, communication with family, community outings, and social functions. Techniques will be shared on how to gather resources for the individual to reach their vocational, educational, and career goals. The learner will be given methods to help the individual learn to network within informal support groups, identify job opportunities along with training and retention efforts, and promote the right to live in the community of choice using natural supports. The learner will have the opportunity to apply these new skills in the various Long Term Services and Support service settings. *To be effective Fall 2022 if approved—note: to be included in the new Quality in Long Term Support Services (QuILTSS) certificate Motion made (James) and seconded (Rafalowski).* Unanimous approval.

24. New Course QLTS 1240 Community Living Skills & Supports in LTSS: 2 CH, pre-reqs: none Description: This course is an overview of the learner's role in helping an individual manage the important aspects of personal, financial, and household management necessary on a daily basis to pursue an independent, community-based lifestyle. The underlying theory behind providing critical support to enable an individual to live on his or her own or as self-sufficiently as possible will be examined. Various methods of support will be explored to help create a comfortable living environment for the individual, including day-to-day tasks (laundry, meal prep, cleaning, budgeting), needed equipment (assistive, rehabilitative, adaptive), and mobility (transportation, activities). Strategies will be presented for the individual to recognize the importance of building and maintaining strong relationships with friends, family, and the local community. Recognizing the need for a personalized support plan appropriate to the individual and to the ability to make recommendations based on identified needs, goals, and preferences will be reinforced. The learner will have the opportunity to apply these new skills in the various Long Term Services and Support service settings. *To be effective Fall 2022 if approved—note: to be included in the new Quality in Long Term Support Services (QuILTSS) certificate* Motion made (James) and seconded (Rafalowski). Unanimous approval.
25. New Course QLTS 1250 Cultural Competency in LTSS: 2 CH, pre-reqs: none Description: This course introduces the learner to the importance and benefits of cultural awareness, knowledge, and sensitivity in the workplace. Main topics to be examined include what culture is, how it develops and changes over time, and its power of influence. Aspects of an individual's particular culture as it relates to services provided will be explored such as the role of the family, language, religion, gender roles, and ideologies. Human tendencies towards cultural biases, prejudices, and stereotypes will be explained and addressed. The learner will have the opportunity to apply these new skills in the various Long Term Services and Support service settings. *To be effective Fall 2022 if approved—note: to be included in the new Quality in Long Term Support Services (QuILTSS) certificate* Motion made (James) and seconded (Rafalowski). Unanimous approval.
26. New Course QLTS 1260 Crisis Prevention & Intervention in LTSS: 2 CH, pre-reqs: none Description: This course examines the concept of crisis theory and the importance of prevention along with the application of several models for intervention. Crisis will be defined, risk and behaviors that can lead to a crisis will be identified, and effective strategies to prevent or intervene in a crisis will be introduced. Application of the crisis concept will address triggers typical in LTSS settings, predictable patterns for crisis response, and interventions that can be modeled to focus on those patterns. Implications for populations at risk such as the elderly, the disabled, and other marginalized groups will be explored. Awareness for how the learner's role and attitude can affect a crisis situation and the ability to collaborate with a support team during a crisis will be

discussed. The learner will have the opportunity to apply these new skills in the various Long Term Services and Support service settings. *To be effective Fall 2022 if approved—note: to be included in the new Quality in Long Term Support Services (QuILTSS) certificate* Motion made (James) and seconded (Rafalowski). Unanimous approval.

27. New Certificate: Quality in Long Term Support Services (QuILTSS): 18 CH, Courses to be included: QLTS 1110, 1120, 1130, 1140, 1150, 1160, 1210, 1220, 1230, 1240, 1250, 1260 *To be effective Fall 2022 if approved—will require submittal and approval to/from TBR. Certificate can stand alone or be embedded within the AAS Health Science degree* Motion made (James) and seconded (Rafalowski). Unanimous approval.

28. New Course LIB 1040 Introduction to Library Research: 1 CH, pre-reqs: none
Description: This class familiarizes the student with information sources, information creation and dissemination, and research methods. This class will be beneficial for all students regardless if they continue their education or not. This class is based upon The Association of College & Research Libraries' (ACRL) Framework for Information Literacy for Higher Education and Jackson State Community College's Information Literacy Guidelines. *To be effective Fall 2022 if approved* Motion made (Rafalowski) and seconded (Smith). Unanimous approval.

29. Course description change NUR 110: Proposed: This course introduces program concepts foundational to care of clients experiencing health problems. Emphasis is placed upon understanding pathophysiological processes, adaptation, and theories of Maslow and Erikson. Laboratory and clinical learning experiences provide opportunity to apply theory into practice. Students learn and practice assessment, clinical decision making, caring interventions, communication, teaching and learning, collaboration, management of care and professional behaviors. *To be effective Fall 2022 if approved.* Motion made (Taylor) and seconded (James). Unanimous approval.

30. Course description change NUR 118: Proposed: This course focuses upon nutritional needs and nursing care of clients experiencing conditions necessitating therapeutic diets, enteral, or total parenteral nutrition. Students practice assessment, clinical decision making, caring interventions, communication, teaching and learning, collaboration, management of care and professional behaviors. *To be effective Summer 2022 if approved.* Motion made (Taylor) and seconded (James). Unanimous approval.

31. Course description change NUR 120: Proposed: This course focuses upon application of foundational concepts to care for clients across the lifespan, including pharmacotherapy, childbearing and childhood. Normal conditions are emphasized and deviations from the norm explored. Laboratory and clinical learning experiences provide opportunity to apply theory into practice. Students continue to practice assessment, clinical decision making, caring interventions, communication, teaching and learning, collaboration,

management of care and professional behaviors. *To be effective Fall 2022 if approved.* Motion made (Taylor) and seconded (James). Unanimous approval.

32. Course description change NUR 130: Proposed: This course is designed to facilitate student transition into the second level of the program by developing and validating first-level nursing competencies. Content is drawn from NUR 110 and NUR 118. Professional nursing, role transitions and scope of practice issues are introduced. Laboratory and clinical learning experiences provide opportunity to apply theory into practice. Students learn and practice assessment, clinical decision making, caring interventions, communication, teaching and learning, collaboration, management of care and professional behaviors. *To be effective Summer 2022 if approved.* Motion made (Taylor) and seconded (James). Unanimous approval.
33. Course description change NUR 140: Proposed: This course is designed to facilitate student transition into the second level of the program by developing and validating first-level nursing competencies. Content is drawn from NUR 110 and NUR 120 to provide a conceptual, theoretical and application background congruent with the first year of the program. Pathophysiology and pharmacotherapy are emphasized as is care during childbearing and childhood. Professional nursing, role transitions, and scope of practice issues are further explored. Laboratory and clinical learning experiences provide opportunity to apply theory into practice. Students continue to practice assessment, clinical decision making, caring interventions, communication, teaching and learning, collaboration, management of care and professional behaviors. Successful completion validates competency in first level nursing courses. *To be effective Summer 2022 if approved.* Motion made (Taylor) and seconded (James). Unanimous approval.
34. Course description change NUR 214: Proposed: This course focuses upon nursing care of adult clients experiencing medical, surgical and mental health problems. Laboratory and clinical experiences provide opportunity to apply theory into practice and expand clinical decision making and communication skill. Students continue to practice and develop competence in assessment, clinical decision making, caring interventions, communication, teaching and learning, collaboration, management of care and professional behaviors. *To be effective Fall 2022 if approved.* Motion made (Taylor) and seconded (James). Unanimous approval.
35. Credit Hour and Course description change NUR 220: current 9 CH; proposed 10 CH (will increase total program from 64 to 65 credit hours) Proposed: This course focuses upon nursing care of adult clients and groups experiencing medical, surgical and multisystem health problems. Emphasis is placed upon management of care for groups. Laboratory and clinical experiences provide opportunity to apply theory into practice and expand clinical decision making and care management skill. Students continue to practice and refine competence in assessment, clinical decision making, caring interventions, communication, teaching and learning, collaboration, management of care

and professional behaviors. *To be effective Fall 2022 if approved.* Motion made (Taylor) and seconded (James). Unanimous approval.

36. Change in major required course AAS Criminal Justice: remove CRMJ 1398 and replace with PSYC 2120. *To be effective Fall 2022 if approved.* Motion made (Hart) and seconded (Rafalowski). Unanimous approval.

37. Change in concentration required course AAS Criminal Justice: remove CRMJ 2367 and replace with 3 credit hours of CRMJ electives. *To be effective Fall 2022 if approved* Motion made (Hart) and seconded (Rafalowski). 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.

Curriculum Committee Chair

Date

VPAA Signature

Date

President Signature

Date