

AGENDA
Western Colorado Community College Curriculum Committee
September 8, 2015
BA (Youngblood) Room 126 3:30pm

- I. Roll call:** Introduction of returning members.
- II. Minutes:** none
- III. Old Business**
 - A. Department Representative and there Term for 2015 -2016
 - o **Department Representative and Term**
 1. Group A – Michael Carlton Spring 2018
 2. Group B - David Miller Spring 2018
 3. Group C - Carolyn Ferreira-Lillo Spring 2017
 4. At Large Bill Campbell Spring 2016
 5. At Large Glen Hoff Spring 2016
 6. Vice Chair of the Undergraduate Curriculum Committee – Scott Kessler
 - o **Ex-Officio Members**
 1. Library Representative - Laureen Cantwell
 2. Secretary - Tammy Murray
 3. Registrar (or designee) - Holly Teal
 4. VP of Academic Affairs (or designee) - Carol Futhey
 5. Acting VP Community College Affairs (or designee)-Jeanne Adkins
 - o **Officers**
 1. Chair: Carolyn Ferreira-Lillo also UCC Representative
 2. Vice Chair: Glen Hoff
 3. Catalog Description Reviewer: Susan Longest
- IV. New Business:**
 - A. Program Modification: A.A.S_ **Administrative Office Technology**,
Emphasis: **Administrative Professional**
 1. Petition/Program sheet change: Update the program sheets to reflect changes in the course lineup
 - OFAD 120 Internet and Social Networking move from 1st semester to 3rd semester

- OFAD 221 Voice Recognition move from 3rd semester to 1st semester

B. What is being worked on for next meeting:

1. Program Modification to AAS **Wildland Fire Management**
2. Program Addition: for EDEC Technical Certification

V. Adjourn



2015-16 DEPARTMENT WORKSHEET FOR PROGRAM MODIFICATION
Colorado Mesa University Curriculum Committees

NOTE: All related course changes must be submitted on separate forms.
Use the tab key to advance from one form field to the next.

1. Required information for a program modification proposal:

(see Section IV.L of Curriculum Manual)

a. Identifying information

Department Name: **WCCC**

Degree type:

Program:

If program/concentration name is changing, enter new name:

Abbreviated program/concentration (max 30 characters):

Is there a revision to the program sheet? Yes No

PROPOSED AND PREPARED BY:

Name: **Alane Wooster**

Email: **awooster@coloradomesa.edu**

Date: **8/24/2015**

Phone: **255-2639**

b. Description of the proposed modification:

Course sequencing for OFAD 120 and OFAD 221. Move OFAD 120 to the Third Semester and move OFAD 221 to the first semester.

c. Justification for the program modification:

Scheduling conflict between two required classes. OFAD 221 and MGDA 111 are both currently recommended for the third semester and both classes meet during the same days and times.

d. Student Learning Outcomes (SLOs)

Will this modification substantially alter any of the program's student learning outcomes (SLOs)?

Yes No

If yes, provide the following

- 1) Identify program student learning outcomes (SLOs)
- 2) Identify linkage of program SLOs to institutional SLOs
- 3) Illustrate relationship of SLOs to proposed curriculum using curriculum map format
- 4) Identify planned assessments for the program SLO.

e. Other Program Characteristics

Will this modification change any of the following program characteristics?

- Program goals, etc.
- Program strengths, etc.
- Accreditation, professional associations, licensing requirements, etc ...
- Program-specific admissions requirements
- Rationale for the program such as evidence of employer/student demand
- Relationship to existing campus programs or similar state programs
- Compliance with Credit Hour Policy
- Number of faculty
- Needed learning resources
- Delivery mode
- Inclusion in PTO category

Yes No

If yes, please address those changes as indicated in section IV.F.3.c through IV.F.3.q. of Curriculum Manual.

2. Discuss the proposal with all departments that might be affected.

List the departments and the date and outcome of the discussion below. Enter NA if none.

Graphic Design. Met with Dan McClintock Monday, August 24, 2015.

3. Obtain departmental approval according to department-specific procedures.

Implementation Deadlines

Program additions and modifications approved at the September-February curriculum meetings are generally implemented the following academic year. See Section II.D of the Curriculum Manual. Exceptions are rare and granted only in extenuating circumstances. To request a different effective date, the academic department head should contact the curriculum committee chair. (Note: in the approval process, only the VPAA will ultimately approve or deny the request.)

REVIEWED BY DEPARTMENT'S CURRICULUM COMMITTEE REPRESENTATIVE:

Name: **Carolyn Ferreira-Lillo**

Date: **9/2/2015**

APPROVED BY DEPARTMENT HEAD:

Name: **Christine Murphy**

Date: **September 1, 2015**

APPROVED BY DIRECTOR OF TEACHER EDUCATION (REQUIRED FOR TEACHING PROGRAMS)

Name:

Date:

Submit to the chair of the appropriate curriculum committee.



2015-2016 PETITION/PROGRAM SHEET
Degree: Associate of Applied Science
Major: Administrative Office Technology
Emphasis: Administrative Professional

About This Emphasis . . .

This program prepares students to be effective, efficient office professionals. Students develop skills in office procedures, word processing, grammar, records management, oral presentations, information systems, current software programs, human relations and communications. The administrative professional curriculum prepares the student to be effective support staff in business, government or non-profit organizations. Students learn document preparation, records management, bookkeeping, office procedures, office software, and basic research.

For more information on what you can do with this major, go to <http://www.coloradomesa.edu/wccc/programs.html>

All CMU associate graduates are expected to demonstrate proficiency in critical thinking, communication fluency, quantitative fluency, and specialized knowledge/applied learning. In addition to these campus-wide student learning outcomes, graduates of this major will be able to:

1. Students will have the ability to create professional business documents per industry standards. (Communication Fluency)
2. Students will have the ability to produce professional financial documents per industry standards. (Quantitative Fluency)
3. Students will have the ability to provide excellent internal and external customer service. (Applied Learning)
4. Students will have the ability to use business software applications proficiently. (Critical Thinking)
5. Students will have the ability to be effective, efficient, entry level office professionals. (Applied Learning)
6. Students will appreciate the significance of trustworthiness, confidentiality, dependability, self-motivation, and attitude. (Specialized Knowledge)

NAME: _____ **STUDENT ID #:** _____

LOCAL ADDRESS AND PHONE NUMBER: _____

_____ () _____

I, (Signature) _____, hereby certify that I have completed (or will complete) all the courses listed on the Program Sheet. I have read and understand the policies listed on the last page of this program sheet. I further certify that the grade listed for those courses is the final course grade received except for the courses in which I am currently enrolled and the courses which I complete next semester. I have indicated the semester in which I will complete these courses.

Signature of Advisor Date _____ 20____

Signature of Department Head Date _____ 20____

Signature of Registrar Date _____ 20____

DEGREE REQUIREMENTS:

- 64 semester hours total (A minimum of 16 taken at CMU in no fewer than two semesters)
- 2.00 cumulative GPA or higher in all CMU coursework and a “C” or better must be achieved in achieved in coursework toward major content area.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- A student must follow the CMU graduation requirements either from 1) the program sheet for the major in effect at the time the student officially declares a major; or 2) a program sheet for the major approved for a year subsequent to the year during which the student officially declares the major and is approved for the student by the department head. Because a program may have requirements specific to the degree, the student should check with the faculty advisor for additional criteria. It is the student’s responsibility to be aware of, and follow, all requirements for the degree being pursued. Any exceptions or substitutions must be approved by the student’s faculty advisor and Department Head.
- When filling out the program sheet a course can be used only once.
- See the “Undergraduate Graduation Requirements” in the catalog for additional graduation information.

ESSENTIAL LEARNING REQUIREMENTS (Minimum 15 semester hours) See the current catalog for a list of courses that fulfill the requirements below. If a course is on the Essential Learning list of options and a requirement for your major, you must use it to fulfill the major requirement and make a different selection within the Essential Learning requirement. The Essential Learning capstone course and co-requisite Essential Speech course (required for bachelor’s degrees) cannot be used as options for the below requirements.

Course No	Title	Sem.hrs	Grade	Term/Trns
Communication (6 semester hours)				
ENGL 111	English Composition	3	_____	_____
ENGL 112	English Composition	3	_____	_____
-OR-				
ENGL 111	English Composition and	3	_____	_____
SPCH 101	Interpersonal Communication or	3	_____	_____
SPCH 102	Speechmaking	3	_____	_____
Mathematics: MATH 107 or higher (Minimum 3 semester hours)				
_____	_____	3	_____	_____

Course No	Title	Sem.hrs	Grade	Term/Trns
Social Sciences, Natural Science, Fine Arts or Humanities (6 semester hours)				
_____	_____	3	_____	_____
_____	_____	3	_____	_____
WELLNESS REQUIREMENT (2 semester hours)				
KINE 100	Health and Wellness	1	_____	_____
KINA 1	_____	1	_____	_____

ASSOCIATE OF APPLIED SCIENCE: ADMINISTRATIVE OFFICE TECHNOLOGY – ADMINISTRATIVE PROFESSIONAL COURSE REQUIREMENTS (47semester hours)

Core Classes				
BUGB 211	Business Communications	3	_____	_____
OFAD 221	Voice Recognition and Business Editing	3	_____	_____
OFAD 101	Office Bookkeeping	3	_____	_____
OFAD 105	Ten Key	2	_____	_____
OFAD 153	Word Processing	3	_____	_____
OFAD 206	Computerized Bookkeeping	3	_____	_____
OFAD 269	Complete PC Database	3	_____	_____
OFAD 201	Office Procedures	3	_____	_____
OFAD 202	Records Management	3	_____	_____
OFAD125	Multimedia and Web Editing	3	_____	_____
OFAD 291	Service Learning	3	_____	_____
OFAD 208	Spreadsheets	3	_____	_____
OFAD 267	Presentation, Publishing & Desktop Management Software	3	_____	_____
OFAD 120	Internet and Social Networking	3	_____	_____
MGDA 111	Digital Image Editing	3	_____	_____
MGDA 112	Adobe Illustrator I	3	_____	_____

*Please see your advisor for requirements specific to this program.

SUGGESTED COURSE SEQUENCING FOR THE ASSOCIATE OF APPLIED SCIENCE WITH A MAJOR IN ADMINISTRATIVE OFFICE TECHNOLOGY, EMPHASIS IN ADMINISTRATIVE PROFESSIONAL

This is a recommended sequence of course work. Certain courses may have prerequisites or are only offered during the Fall or Spring semesters. It is the student's responsibility to meet with the assigned advisor and check the 2 year course matrix on the Colorado Mesa website for course availability.

FRESHMAN YEAR

<u>First Semester</u>		<u>Hours</u>	<u>Second Semester</u>		<u>Hours</u>
ENGL 111	English Composition	3	ENGL 112	English Composition OR SPCH 101/102	3
KINE 100	Health and Wellness	1		Social Sciences, Natural Science, Fine Arts or Humanities *	3
OFAD 101	Office Bookkeeping	3	MATH 107	Career Mathematics	3
OFAD 153	Word Processing	3	OFAD 206	Computerized Bookkeeping	3
OFAD 221	Voice Recognition and Business Editing	3	OFAD 125	Multimedia and Web Editing	<u>3</u>
OFAD 120	Internet and Social Networking	3			15
	Social Sciences, Natural Science, Fine Arts or Humanities *	<u>3</u>			
		16			

SOPHOMORE YEAR

<u>Third Semester</u>		<u>Hours</u>	<u>Fourth Semester</u>		<u>Hours</u>
OFAD 202	Records Management	3	OFAD 201	Office Procedures	3
OFAD 267	Presentation, Publishing & Desk Top Management Software	3	BUGB 211	Business Communications	3
OFAD 208	Spreadsheets	3	KINA	Activity	1
OFAD 221	Voice Recognition and Business Editing	3	OFAD 269	Complete PC Database	3
MGDA 111	Adobe Photoshop I	3	OFAD 291	Service Learning	3
OFAD 105	Ten Key	<u>2</u>	MGDA 112	Adobe Illustrator I	<u>3</u>
OFAD 120	Internet and Social Networking	3			16
		17			

POLICIES:

- Please see the catalog for a complete list of graduation requirements.
- This program sheet must be submitted with your graduation planning sheet to your advisor during the **semester prior to the semester of graduation, no later than October 1 for spring graduates, no later than March 1 for fall graduates**. You must turn in your "Intent to Graduate" form to the Registrar's Office **by September 15 if you plan to graduate the following May, and by February 15 if you plan to graduate the following December**.
- Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature. Finally, the Department Head will submit the signed forms to the Registrar's Office. (Students cannot handle the forms once the advisor signs.)
- If your petition for graduation is denied, it will be your responsibility to reapply for graduation in a subsequent semester. Your "Intent to Graduate" does not automatically move to a later graduation date.
- NOTE: The semester before graduation, you may be required to take a Major Field Achievement Test (exit exam).