

CCRI CURRICULUM REVIEW COMMITTEE MEETING

**December 9, 2022 2:00-4:00 PM
Knight Campus, Board Room 4090**

MINUTES

1. CALL TO ORDER

Chairperson Stargard called the meeting to order at 14:01 PM.

2. ROLL CALL

3. APPROVAL OF MINUTES

Motion to Approve: Sandra Sneesby, 2nd Kathy Blessing

The committee voted 8 to 0, with 1 abstention to **APPROVE** the minutes from the November 2022 Curriculum Review Committee Meeting.

4. ACTION/VOTING ITEMS

ACTION/VOTING ITEMS

Revised Program Proposal: Associate in Science in Nursing

ADNU, 66 credits

Originators: Michelle Bull

RATIONALE:

Credit change.

CATALOG DESCRIPTION:

Students who complete and receive an Associate of Science degree in Nursing are eligible to take the licensure examination for Registered Nursing (NCLEX-RN).

Motion to Approve: Debra St. Pierre, 2nd Cynthia Johnson

The committee voted 8 to 0, with 1 abstention to **APPROVE** the proposal.

New Course Proposal: Health Psychology

PSYC 2130, 3 credits

Originators: Lou Turchetta

RATIONALE:

Understanding the influences of public health policy and individual behavior on health has a significant influence on the lives and health outcomes of the population. Teaching students to understand and apply principles of health psychology can have a substantial impact on their well-being as well as their families. Additionally, students who are interested in careers in healthcare will find this course invaluable for its application in pursuing further education and employment. Furthermore, there is a growing divide between the exponentially increasing amount of health information and the ability of the lay public to comprehend and sort through trusted sources for actionable advice. Health Psychology is an essential part of bridging the knowledge gap through the amalgamation of scientific inquiry in the behavioral and medical sciences.

CATALOG DESCRIPTION:

(3 crs.) Investigates the relationship between behavior and health; emphasizes the theory and science of health behavior change; explores specific behaviors and behavior change strategies from an individual and public health perspective. (Lec. 3/Online)

Motion to Approve: Debra St. Pierre, 2nd Sandra Sneesby

The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal.

New Course Proposal: The Global Edge: An Introduction to Language & Culture(s) to Thrive as Global Leaders**LANG 1000, 3 credits****Originators: Maria Mansella, Carol Panaccione****RATIONALE:**

The Global Edge course is designed to develop our students' cultural sensitivity by affording them the opportunity to learn and appreciate varying cultural perspectives, customs, traditions, and societal norms. The ability to interact with people of varying cultures is vital in today's multicultural society. We, as educators, have the responsibility to create a foundation that allows our students to gain an insight and develop a global lens through which to view our increasingly interconnected world. By gaining such an insight into the customs and cultures of the world around us, our students shall discover the vital role they play within their community, as well as develop a more global perspective in order to thrive and contribute as global citizens and leaders of the 21st century.

CATALOG DESCRIPTION:

This elective transferable course is designed to develop a global perspective and curiosity about other cultures and norms - to develop a global edge. It offers a framework for students who have studied a language, are currently studying language or plan to enroll in a language course. Students will develop the necessary tools to understand and appreciate the interaction of language and culture. (Lecture 3 hours)

Motion to Approve: Kathy Blessing, 2nd Sandra Sneesby

The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal with the edit to remove "elective transferable" from the catalog description.

Motion to Approve the following Chemical Technology course and program proposals as a packet: Sandra Sneesby, 2nd Cynthia Johnson

The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal packet.

Revised Course Proposal: Chemical Technology III**CHMT 2321, 5 credits****Originators: Elizabeth Arendt, Wayne Suits****RATIONALE:**

This course was approved by the CRC April 22, 2022, and then returned to the Chemistry Department by the VPAA for a refinement of the name. The original plan was to name the first half of the course Chemical Technology III - Inorganic Analysis and the second half Chemical Technology III - Organic Synthesis and Structure Elucidation. To simplify matters, we now propose naming them simply Chemical Technology III and Chemical Technology IV.

The rationale for changing the course follows. Chemical Technology III has run as a 30-week course for at least 20 years. Recent changes to Federal Financial Aid rules, however, necessitate that the course must fit into a 15-week semester. To accommodate working students and not overburden them with a 16-hour/week course, we propose splitting the course into two parts named Chemical Technology III and Chemical Technology IV. Chemical Technology III would run for 15 weeks during the spring. Chemical Technology IV would run for 15 weeks during the summer.

CATALOG DESCRIPTION:

This course covers all forms of gravimetric, volumetric, and spectrophotometric analyses. Students will also be reintroduced to atomic absorption spectrophotometry during analysis of aqueous metal and heavy metal samples.

Revised Course Proposal: Chemical Technology IV

CHMT 2322, 5 credits

Originators: Elizabeth Arendt, Wayne Suits

RATIONALE:

This course was approved by the CRC April 22, 2022, and then returned to the Chemistry Department by the VPAA for a refinement of the name. The original plan was to name the first half of the course Chemical Technology III - Inorganic Analysis and the second half Chemical Technology III - Organic Synthesis and Structure Elucidation. To simplify matters, we now propose naming them simply Chemical Technology III and Chemical Technology IV. The rationale for changing the course follows. Chemical Technology III has run as a 30-week course for at least 20 years. Recent changes to Federal Financial Aid rules, however, necessitate that the course must fit into a 15-week semester. To accommodate working students and not overburden them with a 16-hour/week course, we propose splitting the course into two parts named Chemical Technology III and Chemical Technology IV. Chemical Technology III would run for 15 weeks during the spring. Chemical Technology IV would run for 15 weeks during the summer.

CATALOG DESCRIPTION:

This course covers an introduction to organic chemistry via a study of organic functional groups, classification of organic compounds using wet and instrumental methods and organic reactions. It will also focus on infrared spectrophotometry separation methods, including gas chromatography and high pressure liquid chromatography.

Revised Course Proposal: Chemical Technology V

CHMT 2421, 8 credits

Originators: Elizabeth Arendt, Wayne Suits

RATIONALE:

In splitting Chemical Technology III into Chemical Technology III and Chemical Technology IV to fit into Financial Aid guidelines, the current Chemical Technology IV course will need to be renamed Chemical Technology V.

CATALOG DESCRIPTION:

This course is a continuation of Chemical Technology IV and covers the nature of reversible processes, equilibrium constants, solute and solvent systems and the kinetics of chemical reactions. Instrumental methods used include atomic absorption, emission spectroscopy, ultraviolet and NMR spectroscopy. The course concludes with a variety of special methods and student projects.

Revised Program Proposal: Chemical Technology, Associate in Applied Science

CHMT, 61 credits

Originators: Elizabeth Arendt, Wayne Suits

RATIONALE:

Proposal - Remove BIOL 2420 General Microbiology

Rationale:

- 1) Chem Tech industry partners do not require knowledge of microbiology in a typical work scenario for chemical lab technicians.
- 2) All chem tech grads who have gotten jobs have done so with the certificate, and that does not require biology of any kind.
- 3) A single microbiology course would not qualify a chem tech grad to monitor for pathogens in any sterile manufacturing operation (such monitoring would require a minimum of a BS in microbiology)
- 4) Microbiology is not required for an Associates in Science Degree, so it should not be required in a chemistry-based program.
- 5) The Chem Tech Program is the only degree granting program in the Chemistry Department, and is increasingly in competition with minimum requirement, nontransferable programs. These programs are not academically equivalent to the Chem Tech Program but attract students with their expediency, so the program needs to be streamlined and attractive to prospective students by dropping this very challenging and unnecessary course.
- 6) URI Restricts this course to Bio majors only. This is from the URI transfer guide:
"For Cell and Molecular Biology and Biological Science majors. Restricted to CELS and nutrition majors."
Chemical Technology Program grads naturally progress to a Chemistry BS/BA making BIOL 2480 especially superfluous in the Chem Tech Program.

With the splitting of Chemical Technology III, we need to update the courses to reflect these changes.

CATALOG DESCRIPTION:

This program was the first in the nation to be accredited by the [American Chemical Society](#).

The chemical industry is one of the fastest growing industries in the United States. Its need for trained technicians in quality control, analysis, and research and development laboratories is extensive.

The Chemical Technology program prepares graduates to enter the chemical field in any one of a variety of capacities: chemical research technician, laboratory assistant, chemical production technician, junior chemist or analytical technician. The program is structured to develop a fundamental understanding of general, organic and analytical chemistry, with emphasis on laboratory applications and techniques.

Revised Program Proposal: Chemical Technology, Certificate

CHMT, 61 credits

Originators: Elizabeth Arendt, Wayne Suits

RATIONALE:

Splitting Chemical Technology III into two parts to comply with Federal Financial Aid regulations necessitates revising the program. A similar proposal was approved by the CRC in April 2022. The revised courses were returned for clarification of names which now requires an updated program.

CATALOG DESCRIPTION:

The chemical industry is one of the fastest growing industries in the United States. The need for trained technicians in quality control, analysis, and research and development laboratories is extensive.

The Chemical Technology certificate program prepares graduates to enter the chemical field in any one of a variety of capacities – chemical research technician, laboratory assistant, chemical production technician, junior chemist or analytical technician. The program is structured to develop a fundamental understanding of general, organic and analytical chemistry, with emphasis on laboratory applications and techniques. The certificate program consists of the four core Chemical Technology courses, an English course and mathematics proficiency.

Revised Program Proposal: Magnetic Resonance Imaging Certificate

MRIC, 18 credits

Originators: Maddie Josephs

RATIONALE:

The MRI Certificate program was first proposed in 1999 and the program began in 2000. At that time, the program included general education requirements, specifically Introduction to Computers, English Composition I, and General Psychology. Since that time, the ARRT (American Registry of Radiologic Technologists) has approved a certificate in MRI as a Post-Primary Certificate. That is, applicants to the program must already be registered radiographers. This assumes that they have completed a program of study in Radiography (XRAY Tech) either at the Community College of Rhode Island or elsewhere. Students who apply to the program today typically need a substitution for Introduction to Computers, as it is no longer required for the XRAY program, they sometimes need an adjustment for PSYC 2010 (from 3 to 4 credits) and if they aren't CCRI graduates, enrollment services has to evaluate transcripts and apply the ENGL 1010 as transfer credits.

Three (3) years ago, a CT (Computed Tomography Imaging) certificate program started at CCRI. This is also an ARRT Post-Primary Certificate and applicants need to be registered by ARRT before applying. This program includes major (CTIC) requirements only. As a post-primary certificate, the MRI Program should mirror the CT program requirements and include major (MRIC) requirements only. This removes roadblocks for prospective students and aligns with the mission of CCRI to provide an educated and competent healthcare workforce in the area of diagnostic imaging.

(No changes to Catalog Description, SLOs or course descriptions)

CATALOG DESCRIPTION:

Magnetic resonance imaging is a dynamic technology used in the diagnosis and treatment of disease. This two-semester program, which combines classroom instruction with supervised clinical practice, focuses on understanding the basic principles of magnetic resonance imaging and the care of patients requiring diagnosis or treatment. The goal of this program is to prepare students who can competently and safely perform magnetic resonance procedures, display the personal qualities of integrity, responsibility, and reliability and who function as active members of the healthcare team.

Graduates receive a certificate in magnetic resonance imaging and are prepared to sit for the national credentialing examination offered by the American Registry of Radiologic Technologists. They are eligible for employment in hospitals, clinics, physician's offices and mobile MRI facilities.

Motion to Approve: Sandra Sneesby, 2nd Kathy Blessing

The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal.

Motion to Approve the following Surgical Technology course and program proposals as a packet: Basile Panoutsopoulos, 2nd Kathy Blessing

The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal packet.

New Course Proposal: Foundations of Surgical Technology

SURG 1010, 6 credits

Originators: Maddie Josephs

RATIONALE:

Surgical Technologists are health professionals who work closely with surgeons, anesthesiologists, nurses, and other surgical personnel in delivering patient care before, during and after surgical procedures. These individuals are vital members of the surgical team and require specialized education and training as surgical technologists. Recent events have led to low-enrollment in these programs, nationwide, which has led to severe shortages both around the country and in our region. Developing a program in Surgical Technology aligns with the mission of the Community College of Rhode Island by responding to community needs and contributing to the state's economic development and workforce.

CATALOG DESCRIPTION:

This course will introduce students to the practice of surgical technology and the skills necessary to function in the role of a surgical technologist. Students will learn about the operating room environment, as well as the different professional roles, communication techniques and ethical responsibilities of a surgical technologist. The class will introduce theory, a historical perspective of perioperative services, medical terminology and basic surgical instrumentation.

New Course Proposal: Principles of Surgical Technology

SURG 1020, 6 credits

Originators: Maddie Josephs

RATIONALE:

Surgical Technologists are health professionals who work closely with surgeons, anesthesiologists, nurses, and other surgical personnel in delivering patient care before, during and after surgical procedures. These individuals are vital members of the surgical team and require specialized education and training as surgical technologists. Recent events have led to low-enrollment in these programs, nationwide, which has led to severe shortages both around the country and in the region. Developing a program in Surgical Technology aligns with the mission of the Community College of Rhode Island by responding to community needs and contributing to the state's economic development and workforce.

CATALOG DESCRIPTION:

In this course, surgical pharmacology and anesthesia will be introduced including dosing and handling of local anesthetics at the sterile field. Students will be introduced to the handling, decontamination and sterilization processes of surgical instrumentation. Surgical wound exposure, wound healing and surgical wound closures will be discussed. Medical legal aspects of perioperative practice in relation to patients' rights including the health insurance portability and accountability act (HIPAA), informed consent and Universal Precautions will be included.

New Course Proposal: Surgical Instrumentation

SURG 2010, 6 credits

Originators: Maddie Josephs

RATIONALE:

Surgical Technologists are health professionals who work closely with surgeons, anesthesiologists, nurses, and other surgical personnel in delivering patient care before, during and after surgical procedures. These individuals are vital members of the surgical team and require specialized education and training as surgical

technologists. Recent events have led to low-enrollment in these programs, nationwide, which has led to severe shortages both around the country and in the region. Developing a program in Surgical Technology aligns with the mission of the Community College of Rhode Island by responding to community needs and contributing to the state's economic development and workforce.

CATALOG DESCRIPTION:

Students will implement appropriate surgical instruments related to the various types of surgical procedures. The student will be introduced to specific patient populations and the methods of caring for these patients. Included is discussion on the different methods of hemostasis. In addition, the student will learn post operative complications as they relate to the surgical patient. We will explore the different types of lasers, the proper use and handling to ensure safety when using lasers in the operating room. Surgical procedures will be introduced to prepare the student for the clinical rotation which will begin during this semester.

New Course Proposal: Surgical Procedures

SURG 2020, 6 credits

Originators: Maddie Josephs

RATIONALE:

Surgical Technologists are health professionals who work closely with surgeons, anesthesiologists, nurses, and other surgical personnel in delivering patient care before, during and after surgical procedures. These individuals are vital members of the surgical team and require specialized education and training as surgical technologists. Recent events have led to low-enrollment in these programs, nationwide, which has led to severe shortages both around the country and in the region. Developing a program in Surgical Technology aligns with the mission of the Community College of Rhode Island by responding to community needs and contributing to the state's economic development and workforce.

CATALOG DESCRIPTION:

There will be a focus on specialty surgical procedures and the necessary instrumentation associated with these specialties. This course will also introduce future surgical technologists to the organizations that promote the advancement of the profession and offer students the tools needed to be successful in the workforce. In addition, discussion will explore the different employment opportunities and how to prepare for a career as a surgical technologist.

New Program Proposal: Surgical Technician Certificate

SURG, 43 credits

Originators: Maddie Josephs

RATIONALE:

Surgical Technologists are health professionals who work closely with surgeons, anesthesiologists, nurses, and other surgical personnel in delivering patient care before, during and after surgical procedures. These individuals are vital members of the surgical team and require specialized education and training as surgical technologists. Recent events have led to low-enrollment in these programs, nationwide, which has led to severe shortages both around the country and in the region. Developing a program in Surgical Technology aligns with the mission of the Community College of Rhode Island by responding to community needs and contributing to the state's economic development and workforce.

CATALOG DESCRIPTION:

Surgical Technology Certificate is a twelve-month, full-time, 43-credit certificate program that prepares an individual to become an entry-level Surgical Technologist, demonstrating required competencies. Surgical Technologists are vital members of the healthcare team delivering patient care before, during and after surgical

procedures. The 4-semester program, which combines classroom instruction, simulation lab experiences and supervised clinical practice in a hospital environment focuses on the basic principles of surgical technology and perioperative care of patients requiring a surgical intervention. Students will complete a minimum of 500 practicum hours, and will scrub in on a minimum of 120 surgical procedures.

Motion to Approve the following seven Human Services program proposals as a packet: Sandra Sneesby, 2nd
Kathy Blessing

The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal packet.

New Program Proposal: Mental Health and Wellness Certificate

HMNS, 16 credits

Originators: Carol Patnaude

RATIONALE:

There is a need in the local community to support the rise in mental health support. Many local non-profit agencies and social and community service agencies are in need of skilled entry-level employees to support the high demand for mental health and wellness to individuals and in the community.

“An advocate must understand signs of a mental health crisis and practice trauma-informed care in order to ensure that they’re not re-traumatizing a client in their approach and to establish trust. They also must understand the tenets of case management (communication, documentation, ethical practices, cultural competency), in order to utilize best practices to support a client to identify their goals. Additionally, an advocate will use the paradigm of self-determination to guide a client to identify which interventions have worked in the past, and those which have not, thus teaching a client to achieve their goals by advocating for themselves and practicing self-care.” (Saundra Barbosa, 2022, Elizabeth Buffum Chase)

CATALOG DESCRIPTION:

The certificate in Mental Health is for students who may be currently employed or interested in working within the Mental Health Community. The program introduces the profession of Human Services with a focus on Mental Health and Wellness for diverse and global populations. Students earning the certificate will learn or refine skills in communication, observation, documentation, research, ethical practices, and self-care. Students are introduced to multi-disciplinary resources and support. Students completing the Mental Health and Wellness Certificate will earn the Mental Health First Aid Certification.

New Program Proposal: Case Management Certificate

HMNS, 19 credits

Originators: Carol Patnaude

RATIONALE:

Certificate Rationale: As the need in the industry increases, social and community service agencies are seeking skilled, knowledgeable, and confident workers. The issue has been how we can teach the social services skills that will promote walking from the classroom into the social service setting informed and with confidence? Since the start of the pandemic, there has been an increase in need for mental health services in the community, therefore, the need for case managers has grown. It should be noted that our Field I, II and III student interns are interning in the “role” of a case manager and with supervision are facilitating services based on the need of the agency. As an ethical practitioner and teaching entity, it is essential that we provide our students with an opportunity to learn and discuss key skills in a safe environment.

“Although entry-level individuals would not usually give a DSM diagnosis, it is useful for individuals entering the field to be knowledgeable about what such a diagnosis is and what is meant by an Axis I or Axis II diagnosis or how diagnoses are given using DSM 5. In this way, conversations among professionals will not be misunderstood. Today individuals with a sparse education or with recent college degrees are finding themselves thrust immediately into roles for which they have had little formal training. It is crucial, therefore, to find a method for teaching the actual human service experience at the entry-level.” (Summers, 2016, Preface).

The sequences of courses are designed to support the student intern from theory to practice. Courses for this certificate move the student toward the AA degree in Human Services with a concentration in Mental Health, Social Work, Gerontology, and Substance Abuse. In addition, if approved, the students who complete this certificate will also be able to earn the national certification as a Mental Health First Aider.

Reference

Summers, N. (2016). *Fundamentals of Case Management Practice; Skills for the Human Services* (5th ed.) Cengage Learning.

CATALOG DESCRIPTION:

Students taking this course identify, develop, discuss, and practice necessary skills for effective case management within the human service social services community. The skills learned promote effective transition from the classroom into the social service setting with the requisite foundational knowledge in sound case management theory and skills necessary to engage in services from completion of an inquiry form at intake to referral and termination. Students engage in learning activities and examine case study, practice documentation, communication, critical thinking, and other practical skills that are essential to effective service delivery with confidence.

Revised Program Proposal: Social Services, Gerontology Associate in Arts
GERN, 65-68 credits
Originators: Carol Patnaude

RATIONALE:

The Human Services program prepares students for entry-level positions in a variety of educational and social service professions and for transfer to bachelor's degree programs at institutions of higher education throughout the country.

The sequence of competency-based courses required for the associate degree combines classroom and fieldwork experience in the areas of child development and family relations, early childhood education, public school education, child and adult services for special needs populations, social work, gerontology, mental health and substance abuse. All students complete three internships in a school, agency or program setting in their chosen concentration. Each concentration provides 50 to 90 hours of field experience and a corresponding seminar for educational and clinical supervision. This provides students with a well-integrated balance of theory and practice for personal and professional development.

Graduates of the Human Services program perform a variety of educational, therapeutic, supportive and direct service functions for diverse individuals of all ages with educational, emotional, social, developmental and physical needs.

Revised Program Proposal: Social Services, Mental Health Associate in Arts
MNTL, 65-68 credits
Originators: Carol Patnaude

RATIONALE:

This proposal is to correct the credit hours for HMNS 1200 Practicum 1:Service Learning from 3 to 5 credit hours as approved at the April 2022 CRC meeting.

CATALOG DESCRIPTION:

Mental health workers are trained to assist people who have mild to severe emotional problems and mental illnesses. They may find employment in group homes, hospitals, mental health agencies, community centers and assisted living programs designed to help clients of all ages achieve functional independence to their maximum capacity. They may function as advocates, intake interviewers, case aides, home visitors, program coordinators and counselors to children. Three internships are an integral part of each student's professional preparation program.

Revised Program Proposal: Social Services, Social Work Associate in Arts**SOWK, 65-68 credits****Originators: Carol Patnaude****RATIONALE:**

This proposal is to correct the credit hours for HMNS 1200 Practicum 1: Service Learning from 3 to 5 credit hours as approved at the April 2022 CRC meeting.

CATALOG DESCRIPTION:

Social work students are provided with foundation courses that prepare them to be social service providers in a wide variety of agency program and community settings with clients of all ages. From advocacy and social activism to therapeutic assistance to children and families, social workers impact all phases of a client's life. Three internships are an integral part of each student's program of study and there are a variety of B.S.W. and M.S.W. programs available in Rhode Island for advanced study.

Revised Program Proposal: Social Services, Substance Abuse Associate in Arts**SUBS, 65-68 credits****Originators: Carol Patnaude****RATIONALE:**

This proposal is to correct the credit hours for HMNS 1200 Practicum 1: Service Learning from 3 to 5 credit hours as approved at the April 2022 CRC meeting.

CATALOG DESCRIPTION:

Substance abuse workers are trained in clinical skills that prepare them for employment in prevention, early intervention and rehabilitative treatment programs with adolescents and adults at risk or suffering with addictive and compulsive disorders. Three internships are an integral part of each student's professional preparation and CCRI courses are a firm foundation for Rhode Island's licensure credential. Rhode Island College (RIC) offers a B.A. in Addiction Studies and the Drug and Alcohol Treatment Association of Rhode Island (DATA) provides training for the Certification of Chemical Dependency Prevention Professionals in Rhode Island.

Revised Program Proposal: Social Services, Certificate**CSOS, 18 credits****Originators: Carol Patnaude****RATIONALE:**

This proposal is to correct the credit hours for HMNS 1200 Practicum 1: Service Learning from 3 to 5 credit hours as approved at the April 2022 CRC meeting.

CATALOG DESCRIPTION:

The certificate in Social Services is for students who may either already be employed or interested in social services. It is a brief program (five courses) that introduces the field of social services and equips students with the necessary skills to enter the field. Courses are offered days and evenings and all courses directly apply toward the department's A.A. degree.

Motion to Approve the following ten Computer Studies course proposals as a packet: Basile Panoutsopoulos, 2nd Debra St. Pierre

The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal packet.

Revised Course Proposal: Introduction to Computers**COMI 1100, 3 credits****Originators: Kevin Crawford****RATIONALE:**

To update hours and Learning Outcomes

CATALOG DESCRIPTION:

This computer literacy course provides a comprehensive introduction to the principles of computers and information processing. Students are introduced to the operation and terminology of computer systems as well as certain selected application software packages such as word processing, spreadsheets, and presentation software.

Revised Course Proposal: Programming Concepts**COMI 1150, 3 credits****Originators: Kevin Crawford****RATIONALE:**

To update course hours and learning outcomes

CATALOG DESCRIPTION:

This course introduces important concepts and skills necessary for computer programming. Emphasis is on structured programming techniques and top-down design.

Revised Course Proposal: Introduction to Word Processing**COMI 1640, 1 credit****Originators: Kevin Crawford****RATIONALE:**

To update hours and learning outcomes

CATALOG DESCRIPTION:

This module introduces introductory word processing features such as creating, printing, and editing a document. This course covers formatting documents including text and paragraphs. Students use spelling, grammar, and auto-correct features and are introduced to headers, footers, and tables in basic word processing documents.

Revised Course Proposal: Network Security Software Fundamentals

COMI 2020, 3 credits

Originators: Kevin Crawford

RATIONALE:

This is to update course hours and learning outcomes

CATALOG DESCRIPTION:

This course introduces students to networking security, a critical knowledge point for technology professionals. This course provides students with introductory concepts and technical skills needed to create and maintain a secure network environment.

Revised Course Proposal: Programming in C#

COMI 1225, 3 credits

Originators: Kevin Crawford

RATIONALE:

To update learning outcomes

CATALOG DESCRIPTION:

This course covers the fundamentals of software development using Microsoft's Visual Studio C# object-orientated programming language. Data Structures, Methods, Classes, Decision Making, Iteration and Arrays are covered.

Revised Course Proposal: Introduction to Spreadsheets

COMI 1420, 1 credit

Originators: Kevin Crawford

RATIONALE:

To update learning outcomes

CATALOG DESCRIPTION:

The purpose of this module is to introduce the operational procedures for a spreadsheet software package. Students construct and manipulate data files to produce clear and concise reports.

Revised Course Proposal: Presentation Software (PowerPoint)

COMI 1440, 1 credit

Originators: Kevin Crawford

RATIONALE:

To update learning objectives

CATALOG DESCRIPTION:

This module focuses on the use of computer software that incorporates presentation as well as analytical graphics. Students create informative report documents and visual presentations using charts, graphs and/or pictures.

Revised Course Proposal: Intermediate Spreadsheets

COMI 1422, 1 credit

Originators: Kevin Crawford

RATIONALE:

To update prerequisite and learning outcomes

CATALOG DESCRIPTION:

This module presents topics and functions, advanced database techniques and additional add-in topics. It focuses on conceptual features beyond the scope of beginning spreadsheet uses. Topics include utilizing additional spreadsheet features and macro planning and development.

Revised Course Proposal: Programming in C++

COMI 1215, 3 credits

Originators: Kevin Crawford

RATIONALE:

This is to update the hours, course description, and learning outcomes

CATALOG DESCRIPTION:

This course introduces the C++ programming language. Topics include conditionals, repetition structures, functions, pointers, and reference types, file handling, security, and object-oriented design.

Revised Course Proposal: Client-Side Scripting Languages

COMI 2010, 3 credits

Originators: Kevin Crawford

RATIONALE:

To update description, learning outcomes, and hours

CATALOG DESCRIPTION:

This course introduces the use of scripting languages for client-side website development, with an emphasis on JavaScript and related technologies.

New Course Proposal: Fundamentals of Health and Life Insurance

BUSN 1XXX-1, 3 credits

Originators: Maria Coclin

RATIONALE:

During the period 2020 to 2030, employment of insurance sales agents is projected to grow 7 percent and employment of financial analysts (such as a risk analyst) is projected to grow 6 percent, in line with the average for all occupations. (Source: United States Department of Labor)

In Rhode Island, employees with these qualifications are in high demand, with 445 jobs posted in the last 12 months with a median salary of \$45,000. (Source: Burning Glass)

As the current mean age of Insurance agents across Rhode Island gets older and closer to retirement age, the industry is lacking in credentialed candidates who can fill that immediate gap in a growing industry. Accordingly, Amica, AAA, Beacon Mutual, and Blue Cross Blue Shield are partnering with the Community College of Rhode Island to help design, pilot, and scale programming to prepare students to successfully pass the Rhode Island Health and Life Insurance Certification license exams. This will assist those seeking employment both within the independent insurance companies and larger insurance companies and is currently being offered in CCRI's Division of Workforce Partnerships.

CATALOG DESCRIPTION:

This course is designed to develop an understanding of Life and Health Insurance. Included is a study of the requirements, coverage, and regulatory aspects of life insurance and annuity contracts, and individual and group health insurance products. The key features of disability income, long-term care, Medicare, and Medicaid will be covered. Students will analyze these policies as part of an overall plan to manage risk by individuals and businesses. The course curriculum provides the requisite knowledge and an understanding of the topics tested on the Rhode Island Life Producer & Accident and Health Producers license exams.

Motion to Approve: Basile Panoutsopoulos, 2nd Leslie Killgore
The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal.

Motion to Approve the following twelve Business Administration program proposals as a packet: Basile Panoutsopoulos, 2nd Kathy Blessing
The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal packet.

Revised Program Proposal: Business Administration, Workplace Essentials Certificate
WPEC, 18-19 credits
Originators: Maria Coclin

RATIONALE:

The computer literacy course has been revised and expanded to include a choice of the following: ACCT-1030 Computer Accounting, BUSN-1015 Business Computing Applications, or COMI-1300 Data Analytics. This provides students with current and more relevant computer literacy electives.

Program Learning outcomes have been mapped in Courseleaf. Program Total contact hours have been added also.

CATALOG DESCRIPTION:

This focused Certificate program provides students with an opportunity to develop basic business skills to better understand the workplace providing a blend of soft skills, theory, and practical application to support entry or re-entry into the workforce.

Successful completion of this certificate provides students with both an academic foundation and practical skills for navigating the workplace. It is ideal for individuals re-entering the workplace, or for those already working in the business world who seek opportunities for personal and professional growth in for-profit and non-profit firms.

Revised Program Proposal: Business Administration, Accounting Certificate
ACTC, 28 credits
Originators: Maria Coclin

RATIONALE:

Removed COMI-1420 and the MATH course elective requirement and replaced them with a choice of BUSN-1015 Business Computing Applications or COMI-1300 Intro to Data Analytics. This provides students with current and more relevant computer literacy electives in response to advisory board recommendations.

Program Learning outcomes have been mapped in Courseleaf. Program Total contact hours have been added also.

CATALOG DESCRIPTION:

By providing an academic foundation in accounting, this certificate program prepares students for entry-level positions in the accounting field. It also may be completed to enhance skills of individuals currently employed in accounting-related positions. Students interested in this program should develop a plan of study to coordinate the timing and availability of all courses.

Revised Program Proposal: Business Administration, Accounting**ACCT, 64 credits****Originators: Maria Coclin****RATIONALE:**

The BUSN-1010 Introduction to Business course has been moved to the General Education Requirement allowing an opening in Major Requirements where students can pursue an elective in a chosen area of business. The credits for General Education Elective was reduced to 3 credits to reflect this change and the BUSN Major Requirement Elective has been increased by 3 credits to reflect the removal of BUSN 1010 under Major Requirements. The computer literacy courses have been revised and expanded to include a choice of the following: BUSN-1015 Business Computing Applications or COMI-1300 Data Analytics. This provides students with current and more relevant computer literacy electives.

CATALOG DESCRIPTION:

Business associate degree programs in the Business and Professional Studies Department are accredited by the [Accreditation Council for Business Schools and Programs](#) (ACBSP) which attests to our high standards and excellence in teaching. Professional Studies associate degree programs and all certificate programs in the Business and Professional Studies Department have been approved through the curriculum review process at the Community College of Rhode Island and have been affirmed by the Office of Postsecondary Education of the Rhode Island Department of Education.

The Accounting concentration assists students in developing analytical skills through a critical exploration of the fundamentals of accounting and the use of accounting for decision-making purposes. Students use the latest technology to perform various accounting functions. In addition, students work on developing communication, interpersonal, leadership, and teamwork skills. This concentration prepares students for entry-level positions such as accounting clerk, staff accountant, accounting assistant, bookkeeper, assistant auditor and tax preparer in public, private and governmental agencies. Students also may choose to transfer to four-year institutions to earn bachelor's degrees and should consult colleges for information on transferable courses.

Revised Program Proposal: Business Administration, Basic Accounting Skills Certificate**BASC, 20 credits****Originators: Maria Coclin****RATIONALE:**

The COMI-1100 Intro to Computers course was replaced with BUSN-1015 Business Computing Applications. The Math courses were removed and a choice of ACCT-1500 Personal Income Taxes or BUSN-1040 Personal Finance replaced the Math credits. This change is a result of a suggestion from our advisory board to provide students with more relevant industry-specific skills.

Program Learning outcomes have been mapped in Courseleaf. Program Total contact hours have been added also.

CATALOG DESCRIPTION:

The certificate program is designed to provide the student with sufficient knowledge to qualify for entry-level accounting clerk and bookkeeping positions. The certificate also provides students with sufficient knowledge to keep a simple set of accounting books and records. Most credits earned in this program can be applied to the Accounting Certificate and the Associate Degree program in Business Administration with a major in Accounting or General Business.

Revised Program Proposal: Business Administration, Entrepreneurship Certificate

ETRC, 29 credits

Originators: Maria Coclin

RATIONALE:

The PLO's do not match the most recent changes approved by the CRC in April 2019.

CATALOG DESCRIPTION:

The entrepreneurship certificate is designed to provide students with the skills and competencies needed to become an effective entrepreneur or intrapreneur, while also allowing them the opportunity to practice being an entrepreneur. This comprehensive program will expose students to concepts such as the design process, the lean startup, leadership, marketing, financial accounting, and more.

Revised Program Proposal: Business Administration, Financial Services

FNBK, 62-64 credits

Originators: Maria Coclin

RATIONALE:

The BUSN-1010 Introduction the Business course has been moved to General Education Requirements allowing an opening in Major Requirement courses where students can pursue another elective in Accounting or a Business Program Elective. The credits for General Education Electives were reduced to 3 credits to reflect this change and the ACCT or BUSN Program Elective has been increased by 3-4 credits to reflect the removal of BUSN 1010 under Major Requirements. The computer literacy courses have been revised and expanded to include a choice of the following: ACCT-1030 Computer Accounting, BUSN-1015 Business Computing Applications, or COMI-1300 Data Analytics. This provides students with current and more relevant computer literacy electives. Students can now take BUSN-2063 Sales or BUSN-2115 Securities Industry Essentials (SIE) Preparatory course. The BUSN-2115 provides the opportunity for industry certification.

CATALOG DESCRIPTION:

Business associate degree programs in the Business and Professional Studies Department are accredited by the [Accreditation Council for Business Schools and Programs](#) (ACBSP) which attests to our high standards and excellence in teaching. Professional Studies associate degree programs and all certificate programs in the Business and Professional Studies Department have been approved through the curriculum review process at the Community College of Rhode Island and have been affirmed by the Office of Postsecondary Education of the Rhode Island Department of Education.

Students enrolled in the Financial Services concentration develop analytical and critical-thinking skills essential for success in today's financial environments. In addition, students develop their communication, interpersonal, leadership, and teamwork skills. The Financial Services concentration prepares students for entry-level positions in the financial services industry including banking, insurance, and investments. Employment opportunities include bank teller, loan officer, insurance sales and customer service representatives. Students also may choose to transfer to four-year institutions to earn bachelor's degrees and should consult colleges for information on transferable courses.

Revised Program Proposal: Business Administration, Financial Services Certificate

FNSC, 29 credits

Originators: Maria Coclin

RATIONALE:

Students can now take BUSN-2063 Sales or BUSN-2115 Securities Industry Essentials (SIE) Preparatory course. The BUSN-2115 provides the opportunity for industry certification.

Program Learning outcomes have been mapped in Courseleaf. Program Total contact hours have been added also.

CATALOG DESCRIPTION:

This certificate in Financial Services is designed to prepare students for entry-level positions in the financial services industry, which includes banking, insurance and investments. Also, individuals who are already working in the industry and seeking promotion to a higher position can benefit from earning this certificate. Courses in accounting, personal income taxes, personal finance, money and banking and investments will provide a strong foundation. A course in sales will enable the student to acquire tools to sell the types of products offered by companies in the industry.

Revised Program Proposal: Business Administration, General Business

GBUS, 62-64 credits

Originators: Maria Coclin

RATIONALE:

The BUSN-1010 Introduction the Business course has been moved to General Education Requirements allowing an opening in Major Requirement courses where students can pursue another elective in Accounting or a Business Program Elective. The credits for General Education Electives were reduced to 3 credits to reflect this change and the ACCT or BUSN Program Electives have been increased by 3-4 credits to reflect the removal of BUSN 1010 under Major Requirements. The computer literacy courses have been revised and expanded to include a choice of the following: ACCT-1030 Computer Accounting, BUSN-1015 Business Computing Applications, or COMI-1300 Data Analytics. This provides students with current and more relevant computer literacy electives.

CATALOG DESCRIPTION:

Business associate degree programs in the Business and Professional Studies Department are accredited by the [Accreditation Council for Business Schools and Programs](#) (ACBSP) which attests to our high standards and excellence in teaching. Professional Studies associate degree programs and all certificate programs in the Business and Professional Studies Department have been approved through the curriculum review process at the Community College of Rhode Island and have been affirmed by the Office of Postsecondary Education of the Rhode Island Department of Education.

The General Business concentration provides students with an opportunity to develop communication, interpersonal, leadership, and teamwork skills as well as a solid understanding of the contemporary business environment. Major requirements provide a strong foundation in business and the program allows for flexibility in the elective offerings. Students also may choose to transfer to four-year institutions to earn bachelor's degrees and should consult colleges for information on transferable courses.

Revised Program Proposal: Business Administration, Management

MNGT, 62-64 credits

Originators: Maria Coclin

RATIONALE:

The BUSN-1010 Introduction the Business course has been moved to General Education Requirements allowing an opening in Major Requirement courses where students can pursue another elective in Accounting or a Business Program Elective. The credits for General Education Electives were reduced to 3 credits to reflect this change and the ACCT or BUSN Program Elective has been increased by 3-4 credits to reflect the removal of BUSN 1010 under Major Requirements. The computer literacy courses have been revised and expanded to include a choice of the following: ACCT-1030 Computer Accounting, BUSN-1015 Business Computing Applications, or COMI-1300 Data Analytics. This provides students with current and more relevant computer literacy electives. BUSN-2070 Management Strategy was removed and BUSN-1175 Operations and Supply Chain Management was added. This is in response to industry needs and provides an opportunity to become familiar with a career track growing in importance. In addition, BUSN-1175 directly transfers to URI 's SCA-255 Operations and Supply Management.

CATALOG DESCRIPTION:

Business associate degree programs in the Business and Professional Studies Department are accredited by the [Accreditation Council for Business Schools and Programs](#) (ACBSP) which attests to our high standards and excellence in teaching. Professional Studies associate degree programs and all certificate programs in the Business and Professional Studies Department have been approved through the curriculum review process at the Community College of Rhode Island and have been affirmed by the Office of Postsecondary Education of the Rhode Island Department of Education.

Students who successfully complete the Management concentration demonstrate a fundamental knowledge of a range of management concepts and approaches. They also are able to successfully apply tools and techniques for management decision-making and can conduct research using a variety of resources, including online databases. In addition, this program assists students in developing communication, interpersonal, leadership and teamwork skills essential in today's business environment.

Management Strategy (BUSN 2070) serves as the capstone course for this concentration. The Management concentration prepares students for entry-level positions such as assistant manager or manager-in-training in various organizational settings. Students may choose to transfer to four-year institutions to earn bachelor's degrees and should consult colleges for information on transferable courses.

Revised Program Proposal: Business Administration, Management Certificate**MGTC, 29 credits****Originators: Maria Coclin****RATIONALE:**

BUSN-2070 Management Strategy was removed and BUSN-1175 Operations and Supply Chain Management was added. This is in response to industry needs and provides an opportunity to become familiar with a career track growing in importance. In addition, BUSN-1175 directly transfers to URI 's SCA-255 Operations and Supply Management.

Program Learning outcomes have been mapped in Courseleaf. Program Total contact hours have been added also.

CATALOG DESCRIPTION:

The Management Certificate begins with a study of basic principles, concepts and procedures. Upon successful completion of these initial courses, students apply their knowledge in a capstone management strategy course. This final course allows students to apply previous learning through cases, simulations and integrated activities.

Students are expected to use and demonstrate reasoning skills, strategies and a basic understanding of decision-making.

Successful completion of this certificate provides students with both an academic foundation and practical skills in the field of management. It is ideal for individuals already working in the business world who seek opportunities for personal and professional growth in for-profit and non-profit firms.

Revised Program Proposal: Business Administration, Marketing

MARK, 62-64 credits

Originators: Maria Coclin

RATIONALE:

The BUSN-1010 Introduction the Business course has been moved to General Education Requirements allowing an opening in Major Requirement courses where students can pursue another elective in Accounting or a Business Program Elective. The credits for General Education Electives were reduced to 3 credits to reflect this change and the ACCT or BUSN Program Elective has been increased by 3-4 credits to reflect the removal of BUSN 1010 under Major Requirements. The computer literacy courses have now been listed as a choice of ACCT-1030 Computer Accounting, BUSN-1015 Business Computing Applications, or COMI-1300 Data Analytics.

CATALOG DESCRIPTION:

Business associate degree programs in the Business and Professional Studies Department are accredited by the [Accreditation Council for Business Schools and Programs](#) (ACBSP) which attests to our high standards and excellence in teaching. Professional Studies associate degree programs and all certificate programs in the Business and Professional Studies Department have been approved through the curriculum review process at the Community College of Rhode Island and have been affirmed by the Office of Postsecondary Education of the Rhode Island Department of Education.

Students who successfully complete courses in this concentration develop communication, interpersonal, leadership and teamwork skills. Program graduates understand the role and importance of marketing in organizations, demonstrate critical-thinking, decision-making, strategic planning and communications skills, and are able to use technological resources – including online databases – to conduct research.

The Marketing concentration prepares students for entry-level positions such as marketing assistant or coordinator, advertising assistant, or salesperson or customer service representative. Students may choose to transfer to four-year institutions to earn bachelor's degrees and should consult colleges for information on transferable courses.

Revised Program Proposal: Business Administration, Marketing Certificate

MRKC, 29 credits

Originators: Maria Coclin

RATIONALE:

Program Learning outcomes have been mapped in Courseleaf. Program Total contact hours has been added also.

CATALOG DESCRIPTION:

This certificate provides students with both an academic foundation and practical skills development in the field of marketing. It is ideal for individuals already working in the business world who seek a background in marketing or those who wish to explore the field by studying a variety of up-to-date topics.

Motion to Adjourn: Sandra Sneesby, 2nd Basile Panoutsopoulos,
The committee voted 9 to 0, with 0 abstentions to **ADJOURN** the meeting.
