



February 16, 2009

MEMORANDUM

TO: District Board of Trustees
FROM: William D. Law, Jr., President
SUBJECT: 2009-2010 Catalog Revisions

Last year, we presented catalog revisions that included a major reworking of the organization and presentation of the published catalog. Those major changes have worked well and are continued in the proposed 2009-2010 catalog.

Changes to policies, information and procedures for 2009-2010 are minimal and are described in the attachment. All the curriculum changes recommended for next year are also included.

STAFF RESOURCE: Sharon P. Jefferson and Barbara R. Sloan

RECOMMENDED ACTION:
Approve the changes to the catalog as presented.

TALLAHASSEE COMMUNITY COLLEGE
CHANGES TO 2009-2010 CATALOG BASED ON 2008-2009 CATALOG

1. ENROLLMENT SERVICES AND TESTING

- Update Admissions Section to include additional assessment requirement(s) for students who place below college level in mathematics.
- Update Tuition and Fees to remove \$10 student services fee.

2. CAMPUS LIFE

- Removal of Thagard Health Center Services.

3. FINANCIAL INFORMATION AND FINANCIAL AID

- Updated Satisfactory Academic Progress to comply with Federal regulations.
- Clarified and revised Financial Aid Programs available.
- Clarified and revised Veterans Affairs for compliance purposes.
- Clarified Scholarship applications site.
- Updated cost of attendance and budget information.
- Other textual and grammatical corrections.

4. AREAS OF STUDY

As part of their annual program review, each division revises course offerings to assure currency and relevancy. The Academic Affairs Committee assesses recommendations in accordance with state policy and college mission and the Southern Association of Colleges and Schools (SACS) accreditation requirements.

- The college preparatory program courses have been redesigned to provide more options and support for students.
- Multicultural options have increased through the addition of Italian, mythology, African Drum and Dance, and Chinese culture courses.
- A new course to prepare childcare center owners for the advanced childhood credential has been added.
- Other courses listed will increase options for students exploring majors or preparing for majors.
- To adjust to current standards and improve student success and retention, Health Care Professions modified the Diagnostic Medical Sonography certificate by increasing the credit hours by four hours and the Nursing Program by adding chemistry to its program content.
- To expedite students' availability to begin work, the Technology and Professional Programs Division broke the AS Business Administration Degree, the Computer Programmer Certificate, the AS Graphic Design Degree, the AS Networking Services Technology Degree, the AS Office Systems Technology Degree, and the AAS Business Administration Degree into subsets. This procedure does not change the program content. It does allow students to get state-approved certificates for

completion of 12 or more credits. These certificates are aligned with specific jobs.

5. AA DEGREE

The Academic Affairs Committee approved the attached revisions of the general education outcomes for the AA degree to reflect more clearly student learning outcomes and to align more closely to the (Southern Association of Colleges and Schools) SACS requirements. These changes make it possible to assess student learning more accurately.

6. COURSE INFORMATION AND OTHER POLICIES.

To correspond with the SACS (Southern Association of Colleges and Schools) standards concerning faculty responsibilities for curriculum, the Academic Affairs Committee approved changes to the policy on final exams allowing more options for faculty and departments. This policy also appears in the catalog.

4. AREAS OF STUDY

NEW COURSES:

ENC 0010, College Preparatory English I
MAT 0012, Pre-algebra
ENL 2330, Introduction to Shakespeare
ITA 1120, Elementary Italian I
ITA 1121, Elementary Italian II
LIT 2321, Multicultural Mythology
MUN 2800, African Drum and Dance Ensemble
SON 1400, Introduction to Echocardiography
SON 1864, Summer Clinical Experience
CLP 2140, Abnormal Psychology
IDS 1195, An Introduction to Chinese Culture and Society
BSC 1020, Introduction to Human Biological Sciences
EEC 2523, Advanced Director's Credential
HUN 2270, Introduction to Sports Nutrition
CAP 2023, Game Programming

COURSE DELETIONS:

MAT 0002, Basic Mathematics
MAT 0024C, Elementary Algebra
SLS 0001, Foundations of Student Development
LIT 2323, Introduction to Mythology
NUR 1280C, Geriatrics
NUR 1010, Professional Seminar I
NUR 2142, Pharmacology II
RET 2442L, Hemodynamics Lab
RET 2486, Cardiopulmonary Physiology II
RET 2879, Clinical Practice IV
MKA 1041, Principles of Retailing
MKA 2511, Advertising and Sales Promotion
MNA 2345, Introduction to Effective Supervision I
MNA 2346, Introduction to Effective Supervision II

Diagnostic Medical Sonography. Modify existing program by adding two new courses (4 credit hours) and changing the credit hours of two courses resulting in an overall increase of program credit hours from 38 to 42.

Course Additions:

SON 1400, Introduction to Echocardiography, 3 credit hours
SON 1864, Summer Clinical Experience, 1 credit hour

Changes to Course Credit Hours:

SON 1170C, Sonography of the Circulatory System, from 2 to 3 credit hours
SON 1804, Clinical Experience I – from 2 to 1 credit hour

Nursing. Modify existing program through the following changes (no changes to the degree hours—only course material):

Course Addition:

CHM 1030, General Chemistry for Allied Health, 3 credit hours

Course Deletions:

NUR 1280C, Geriatrics, 1 credit hour

NUR 1010, Professional Seminar I, 1 credit hour

NUR 2142, Pharmacology II, 1 credit hour

AS Business Administration Degree. Break into the following subsets:

Accounting Technology Specialist Certificate (12 credit hours)

Accounting Technology Operations Certificate (18 credit hours)

Accounting Technology Management Certificate (24 credit hours)

Business Management AS (64 credit hours)

Computer Programmer Certificate. Break into the following subsets:

Computer Programmer Specialist Certificate (18 credit hours)

Computer Programmer Certificate (33 credit hours)

AS Graphic Design Degree. Break into the following subsets:

Graphic Design Support Certificate (15 credit hours)

Interactive Media Support Certificate (15 credit hours)

Graphic Design Production Certificate (24 credit hours)

Interactive Media Production Certificate (24 credit hours)

Graphic Design AS Degree (64 credit hours)

AS Networking Services Technology Degree. Break into the following subsets:

Information Technology Technician Certificate (21 credit hours)

Information Technology Management Certificate (30 credit hours)

Networking Services Technology AS Degree (63 credit hours)

AS Office Systems Technology Degree. Break into the following subsets:

Office Support Certificate (12 credit hours)

Office Specialist Certificate (18 credit hours)

Office Management Certificate (27 credit hours)

Office Administration AS Degree (63 credit hours)

AAS Business Administration Degree. Break into the following subsets:

Business Specialist Certificate (12 credit hours)

Business Operations Certificate (18 credit hours)

Business Management Certificate (24 credit hours)

Business Administration AS (64 credit hours)

5. AA Degree
Proposed Changes to General Education Outcomes

1. Experience the perspectives of various disciplines which comprise the arts and sciences, ~~and develop the ability necessary to evaluate social, cultural, and scientific bodies of knowledge~~, their historical development, continuing influence, and inter-relatedness.
 2. Gain a foundation of knowledge within each of the various disciplines, balancing depth and breadth of knowledge.
 3. ~~Learn how to acquire~~Gather, verify, organize, ~~interpret, evaluate,~~ present and apply information
 4. ~~Develop and a~~Apply critical thinking skills, including analytical, evaluative, critical, and creative reasoningthinking, and appropriate to each academic discipline, and
 5. Demonstrate competency and application of skills in written communication (reading and writing), oral communication (listening and speaking), mathematics, and computer use.

6. Course Information and Other Policies
Rescheduling of Final Exams
(Part of Policy 6Hx27:08-06)

A final exam is required in all courses except those specifically exempted by the Vice President for Academic Affairs Committee. ~~When a~~For some courses, ~~departmental policy final exam is~~ requires that, the student ~~must complete take~~ the final exam before a passing grade can be earned. For all other courses, a student who does not take the final exam and is not eligible for a makeup exam will receive a zero for the exam. The zero will be averaged into the course grade.

