

## CCRI CURRICULUM REVIEW COMMITTEE MEETING

February 4 & February 11, 2022 2:00-4:00 PM

Via Zoom Links below

February 4: <https://ccri.zoom.us/j/97809181279?pwd=RkxhaWhtUE5jRmJRR0xWWGdTSms3dz09>

February 11: <https://ccri.zoom.us/j/98774270507?pwd=REt2YStHTkYzVkRlVGUzUTFYOFVjZz09>

### AGENDA

#### 1. CALL TO ORDER

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Chairperson McColl called the meeting to order at 2:02 PM.

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#### 2. ROLL CALL

#### 3. APPROVAL OF MINUTES

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The committee voted 9 to 0, with 0 abstentions to **APPROVE** the minutes from the December 3, 2021 meeting.

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#### 4. NON ACTION/ANNOUNCEMENTS

#### 5. ACTION/VOTING ITEMS

#### **NON ACTION/ANNOUNCEMENTS**

##### **DEPARTMENT ANNOUNCEMENTS:**

**The Computer Studies and Information Processing Department is announcing the deletion of the following courses:**

1. CNVT 1840 – WAN Design and Management
2. COMI 1410 – Personal Computer Software
3. COMI 1425 – Advanced Spreadsheets
4. COMI 1432 – Intermediate Database Software
5. COMI 1460 – Unix Operating System
6. COMI 1470 – Windows Programming Using C++
7. COMI 1475 – Introduction to VISIO
8. COMP 1170 – Computer Application Systems
9. COMP 1210 – Database Implementation and Administration

##### **DEPARTMENT GENERAL EDUCATION PROGRAM REQUIREMENTS ANNOUNCEMENTS:**

**The Nursing Department is announcing:**

1. The replacement of the Humanities Elective requirement with COMM 1010 for the Nursing (ADNU) Program

**The Criminal Justice and Legal Studies Department is announcing:**

1. The removal of MATH 1005 and MATH 1025 mathematics requirement options for the following programs:
  - a. Law Enforcement (LENF)
  - b. Paralegal (PALG)
2. The replacement of the COMM 1100 requirement with COMM 1010 for the following programs:
  - a. Law Enforcement (LENF)

- b. Paralegal (PALG)

**The Human Services Department is announcing:**

1. The removal of MATH 1025, MATH 0101, and MATH 1143 as mathematics requirement options for the Early Childhood Education and Child Development (CHLD) program
2. The removal of MATH 0101 as a mathematics requirement option and the PSYC 2110 requirement for the Education/Special Education (ESPE) program
3. The removal of MATH 0101 as a mathematics requirement option for the following Social Services Program concentrations:
  - a. Gerontology (GERN)
  - b. Mental Health (MNTL)
  - c. Social Work (SOWK)
  - d. Substance Abuse (SUBS)

**The Arts, Humanities, and Social Sciences Division is announcing:**

1. The removal of MATH 1145 as a mathematics requirement option for the Liberal Arts Program concentrations in English and World Languages
2. The replacement of “Any MATH above 1000” requirement with “Any General Education MATH” for the General Studies Program

**The Business and Professional Studies Department is announcing:**

1. The replacement of the COMM 1100 requirement with COMM 1010 for the following programs:
  - a. Business Administration, Accounting (ACCT)
  - b. Business Administration, Financial Services (FNBK)
  - c. Business Administration, General Business (GBUS)
  - d. Business Administration, Marketing (MARK)
  - e. Business Administration, Management (MGMT)
2. The replacement of the “MATH 1000 or higher” requirement with “MATH 1015, MATH 1155, MATH 1240, MATH 2077, or MATH 2138” for the following programs:
  - a. Business Administration, Accounting (ACCT)
  - b. Business Administration, Financial Services (FNBK)
  - c. Business Administration, General Business (GBUS)
  - d. Business Administration, Marketing (MARK)
  - e. Business Administration, Management (MGMT)

**The Chemistry Department is announcing the following changes to its degree program:**

1. Chemical Technology (CHMT):
  - a. The removal of “MATH 1200 or MATH 2110” as a mathematics requirement
  - b. The moving of CHMT 1120 from Core Requirements to General Education requirements
  - c. The moving of BIOL 2480 and INST 1010 from General Education requirements to Core Requirements

**The Computer Studies and Information Processing Department is announcing the following changes to its degree programs:**

1. Computer Programming (CPRD):
  - a. The replacement of the “COMM 1100, 1110, or 1180” requirement with COMM 1010
  - b. The removal of MATH 1200, 2110, and MATH 2362 as math elective options
2. General Information Processing (CMGD):
  - a. The replacement of the “COMM 1100, 1110, or 1180” requirement with COMM 1010

- b. The replacement of the “Any three credits of MATH (Business Mathematics (MATH 1005) or above)” requirement with the following math elective options:
    - i. MATH 1139 – Mathematics for Liberal Arts Students
    - ii. MATH 1240 – Statistical Analysis I
    - iii. MATH 2077 – Quantitative Business Analysis I
    - iv. MATH 2111 – Pre-Calculus Mathematics
    - v. MATH 2138 – Quantitative Business Analysis II
    - vi. MATH 2141 – Calculus I
    - vii. MATH 2142 – Calculus II
    - viii. MATH 2143 – Calculus III
3. Web Technologies (CWTD):
- a. The replacement of the “COMM 1100, 1110, or 1180” requirement with COMM 1010
  - b. The replacement of the “MATH 1005 or above” requirement with the following math elective options:
    - i. MATH 1139 – Mathematics for Liberal Arts Students
    - ii. MATH 1240 – Statistical Analysis I
    - iii. MATH 2077 – Quantitative Business Analysis I
    - iv. MATH 2111 – Pre-Calculus Mathematics
    - v. MATH 2138 – Quantitative Business Analysis II
    - vi. MATH 2141 – Calculus I
    - vii. MATH 2142 – Calculus II
    - viii. MATH 2143 – Calculus III
4. Computer Support Specialist (CMSD):
- a. The replacement of the “COMM 1100 or 1180” requirement with COMM 1010
  - b. The replacement of the “MATH 1139 or MATH 1200 or above” requirement with the following math elective options:
    - i. MATH 1139 – Mathematics for Liberal Arts Students
    - ii. MATH 1240 – Statistical Analysis I
    - iii. MATH 2077 – Quantitative Business Analysis I
    - iv. MATH 2111 – Pre-Calculus Mathematics
    - v. MATH 2138 – Quantitative Business Analysis II
    - vi. MATH 2141 – Calculus I
    - vii. MATH 2142 – Calculus II
    - viii. MATH 2143 – Calculus III
5. Networking Technology (CNTD):
- a. The replacement of the “COMM 1100 or 1180” requirement with COMM 1010
  - b. The replacement of the “MATH 1139 or MATH 1200 or above” requirement with the following math elective options:
    - i. MATH 1139 – Mathematics for Liberal Arts Students
    - ii. MATH 1240 – Statistical Analysis I
    - iii. MATH 2077 – Quantitative Business Analysis I
    - iv. MATH 2111 – Pre-Calculus Mathematics
    - v. MATH 2138 – Quantitative Business Analysis II
    - vi. MATH 2141 – Calculus I
    - vii. MATH 2142 – Calculus II
    - viii. MATH 2143 – Calculus III
6. Cybersecurity (CYBR):
- a. The replacement of the MATH 1200 requirement with MATH 1240
  - b. The deletion of the MATH 2110 requirement
  - c. The change in Humanities Elective credits from 3 credits to 6 credits

7. Cloud Computing & Networking Technology:
  - a. The replacement of the COMM 1100 requirement with COMM 1010
  - b. The moving of COMI 1150 from General Education Requirements to Core Requirements
  - c. The change in Humanities, Math/Science, OR Social Science Elective credits from 3 credits to 6 credits

**The Physics and Engineering Department is announcing:**

1. Moving MATH 2362 from General Education Requirements to Core Requirements and replacing the PHYS 1100 requirement with “PHYS 1150 and PHYS 1151” for the following Engineering Transfer (ENGN) tracks:
  - a. Biomedical (ENBI)
  - b. Chem-Biology (ENBC)
  - c. Chemical (ENCH)
  - d. Civil (ENCI)
  - e. Computer (ENCM)
  - f. Electrical (ENEL)
  - g. Mechanical (ENME)
  - h. Industrial (ENIN)
  - i. Ocean (ENOC)
2. The replacement of the PHYS 1050 requirement with PHYS 1000 and the replacement of the PHYS 1070 requirement with “Mathematics and Science (MSCI) General Elective” for the following Engineering Systems Technology (ETST) tracks:
  - a. Electrical (ETET)
  - b. Mechanical (ETMT)
  - c. Energy Utility (ETPT)
3. The replacement of the COMM 1100 requirement with COMM 1010 for the Advanced Manufacturing and Design (ETMA) program

**ACTION/VOTING ITEMS**

*The following course proposals are related to the new general education curriculum and will be reviewed at the first February Curriculum Review Committee Meeting held on Friday, February 4, 2022 in order to adhere to the catalog timeline.*

**New Course Proposal: Introduction to Economics**

**ECON 1XXX, 3 credits**

**Originators: Shereef Ellaboudy, Leslie Killgore**

**RATIONALE:**

This introductory course is intended for non-Business majors who may otherwise never take an economics course. Business majors are required to take ECON 2030: Principles of Microeconomics and ECON 2040: Principles of Macroeconomics. This course combines elements of both Micro and Macro, provides students with an overview of the discipline, and prepares them to be generally knowledgeable citizens able to understand current events related to economics and the economy.

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

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**Revised Course Proposal: Cell Biology for Technology**

**BIOL 1000, 4 credits**

**Originators: R. Scott Warila**

**RATIONALE:**

The course objectives have been revised in order to satisfy new general education curriculum and education person criteria.

**Revised Course Proposal: Introduction to Biology: Organismal**

**BIOL 1001, 4 credits**

**Originators: Bruno Soffientino, Kristen Swithers, Heather Townsend, Dave Vito**

**RATIONALE:**

The course objectives have been revised in order to satisfy new general education curriculum and education person criteria.

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The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal with the edit to change total meeting time to 5 hours and 30 minutes.

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**Revised Course Proposal: Introduction to Biology: Cellular**

**BIOL 1002, 4 credits**

**Originators: Christine Lima, R. Scott Warila**

**RATIONALE:**

This proposal revises and updates the course Student Learning Outcomes.

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The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal with the edits to remove the extra “in” in SLO #5 and change the total meeting time to 4 hours and 25 minutes.

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**Revised Course Proposal: Biology in the Modern World**

**BIOL 1005, 4 credits**

**Originators: Jean Billerbeck, Donald Fontes, Christine Lima**

**RATIONALE:**

Revised original Student Learning Objectives (from course inception in 2008) to coordinate with new General Education Program’s Definition of an Educated Person and updated Catalog Description to reflect current content/ world events.

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The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal with the edit to check off “weekends” in the Administrative Planning section.

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**Revised Course Proposal: Explorations in Biology**

**BIOL 1007, 4 credits**

**Originator: R. Scott Warila**

**RATIONALE:**

The course objectives have been revised in order to satisfy new general education curriculum and education person criteria.

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The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal with edits to the MATH prerequisite to MATH 0099 and to remove BIO 105 as the URI transfer equivalent course.

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**Revised Course Proposal: Human Biology**  
**BIOL 1070, 3 credits**  
**Originators: Christine Turenus-Bell, Gaines Tyler**

**RATIONALE:**

The student learning outcomes of this course have been rewritten in order to encompass the newly defined criteria for an “Educated Person.”

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The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal with edits to remove parenthetical references of the Educated Person in the SLOs and to only have 1a and 2a checked on the Educated Person page.

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**Revised Course Proposal: Health and Human Disease**  
**BIOL 1200, 3 credits**  
**Originator: Heather Townsend**

**RATIONALE:**

The course objectives have been revised in order to satisfy new general education curriculum and education person criteria.

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The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal with the edits to the course title to be Human in Health and Disease, to check “web” in the Administrative Planning section, to check 1a and 4b on the Educated Person page, and to remove the “of” after “drugs” in SLO #2.

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**Revised Course Proposal: Human Anatomy and Physiology I**  
**BIOL 2201, 4 credits**  
**Originator: Eylana Goffe**

**RATIONALE:**

The course learning objectives have been revised in order to satisfy new general education credit core curriculum requirements.

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The committee voted 11 to 0, with 0 abstentions to **APPROVE** the proposal.

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**Revised Course Proposal: Human Anatomy and Physiology II**  
**BIOL 2202, 4 credits**  
**Originator: Lauren Hannon**

**RATIONALE:**

The course learning objectives have been revised in order to satisfy new general education credit core curriculum requirements.

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The committee voted 11 to 0, with 0 abstentions to **APPROVE** the proposal.

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**Revised Course Proposal: Introductory Microbiology**  
**BIOL 2210, 4 credits**  
**Originators: Bruno Soffientino, Kristen Swithers, Heather Townsend, Dave Vito**

**RATIONALE:**

The Student Learning Outcomes for Introductory Microbiology need to be updated so that we can reapply for General Education status. There are currently too many outcomes and they need to be updated to reflect current advances in Microbiology.

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The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal with the edits to uncheck the preferred course sequence, change the Educated Person to 1a and 3b, and to add that it is required by the Respiratory Program.

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**Revised Course Proposal: The Solar System****ASTR 1010, 4 credits****Originator: Roger Hart****RATIONALE:**

This course is being revised in effort to update the SLOs to meet the Educated Person Policy and to update the course description.

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The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal with the edit to remove “their” in SLO #7.

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**Revised Course Proposal: The Stellar System****ASTR 1020, 4 credits****Originator: Roger Hart****RATIONALE:**

This course is being revised in effort to update the SLOs to meet the Educated Person Policy and to update the course description.

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The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal with the edits to remove SLO #8, to write out “H-R” in SLO #5, to add “able” between “be” and “to” in SLO #7, and to add the course description to the syllabus.

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**Revised Course Proposal: Natural Disasters****GEOL 1030, 3 credits****Originator: Karen Kortz****RATIONALE:**

This course is being revised in effort to update the SLOs to meet the Educated Person Policy and to update the course description.

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The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal with the edit to change “recommend” to “recommended” in the course description.

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**Revised Course Proposal: Physics of Everyday Life****PHYS 1000, 4 credits****Originator: Alwyn D’Souza****RATIONALE:**

This course is being revised in effort to update the SLOs, and to update the course description.

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The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal with the edit to remove “understand and” in SLOs #4 and #5, remove “the” after “understand” in SLO #2, and replace “understand of how” to “apply” in SLO #6, and the change of the RIC transfer equivalence course to 175 from 204.

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**Revised Course Proposal: University Physics I**

**PHYS 1150, 3 credits**

**Originators: Mohammad H. Alizadeh**

**RATIONALE:**

This course is being revised in effort to update the SLOs to meet the Educated Person Policy and to update the course description, to update its general education status, and to add the recitation hour that is being migrated from the corresponding lab course (PHYS 1151)

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The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal with the edits to change recitation credits to 0 and to change the requested start date to 8/31/2022.

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**Revised Course Proposal: University Physics I Laboratory**

**PHYS 1151, 1 credit**

**Originator: D. Matthew Rieger**

**RATIONALE:**

The recitation hour is being migrated to the corresponding lecture course (PHYS 1150). Students registered for the lecture need the recitation hour and not all students registered for the lecture register for the lab. For example, if a student passes the lab at CCRI or URI and need to retake the lecture, they would not be registered for the recitation hour if it is attached to this course.

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The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal with the edits to remove “to other” in SLO #1, change the requested start date to 8/31/2022, and take out the information written within the parentheses in the catalog description.

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**Revised Course Proposal: University Physics II**

**PHYS 1500, 3 credits**

**Originators: Mohammad H. Alizadeh, D. Matthew Rieger, Basile Panoutsopoulos**

**RATIONALE:**

This course is being revised to update the SLOs, course description, and to change the course title and number to more accurately reflect the content of the course. Also, the recitation hour is being migrated from the corresponding lab course (PHYS 1501) to this course.

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The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal with the edits to change the start date to 8/31/2022, change recitation credits to 0, and add “involving” before “electricity” in SLO #3.

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**Revised Course Proposal: University Physics II Laboratory**

**PHYS 1501, 1 credit**

**Originators: Mohammad H. Alizadeh, D. Matthew Rieger, Basile Panoutsopoulos**

**RATIONALE:**



This course is being revised to update the SLOs, course description, and to change the course title and number to more accurately reflect the content of the course. Also, the recitation hour is being migrated to the corresponding lecture course (PHYS 1500).

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The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal with the edit to change the start date to 8/31/2022.

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**Revised Course Proposal: University Physics III**

**PHYS 2000, 3 credits**

**Originator: Mohammad H. Alizadeh**

**RATIONALE:**

This course is being revised in effort to update the SLOs to meet the Educated Person Policy and to update the course description. Also the recitation hour is being added to bring the course into alignment with the format of the other calculus-based physics courses at CCRI and URI.

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The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal with the edits to change the start date to 8/31/2022, change the recitation credits to 0, and add “solve problems involving” before “thermodynamics” in SLO #6.

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**Revised Course Proposal: University Physics III Laboratory**

**PHYS 2001, 1 credit**

**Originator: Mohammad H. Alizadeh**

**RATIONALE:**

This course is being revised in effort to update the SLOs to meet the Educated Person Policy, to update the course description and the course name and number.

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The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal with the edit to change the start date to 8/31/2022.

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*The following course and program proposals will be reviewed at the second February Curriculum Review Committee Meeting on Friday, February 11, 2022. A second meeting was necessary in February in order to adhere to the catalog timeline. If time allows, they will begin to be reviewed at the first February Curriculum Review Committee Meeting held on Friday, February 4, 2022.*

**1. CALL TO ORDER**

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Chairperson McColl called the meeting to order at 2:02 PM.

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**2. ROLL CALL**

**New Course Proposal: Biology of Insects**

**BIOL XXXX, 4 credits**

**Originator: Katharine Harrison**

**RATIONALE:**

This course will expand the Biology Department course offerings in the Environment and Sustainability Pathway. Students will gain a fundamental understanding of the diversity, abundance and importance of insects in the world around them. This course is appropriate for students interested in pursuing coursework in environmental science, natural resource science, plant science, ecology, entomology and biology. In addition, students working in agriculture and horticulture will learn information pertinent to their fields.

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The committee voted 11 to 0, with 0 abstentions to **APPROVE** the proposal with the edits to change “understand” to “describe” in SLOs #2 and #4, change SLO #8 to read “Research and present...” and to refer to students rather than third person in the syllabus.

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**New Course Proposal: Introduction to Soil Science****BIOL 2400, 4 credits****Originator: Bruno Soffientino****RATIONALE:**

The course ran in the fall of 2021, with an enrollment of 15 student. Eight of the students completed the course. Information was collected with an anonymous survey on the time spent on the practicum project to gauge its suitability for 1-credit. The question asked approximately how many hours were spent on the project. Out of 8 respondents, the number of replies were 15-20 h, four; 10-15 h, 2; 20-25 h, 1; and 25-30 h, 1.

The course received overall positive reviews.

This course will continue to expand the department’s offerings that are fundamental to the environment & sustainability guided pathway. The course will also be an integral component of an anticipated certificate and Associate Degree in environmental science/sustainability serving the agricultural/horticultural/greeneries industry in Rhode Island.

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The committee voted 11 to 0, with 0 abstentions to **APPROVE** the proposal with the edit to change the MATH 0500 prerequisite to “MATH 0099 or Accuplacer grid score” and change the word “chance” to “change” in SLO #5.

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**New Course Proposal: Human Environmental Impacts and Ethical Business Practices Capstone****BSTM XXXX, 3 credits****Originators: Maria Coclin, Christine Turenus-Bell****RATIONALE:**

This robust capstone course offers an inter-disciplinary collaboration between the Biology department and the Department of Business and Professional Studies. In this innovative approach, students employ critical thinking skills as they relate to the application of environmental and sustainability challenges including consideration of ethics within all decisions.

To gain essential real-world understanding, students will use case studies, to discuss and reflect upon the opportunities and challenges related to sustainable business, communication, and implementation.

To gain essential communication skills, the capstone course concludes with a culminating project and presentation, where students share their semester long work with industry employers who will offer feedback and engage with the students.

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The committee voted 11 to 0, with 0 abstentions to **APPROVE** the proposal with the edits to remove the comma and “each” in the first sentence of the catalog description and adding “This capstone course is intended for students in their final semester of the Environment, Sustainability, and Management program” to the catalog description.

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**New Program Proposal: Environment, Sustainability, and Management**

**BSTM, 64-65 credits**

**Originators: Christine Turenus-Bell**

**RATIONALE:**

Sustainable agriculture and food systems industry data, both nationally and within Rhode Island, have shown an increasing need for current professionals in ecology, agriculture, and sustainability-aligned careers to receive more specialized training. There also has been an increased interest in secondary school graduates pursuing careers in the “Green Sector”, which this program addresses. Through the creation of new courses and an alignment with existing courses, we are able to meet high-demand, high-skilled industry needs with graduates that potentially are employable and may have leadership opportunities within the current marketplace.

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The committee voted 11 to 0, with 0 abstentions to **APPROVE** the proposal with the edit to change “their” to “a” in the catalog description.

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**New Course Proposal: Customer Service Skills**

**ADAS 2XXX, 3 credits**

**Originator: Cheryl Amantea**

**RATIONALE:**

It is easier and less expensive for businesses to retain, rather than replace, a customer. Since Executive Administrative Assistants and other administrative office personnel are often the first to greet customers in person, online, or via phone calls, the skills taught in this course are of paramount importance to both the Executive Administrative Assistant as well as the organization.

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The committee voted 11 to 0, with 0 abstentions to **APPROVE** the proposal.

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**New Course Proposal: Introduction to Parliamentary Procedures**

**ADAS 2XXX, 3 credits**

**Originator: Cheryl Amantea**

**RATIONALE:**

Administrative Assistants and Executive Administrative Assistants are hired to perform a range of duties, including transcribing minutes of meetings during the actual meeting or from recordings of meetings. Having knowledge and a full understanding of parliamentary procedures as outlined in Robert's Rules of Order will contribute to this process, resulting in highly accurate meeting minutes.

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The committee voted 11 to 0, with 0 abstentions to **APPROVE** the proposal.

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**New Course Proposal: Business Computing Applications**

**BUSN 1XXX, 3 credits**

**Originator: Cheryl Amantea**

**RATIONALE:**

Many high schools teach basic computer skills to their students using Chromebooks and Google Docs; however, the vast majority of organizations - including schools and colleges, government agencies, businesses, and nonprofits - use Microsoft Office Suite.

Additionally, since the University of Rhode Island offers a similar course - BUS Business Computing Applications - the Business and Professional Studies Department made the decision to make this course a BUSN / Business Course rather than a Professional Studies course. While this course will initially be offered in the Professional Studies programs, a decision to include it in business programs in the future, can also be considered.

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The committee voted 11 to 0, with 0 abstentions to **APPROVE** the proposal.

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**Revised Course Proposal: Medical Terminology**

**MEDL 2350, 3 credits**

**Originator: Cheryl Amantea**

**RATIONALE:**

We are proposing the change in the number of lecture credits from 2 to 3 to bring the course in line with other courses in the Business and Professional Studies Department. Additionally, the Medical Terminology Course covers a great amount of information. Teaching and learning will be enhanced with a 3-credit, rather than a 2-credit, lecture course.

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The committee voted 11 to 0, with 0 abstentions to **APPROVE** the proposal.

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**Revised Course Proposal: Office Accounting**

**OFTD 1250, 3 credits**

**Originator: Cheryl Amantea**

**RATIONALE:**

Based on the amount and complexity of the information in this course, along with student comments that they often feel rushed when completing the course assignments, we are proposing that the number of Lecture Credits be increased from 2 to 3.

Secondarily, this would bring the Lecture Credits more in line with other courses in the programs listed above.

The lab hours previously listed with this course have been dropped because Accounting (ACCT) courses in the business curriculum in the Business and Professional Studies Department are listed with 3 Lecture credits and no lab credits.

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The committee voted 11 to 0, with 0 abstentions to **APPROVE** the proposal.

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**Revised Program Proposal: A.S. Professional Studies, Executive Administrative Assistant**

**ADAD, 60 credits**

**Originator: Cheryl Amantea**

**RATIONALE:**

The Administrative Assistant Associate in Science Degree program (ADAD) has not been updated for many years and the curriculum contains courses that teach skills that are no longer used in industry. These courses

include speech recognition transcription, file management, and proofreading. Automated audio voice transcription, e-file management, and proofreading software products have replaced these once human-based skills. Research was performed to verify that these are outdated skills. More than 250 employment ads were reviewed on the Employ RI, Indeed, Robert Half, and Adecco websites. Jobs were located within 100 miles of Warwick, Rhode Island. Input was also received from Professional Advisory Committee members.

According to the Bureau of Labor Statistics (BLS), in 2020, there were 3,363,900 Administrative Assistant jobs. This profession is experiencing an annual decline of 7 percent (the loss of 226,200 jobs). The hourly wage was \$19.71, and the annual salary was \$40,990. These statistics are for the job title of "Administrative Assistant" only. It should be noted that the job title "Administrative Assistant" includes a wide range of other job titles that have the same or highly similar skills, including secretary, office assistant, office coordinator, receptionist, customer service representative, and more. A high school diploma tends to be the only requirement for an administrative assistant

According to the Bureau of Labor Statistics (BLS): Industry demand for Executive Administrative Assistants is static with an expected national growth rate of 0.6 percent. In 2020, there were 503,390 Executive Administrative Assistants. The hourly wage was \$31.36, and the annual salary was \$65,230. Executive Assistants comprise a smaller profession; however, their annual salary is 59.1 percent higher.

**NOTE:**

The Professional Studies Programs already include two certificate programs that track into this Associate in Science in Professional Studies degree program: Administrative Support Specialist Certificate\* (ADSC) and Administrative Management Certificate\* (ADMC)

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The committee voted 11 to 0, with 0 abstentions to **APPROVE** the proposal with the edit to change ENGL 2010 to ENGL 2100 within the general education program requirements.

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**Revised Program Proposal: A.S. Professional Studies, Medical Administrative Assistant**

**MDAD, 61 credits**

**Originator: Cheryl Amantea**

**RATIONALE:**

The Medical Administrative Assistant Associate in Science Degree (MDAD) program has not been updated for many years and the curriculum contains administrative office courses that teach skills that are no longer used in industry. These courses include speech recognition transcription; file management; and editing. Automated audio voice transcription, e-file management, and editing software products have replaced these once human-based skills.

According to the Bureau of Labor Statistics: industry demand for Medical Administrative Assistants is expected to remain stable with a 0.8 percent increase nationally. The national median annual salary for medical administrative assistants working full time is \$38,090 and 604,780 jobs exist nationally for this career field. There are 2,000+ medical administrative assistant jobs located in Rhode Island; however, when considering the Providence/Worcester/Boston area, the number of jobs expands to 28,000.

The Professional Studies Certificate and Degree Programs already include the 19-credit Medical Insurance Billing and Coding Certificate (MIBC), of which all courses track into this Associate in Science Degree in Professional Studies / Medical Administrative Assistant Concentration. These are the MIBC courses:

-the 19-credit (7courses) Medical Insurance Billing and Coding Certificate (MIBC)\* ...

BIOL 1070	Human Biology
MEDL 2350	Medical Terminology
MEDL 2385	ICD-CM Medical Insurance Coding
MEDL 2390	CPT Medical Insurance Coding
MEDL 2410	Medical Insurance Billing
MEDL 2420	Practical Applications in Professional Medical Coding
MEDL 2430	Electronic Medical Records and Practice Management

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This proposal was not reviewed and will be resubmitted for the March 18, 2022 Curriculum Review Committee Meeting.

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**Revised Course Proposal: History of Western Civilization I**

**HIST 1010, 3 credits**

**Originator: Leslie Killgore**

**RATIONALE:**

This proposal updates the course description and SLOs.

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The committee voted 11 to 0, with 0 abstentions to **APPROVE** the proposal.

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**Revised Course Proposal: History of Western Civilization II**

**HIST 1020, 3 credits**

**Originator: Leslie Killgore**

**RATIONALE:**

This proposal updates the course description and SLOs.

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The committee voted 11 to 0, with 0 abstentions to **APPROVE** the proposal.

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**New Course Proposal: The American Presidency in the Twentieth Century**

**HIST XXXX, 3 credits**

**Originators: Leslie Killgore, Dennis Najarian**

**RATIONALE:**

This course ran for two semesters on an experimental basis. The course was first offered S2019; 11 students enrolled. Final grades consisted of 4 As, 1 A-, 1 B, 1 B+, 2 NAs, 1 W, and 1 WF. The SRIs reported 100% “Strongly Agree” ratings from 4 students who responded. Comments included:

• Dennis Najarian is easily the best instructor at CCRI. He is kind, professional, knowledgeable, and a gifted orator. Professor Najarian is the only teacher at CCRI who, when unsure of how to answer a student's question, actively seeks out an answer outside of class in order to satisfy a student's curiosity. Being able to attend his lectures is a major factor in my continuing my education at CCRI. The administration should heed his advice and ideas on the direction of the college and curriculum if they wish to succeed. Also, give Najarian more money, he works hard and is so deserving.

• Best professor I ever had.

• Very good professor. Class style was a great learning environment and called for discussion. I learned a great deal from being in this class and I believe this is from the way notes we taken during lecture as well as having class discussions with other members of the class on various topics.

The course ran a second time in S2020, but because of the onset of Covid, SRIs were not administered.

This proposal revises the course description and Student Learning Outcomes for inclusion in the permanent curriculum.

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The committee voted 11 to 0, with 0 abstentions to **APPROVE** the proposal.

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**Revised Course Proposal: Philosophy of Religion**

**PHIL 2020, 3 credits**

**Originators: Leslie Killgore, Paul Leclerc**

**RATIONALE:**

The proposal updates the course description and Student Learning Outcomes.

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The committee voted 11 to 0, with 0 abstentions to **APPROVE** the proposal.

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**Revised Course Proposal: Modern Political Ideologies**

**POLS 2110, 3 credits**

**Originators: Kelly Delaney, Leslie Killgore, Matthew Ulricksen**

**RATIONALE:**

This proposal revises and updates the Student Learning Outcomes.

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The committee voted 11 to 0, with 0 abstentions to **APPROVE** the proposal.

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**Revised Course Proposal: Sociology of Race and Ethnic Relations**

**SOCS 2040, 3 credits**

**Originators: Leslie Killgore, Jana Knibb, Cindy Liu**

**RATIONALE:**

This proposal revises and updates the course title, course description, and Student Learning Outcomes.

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The committee voted 10 to 0, with 0 abstentions to **APPROVE** the proposal.

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**Revised Course Proposal: Criminology**

**SOCS 2300, 3 credits**

**Originators: Leslie Killgore, Daniel Petrin**

**RATIONALE:**

This proposal revises and updates the course description and Student Learning Outcomes.

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The committee voted 10 to 0, with 0 abstentions to **APPROVE** the proposal.

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