

## **Southern Arkansas University Tech Curriculum Committee**

### **Committee Members:**

|  |   |
|--|---|
| Connie Riley, Financial Aid Director       | Eddie Horton, Division Chair                    |
| Jenny Sanders, Dean of Enrollment Services | Jodi Eppinette, Division Chair                  |
| Kim Coker, Dean of Communications          | Lee Sanders, Statistician                       |
| Lisa Holland, Assistant Controller         | Rebecca Hughes, Instructor                      |
| Sara Landaverde, Division Chair            | Shelley Young, Director of Allied Health        |
| Dr. Terry Hutson, Instructor               | Wayne Banks, Registrar                          |
| James Brown, Instructor                    | Marlee Tomerlin, Student                        |
| Morgan Lindsey, Student                    | Dr. Valerie Wilson, VC for Academics & Planning |

### **Mission Statement**

The mission of SAU Tech's Curriculum Committee is to provide guidance and oversight to ensure that all curricula and courses are rigorous, comprehensive and responsive to the evolving needs of SAU Tech's students. The Curriculum Committee is the major component by which faculty exercises control through expertise in developing and renewing SAU Tech's curricula. All new and revised course, program, and changes in delivery shall be presented to the Curriculum committee for review and approval.

### **Curriculum Committee**

The Curriculum Committee will have oversight of course development and changes in delivery regarding approval of traditional and online delivery. The Curriculum Committee is comprised of faculty members and division chairs across the institution's curriculum, the Director of Institutional Effectiveness & Research, and the Registrar. The Committee members are selected based on desire to serve on the committee and appointment to the committee by the Vice Chancellor of Academics & Planning. The Vice Chancellor for Academics & Planning, along with representatives from Communications, Financial Aid, Business Office, and Advising/Recruiting serve as ex-officio (non-voting members) on the committee and are expected to be in attendance when curriculum items addressing approval/changes in their division are presented. Once items have been presented and have passed the Curriculum Committee by a majority vote, the items will be presented, by the Vice Chancellor for Academics & Planning, to the Executive Cabinet, SAU Board of Trustees and Arkansas Division of Higher Education (ADHE) for final approval, if required.

### **Role and Responsibilities of Curriculum Committee**

- ✓ Provide input and render evaluation services regarding all academic and technical programs.
- ✓ Recommend new curricula.
- ✓ Provide counsel on whether academic standards in courses and programs are being maintained.
- ✓ Assist in the development of retention and assessment strategies.
- ✓ Provide advisement to the Office of Academics and Executive Cabinet on academic matters.
- ✓ Review proposed additions and make recommendations through appropriate procedures for revisions and deletions to curriculum regarding the following: academic education, technical-occupational, foundation, and pre-professional education programs.

## **Southern Arkansas University Tech Curriculum Committee**

### **Procedures: Course/Program Revision**

1. The Committee will accept applications for addition/deletion of courses and programs through the College Catalog Program/Course Revision Form and Curricular Change Request Form (if applicable) with supporting documents as needed (i.e., course description, syllabus, course objectives, degree requirements, online infrastructure, etc.). Requests for review and supporting documentation will be provided to the Committee at least two weeks prior to the review.
2. Any course/program seeking revision must be signed off on by the appropriate division chair prior to Committee review.
3. Course revisions shall also supply the minimum number of Student Learning Outcomes and documentation explaining the course's support of Program Goals/Outcomes.

### **Procedures: Meetings and Voting**

1. The Committee will meet once per semester or as needed.
2. Decisions will be made through a majority vote of all present members.

### **Process**

| <u>Responsible Party</u>                 | <u>Action</u>   |
|--|---|
| Instructor                               | Complete the College Catalog Program/Course Revision Form and/or Curricular Change Request Form and other documents related to the request (i.e., ADHE forms).                |
| Division Chair                           | Sign/initial form(s).   |
| Curriculum Committee                     | Meet and approve, disapprove, or make recommendations concerning requested addition/change.<br><br>If approved, submit request to Vice Chancellor for Academics for approval. |
| Vice Chancellor for Academics & Planning | Submit to Executive Cabinet, SAU Board of Trustees and ADHE, if required.<br><br>If adopted, ensure that appropriate changes are made in the college catalog.                 |

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**February 9, 2017**

A meeting of the Southern Arkansas University Tech (“SAU Tech”) Curriculum Committee was held on Tuesday February 9, 2017, in the Administration Conference Room in the Administration Building on the SAU Tech Campus, 6415 Spellman Rd., Camden, Arkansas. Chair, Dr. Valerie Wilson called the meeting to order.

Dr. Jason Morrison began the meeting by providing the charge of the Curriculum Committee. He expressed the importance of this Committee as well as his support of the work of the group.

Dr. Wilson distributed a draft of the Curriculum Committee’s mission, role and responsibilities and process/procedures. The Committee was asked to review and provide comments and/or suggestions for revisions. The document will be posted in the Slack channel once approved as final.

**Program Recommendations:**

- CP in Cosmetology
  - Motion: Sara Landaverde made a motion to table deletion of this credential to allow an opportunity to gather additional information.
  - Second: Wayne Banks.Motion carried.  
Action: Mr. Bill Archer will gather additional information and report back to the Committee.
- TC in Entrepreneurship
  - Motion: Rebecca Hughes moved to make program inactive to allow students in pipeline to complete.
  - Second: Wayne BanksMotion carried.
- CP of Criminal Justice and Cisco Networking
  - Motion: Sara Landeverde made a motion to delete these programs.
  - Second: Rebecca HughesMotion carried.
- New programs (CP in Medical Office Administration, TC in Medical Office Administration, and TC in Medical Office Administration-Medical Coding)
  - Motion: Terry Hutson made a motion to approve these credentials.
  - Second: Lisa OdenMotion carried

Dr. Wilson presented to the Committee a rubric that will be used to evaluate all SAU Tech programs (certificates of proficiency, technical certificates, associates degrees and emphasis areas, where applicable). The evaluations will be completed via an online survey instrument. The data needed in order to conduct the evaluation will be loaded into the Slack channel. The deadline to complete the evaluation was set for March 8<sup>th</sup>. The results will be compiled by Lee

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**February 9, 2017**

Sanders, Director of Institutional Research and will be reviewed at the next meeting, which is tentatively set for March 16<sup>th</sup> (pending completion of compilation of the evaluation results).

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**March 13, 2017**

A meeting of the Southern Arkansas University Tech (“SAU Tech”) Curriculum Committee was held on Monday, March 13, 2017, in the Academics Conference Room in the Administration Building on the SAU Tech Campus, 6415 Spellman Rd., Camden, Arkansas. Chair, Valerie Wilson called the meeting to order.

**Committee Recommendations:**

- Requests for D Grade Transfer Policy
  - Motion: Wayne Banks made a motion to not approve this policy.
  - Second: Rebecca HughesMotion carried.

Discussion: Wayne Banks presented results of a survey that he conducted for all colleges in Arkansas. The focus of the discussion was the responses from the two-year colleges. Thirteen of the 22 two-year colleges do not accept D grades transferred in for any course; one two-year college accepts D grades transferred in only from other colleges within their system; one two-year college accepts D grades transferred in with no limit on the number of credit hours; 2 two-year colleges accept D grades transferred in up to six credit hours; and five colleges did not respond to the survey. The Committee did not foresee a positive impact this would have on the College. There was concern that it would add to the current reporting requirements to ADHE and the possible need to add the D grades into the GPA calculation unlike what is currently being done for C grade transfers. It was also mentioned that the Faculty Senate was not in favor of this policy.
- Faculty Credentials Policy
  - Motion: Lee Sanders made a motion to approve this policy.
  - Second: Robert BrownMotion carried.
- New Courses (Old Testament Survey and New Testament Survey)
  - Motion: Robert Brown made a motion to approve the courses and begin with offerings for the fall 2017 semester.
  - Second: Sara LandaverdeMotion carried.

Discussion: The Committee recommended that because of the nature of the courses, content and the target group, the courses be offered for the full semester as opposed to 8-week blocks. They felt like the group taking the courses would be non-traditional students who might not be willing to commit to 6 hours per week in class. They also expressed concern that eight weeks is too fast to really enjoy the courses and absorb that amount of material. It was mentioned that time would not be a factor for this group and recommends that we offer Old Testament in the fall semester and New Testament in the spring semester.
- Rename Quantitative Reasoning to College Math
  - Motion: Robert Brown made a motion to approve this name change,
  - Second: Lee SandersMotion carried

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**March 13, 2017**

There being no further business the meeting was adjourned.

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**April 14, 2017**

A meeting of the Southern Arkansas University Tech (“SAUT”) Curriculum Committee was held on Friday, April 14, 2017, in the Administration Conference Room, in the Administration Building on the SAU Tech Campus, 6415 Spellman Rd., Camden, Arkansas.

Committee members present were: Bill Archer, Wayne Banks, Robert Brown, Dr. Terry Hutson, Sara Landaverde, Lee Sanders, Jennifer Williams, Lisa Holland, and Dr. Valerie Wilson

Dr. Wilson called the meeting to order.

The Memorandum of Understanding for the proposed 2+2 Criminal Justice program with Southern Arkansas University was presented to the Committee. A motion was made by Lee Sanders that the following changes be made to the document, the MOU be reviewed again by the Curriculum Committee and then approved.

- Change the degree listed on the cover page from Professional Studies in Criminal Justice to the Associate of Arts degree
- Determine if SAU Tech’s Quantitative Analysis can be used as the statistics requirement on the SAU portion of the degree
- Add SAU Tech’s course number for Personal Finance

Motion was seconded by Wayne Banks. Motion carried.

The new General Education Competencies prepared by the Assessment Committee were presented. A motion was made by Lee Sanders to accept the GECs as presented. Motion was seconded by Sara Landaverde. Motion carried.

The Committee began the review of the programs. Dr. Morrison requested that the Committee categorize the programs into three groups. Those groups are: 1) Performing Well; 2) Needs Monitoring/Improvement; and 3) At Risk. The Committee added a category for new programs.

The review was not completed during this meeting. The Committee will meet on Friday, April 21, 2017 to complete the review and prepare the recommendation for the Executive Cabinet.

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**April 21, 2017**

A meeting of the Southern Arkansas University Tech (“SAUT”) Curriculum Committee was held on Friday, April 21, 2017, in the Administration Conference Room, in the Administration Building on the SAU Tech Campus, 6415 Spellman Rd., Camden, Arkansas.

Committee members present were: Bill Archer, Wayne Banks, Robert Brown, Dr. Terry Hutson, Sara Landaverde, Lee Sanders, Jennifer Williams, Lisa Holland, and Dr. Valerie Wilson

Dr. Wilson called the meeting to order.

The committee completed the program review. Dr. Wilson will compile the results and prepare the recommendation for Committee review and approval. Once approved the recommendation will be forwarded to the Executive Cabinet for approval.



**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**April 25, 2017**

On April 25, 2017 at 2:14pm an email poll was submitted to the Curriculum Committee. The Committee was asked to review the revisions made to the MOU for the Criminal Justice program that were requested from the April 14, 2017 meeting of the Committee.

Seven of the seven voting members of the Committee responded. Of that number, all seven members approved the request. The detailed voting results are attached to these minutes.

## Valerie Wilson

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**From:** Valerie Wilson  
**Sent:** Tuesday, April 25, 2017 2:14 PM  
**To:** Bill Archer; Courtney Haygood; James Brown; Jennifer Williams; Jenny Sanders; Lee Sanders; Lisa Holland; Rebecca Hughes; Robert Brown; Sara Landaverde; Terry Hutson; Valerie Wilson; Wayne Banks  
**Subject:** FW:  
**Attachments:** 4.25.17....MOU\_SAU\_SAU\_Tech\_Criminal\_Justice 042517.docx  
**Importance:** High

Attached is the revised MOU with SAU for the Criminal Justice 2+2 Program. Everything requested was granted with the exception of statistics. The statistics course on the degree plan is a third year course.

Please indicate your vote by clicking the appropriate button above.

*Thanks!*



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E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

---

**From:** Jason L. Morrison  
**Sent:** Tuesday, April 25, 2017 1:38 PM  
**To:** Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)>  
**Subject:**

Look over

**Jason L. Morrison, Ed. D.**

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## Southern Arkansas University

### Degree Completion Partnership Agreement with Southern Arkansas University Tech, **Associate of Arts in General Studies—Law Enforcement**

To

Southern Arkansas University-Magnolia, B.S. in Criminal Justice

#### Purpose

The purpose of this agreement is to assist students **holding an Associate of Arts in General Studies—Law Enforcement degree** at Southern Arkansas University Tech (SAU Tech) to move smoothly from SAU Tech to Southern Arkansas University (SAU) for the completion of a Bachelor of Science (BS) in Criminal Justice. Through collaborative efforts, the partners desire to increase graduation rates, facilitate the transfer process and maintain a high quality working relationship between the two institutions.

#### **First Semester – Southern Arkansas University Tech, Camden, AR 71711**

| SAU Tech Course Title            | SAU Tech# | SAU#      | 2+2<br>Curriculum<br>Proposed<br>SAU Tech<br>Course# | 2+2<br>Curriculum<br>Proposed<br>Hours |
|----------------------------------|-----------|-----------|--|--|
| Introduction to Criminal Justice | LE 1033   | CRJU 2003 | LE 1033  | 3                                      |
| Introduction to Computers        | MIS 1003  | IS 1003   | MIS 1003   | 3                                      |
| American Government: National    | PSCI 2003 | PSCI 2003 | PSCI 2003  | 3                                      |
| Composition I                    | ENGL 1113 | ENGL      | ENGL 1113  | 3                                      |
| Principles of Speech             | SPCH 1113 | SPCH 1113 | SPCH 1113  | 3                                      |
|                                  |           |           |  | 15 hours                               |

#### **Second Semester – Southern Arkansas University Tech, Camden, AR 71711**

| SAU Tech Course Title  | SAU Tech#         | SAU#              | 2+2<br>Curriculum<br>Proposed<br>SAU Tech<br>Course# | 2+2<br>Curriculum<br>Proposed<br>Hours |
|------------------------|-------------------|-------------------|--|--|
| Biological Science     | BSCI 1013         | BIOL 1043         | BSCI 1013  | 3                                      |
| Biological Science Lab | BSCI 1011         | BIOL 1041         | BSCI 1011  | 1                                      |
| World History I or II  | HIST<br>1003/1013 | HIST<br>1003/1013 | HIST<br>1003/1013                                    | 3                                      |
| Composition II         | ENGL 1123         | ENGL 1123         | ENGL 1123  | 3                                      |

|  |                                      |                                |                              |          |
|--|--------------------------------------|--------------------------------|------------------------------|----------|
| Introduction to Philosophy/Art Appreciation/Music Appreciation | PHIL<br>2403/ART<br>2013/MUS<br>2013 | PHIL 2403/<br>ART 2013/<br>MUS | PHIL<br>2403/ART<br>2013/MUS | 3        |
| Introduction to Sociology                                      | SOC 2003                             | SOC 2003                       | SOC 2003                     | 3        |
|  |                                      |                                |                              | 16 hours |

### Third Semester – Southern Arkansas University Tech, Camden, AR 71711

| SAU Tech Course Title           | SAU Tech#         | SAU#              | 2+2<br>Curriculum<br>Proposed<br>SAU Tech<br>Course# | 2+2<br>Curriculum<br>Proposed<br>Hours |
|---------------------------------|-------------------|-------------------|--|--|
| World Literature I or II        | ENGL<br>2213/2223 | ENGL<br>2213/2223 | ENGL<br>2213/2223                                    | 3                                      |
| College Algebra or College Math | MATH<br>1023/1063 | MATH<br>1023/1053 | MATH<br>1023/1063                                    | 3                                      |
| U.S. History I or II            | HIST<br>2013/2023 | HIST<br>2013/2023 | HIST<br>2013/2023                                    | 3                                      |
| Criminal Investigation          | LE 1004           | CRJU 3033         | LE 1004  | 4                                      |
| Arkansas Criminal Law           | LE 1013           | CRJU 3043         | LE 1013  | 3                                      |
|                                 |                   |                   |  | 16 hours                               |

### Fourth Semester – Southern Arkansas University Tech, Camden, AR 71711

| SAU Tech Course Title  | SAU Tech#                            | SAU#                                 | 2+2<br>Curriculum<br>Proposed<br>SAU Tech<br>Course# | 2+2<br>Curriculum<br>Proposed<br>Hours |
|--|--------------------------------------|--------------------------------------|--|--|
| Police Administration  | LE 1043                              | CRJU 3013                            | LE 1043  | 3                                      |
| Criminal Evidence and Procedures                               | LE 1023                              | CRJU 3023                            | LE 1023  | 3                                      |
| Introduction to Philosophy/Art Appreciation/Music Appreciation | PHIL<br>2403/ART<br>2013/MUS<br>2013 | PHIL<br>2403/<br>ART<br>2013/<br>MUS | PHIL<br>2403/ART<br>2013/MUS                         | 3                                      |
| Physical Science   | PHSC 2023                            | PHSC 2023                            | PHSC 2023  | 3                                      |
| Physical Science Lab   | PHSC 2021                            | PHSC 2021                            | PHSC 2021  | 1                                      |
|  |                                      |                                      |  | 13 hours                               |

SAU Tech Hours = 60

**Fifth Semester- Southern Arkansas University, Magnolia, AR 71753**

| SAU Course Title            | SAU Tech# | SAU#      | 2+2 Curriculum Proposed SAU Tech Course# | 2+2 Curriculum Proposed Hours |
|-----------------------------|-----------|-----------|--|-------------------------------|
| Cultural Diversity          | --        | CRJU 3003 | --                                       | 3                             |
| Statistics                  | --        | CRJU 3183 | --                                       | 3                             |
| Government: State and Local | --        | PSCI 2013 | --                                       | 3                             |
| General Psychology          | PSYC 2003 | PSYC 2003 | PSYC 2003                                | 3                             |
| Minor                       | --        | --        | --                                       | 3                             |
|                             |           |           |  | 15 hours                      |

**Sixth Semester- Southern Arkansas University, Magnolia, AR 71753**

| SAU Course Title    | SAU Tech# | SAU#      | 2+2 Curriculum Proposed SAU Tech Course# | 2+2 Curriculum Proposed Hours |
|---------------------|-----------|-----------|--|-------------------------------|
| Research Methods    | --        | CRJU 3153 | --                                       | 3                             |
| Criminology         | --        | CRJU 4053 | --                                       | 3                             |
| Ethics              | --        | CRJU 3103 | --                                       | 3                             |
| Personal Finance    | BA 1103   | FIN 2003  | BA 1103                                  | 3                             |
| Minor (Upper Level) | --        | --        | --                                       | 3                             |
|                     |           |           |  | 15 hours                      |

**Seventh Semester- Southern Arkansas University, Magnolia, AR 71753**

| SAU Course Title        | SAU Tech# | SAU#      | 2+2 Curriculum Proposed SAU Tech Course# | 2+2 Curriculum Proposed Hours |
|-------------------------|-----------|-----------|--|-------------------------------|
| Critical Issues         | --        | CRJU 4033 | --                                       | 3                             |
| Corrections             | --        | CRJU 3073 | --                                       | 3                             |
| Natural Science or Math | --        | --        | --                                       | 3                             |
| Minor (Upper Level)     | --        | --        | --                                       | 3                             |
| Minor (Upper Level)     | --        | --        | --                                       | 3                             |
|                         |           |           |  | 15 hours                      |

**Eighth Semester- Southern Arkansas University, Magnolia, AR 71753**

| SAU Course Title            | SAU Tech# | SAU#        | 2+2 Curriculum Proposed SAU Tech Course# | 2+2 Curriculum Proposed Hours |
|-----------------------------|-----------|-------------|--|-------------------------------|
| Field Practicum             | --        | CRJU 4064   | --                                       | 4                             |
| CRJU Elective (Upper Level) | --        | CRJU 3/4xxx | --                                       | 3                             |
| Introduction to Geography   | GEOG 2003 | GEOG 2003   | GEOG 2003                                | 3                             |
| Minor (Upper Level)         | --        | --          | --                                       | 3                             |
| Minor (Upper Level)         | --        | --          | --                                       | 3                             |
|                             |           |             |  | 16 hours                      |

SAU Hours=61

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President, SAU-Magnolia                      Date

---

Chancellor, SAU Tech                      Date

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Provost and VPAA, SAU-Magnolia      Date

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Vice Chancellor for Academics          Date  
SAU Tech

## Valerie Wilson

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**From:** Wayne Banks  
**Sent:** Wednesday, April 26, 2017 12:21 PM  
**To:** Valerie Wilson  
**Subject:** Approve:

## Valerie Wilson

---

**From:** James Brown  
**Sent:** Wednesday, April 26, 2017 12:17 PM  
**To:** Valerie Wilson  
**Subject:** Approve:



## Valerie Wilson

---

**From:** Robert Brown  
**Sent:** Wednesday, April 26, 2017 8:29 AM  
**To:** Valerie Wilson  
**Subject:** RE:

I approve

---

**From:** Valerie Wilson  
**Sent:** Tuesday, April 25, 2017 2:14 PM  
**To:** Bill Archer; Courtney Haygood; James Brown; Jennifer Williams; Jenny Sanders; Lee Sanders; Lisa Holland; Rebecca Hughes; Robert Brown; Sara Landaverde; Terry Hutson; Valerie Wilson; Wayne Banks  
**Subject:** FW:

Attached is the revised MOU with SAU for the Criminal Justice 2+2 Program. Everything requested was granted with the exception of statistics. The statistics course on the degree plan is a third year course.

Please indicate your vote by clicking the appropriate button above.

*Thanks!*



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**Subject:**

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[LinkedIn](#)

## Valerie Wilson

---

**From:** Courtney Haygood  
**Sent:** Tuesday, April 25, 2017 2:28 PM  
**To:** Valerie Wilson  
**Subject:** Approve:

## Valerie Wilson

---

**From:** Lisa Holland  
**Sent:** Tuesday, April 25, 2017 2:30 PM  
**To:** Valerie Wilson  
**Subject:** Approve:

## Valerie Wilson

---

**From:** Rebecca Hughes  
**Sent:** Wednesday, April 26, 2017 12:31 PM  
**To:** Valerie Wilson  
**Subject:** Approve:

## Valerie Wilson

---

**From:** Terry Hutson  
**Sent:** Wednesday, April 26, 2017 12:16 PM  
**To:** Valerie Wilson  
**Subject:** Approve:

## Valerie Wilson

---

**From:** Sara Landaverde  
**Sent:** Tuesday, April 25, 2017 2:16 PM  
**To:** Valerie Wilson  
**Subject:** Approve:

## Valerie Wilson

---

**From:** Jenny Sanders  
**Sent:** Wednesday, April 26, 2017 9:14 AM  
**To:** Valerie Wilson  
**Subject:** Approve:

## Valerie Wilson

---

**From:** Lee Sanders  
**Sent:** Wednesday, April 26, 2017 1:59 PM  
**To:** Valerie Wilson  
**Subject:** RE:  
**Attachments:** image005.jpg; image006.jpg

Yes.

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From: Valerie Wilson  
Sent: Wednesday, April 26, 2017 12:14 PM  
To: Bill Archer; Courtney Haygood; James Brown; Jennifer Williams; Jenny Sanders; Lee Sanders; Lisa Holland; Rebecca Hughes; Robert Brown; Sara Landaverde; Terry Hutson; Wayne Banks  
Subject: RE:

Voting members...if you have not cast your vote for this please do so today.

Thanks!  
[cid:image005.jpg@01D2BE86.A60EF960]  
Mailing Address: P.O. Box 3499  
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To: Bill Archer <[barcher@sautech.edu](mailto:barcher@sautech.edu)>; Courtney Haygood <[chaygood@sautech.edu](mailto:chaygood@sautech.edu)>; James Brown <[jbrown@sautech.edu](mailto:jbrown@sautech.edu)>; Jennifer Williams <[jwilliam@sautech.edu](mailto:jwilliam@sautech.edu)>; Jenny Sanders <[jsanders@sautech.edu](mailto:jsanders@sautech.edu)>; Lee Sanders <[lsanders@sautech.edu](mailto:lsanders@sautech.edu)>; Lisa Holland <[lholland@sautech.edu](mailto:lholland@sautech.edu)>; Rebecca Hughes <[rhughes@sautech.edu](mailto:rhughes@sautech.edu)>; Robert Brown <[rbrown@sautech.edu](mailto:rbrown@sautech.edu)>; Sara Landaverde <[slandave@sautech.edu](mailto:slandave@sautech.edu)>; Terry Hutson <[thutson@sautech.edu](mailto:thutson@sautech.edu)>; Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)>; Wayne Banks <[wbanks@sautech.edu](mailto:wbanks@sautech.edu)>  
Subject: FW:  
Importance: High

Attached is the revised MOU with SAU for the Criminal Justice 2+2 Program. Everything requested was granted with the exception of statistics. The statistics course on the degree plan is a third year course.

Please indicate your vote by clicking the appropriate button above.

Thanks!  
[cid:image006.jpg@01D2BE86.A60EF960]  
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To: Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)<<mailto:vwilson@sautech.edu>>>  
Subject:

Look over

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[LinkedIn](https://www.linkedin.com/in/jason-morrison-ed-d-b3760742)<[www.linkedin.com/in/jason-morrison-ed-d-b3760742](https://www.linkedin.com/in/jason-morrison-ed-d-b3760742)>

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**April 10, 2019**

On April 10, 2019, Dr. Valerie Wilson requested approval, via email, of proposed revisions to the AAS Forest Harvesting Technician. The proposed revisions came as a result of recommendations from the 2019 advisory committee for this program. The revisions are attached.

Jenny Sanders question regarding the impact of the revisions on the students currently in the program was addressed by Dr. Wilson. Dr. Wilson will provide the advisor with the courses that the second-year students should take in order to complete their degree.

Eight of the nine voting members responded approving the revisions. One member did not respond. The voting responses are included in the attached pages. The Curriculum Committee approved the proposed revisions to the AAS Forest Harvesting Technician to be effective for the 2019-2020 academic year

## Valerie Wilson

---

**From:** Valerie Wilson  
**Sent:** Wednesday, April 10, 2019 2:30 PM  
**To:** Connie Riley; Eddie Horton; James Brown; Jenny Sanders; Jodi Eppinette; Kimberly Coker; Lee Sanders; Lisa Holland; Rebecca Hughes; Sara Landaverde; Shelley Young; Terry Hutson; Valerie Wilson; Wayne Banks  
**Subject:** Program Revisions - AAS Forest Harvesting Technical  
**Attachments:** AAS FOREST HARVESTING TECHNICIAN.pdf; AAS Forest Harvesting Technician - 2019-2020.pdf  
**Importance:** High

The advisory committee for the AAS in Forest Harvesting Technician made the following recommendations for revisions for the program that would be effective fall 2019. I have also attached the current and revised degree plans.

Please review and provide comments and/or approval. For comments, please "Reply All" so that everyone can contribute in the discussion.

### Recommendations:

1. The committee recommends that FRST1004 Dendrology be split into two parts. Dendrology I would be a fall semester class focusing on bark and mature leaves. Dendrology II would be a spring class focusing on buds and fruit (new growth). The rationale for this recommendation is the stage of the leaves and trees during these seasons. The course title for FRST1004 would be changed to Dendrology I and a new four credit-hour course would be created for Dendrology II.
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E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

# Forest Harvesting Technician

Associate of Applied Science (A.A.S.)

## Transfer Options

- Arkansas State University-Jonesboro
  - BAS Organizational Supervision
- University of Arkansas Fort Smith
  - Bachelor of Applied Science

The Associate of Applied Science in Forest Harvesting Technician provides students with the hands-on skills needed in order to fill the need for harvesting technicians in the forestry industry. The program is designed for individuals with the desire for working outdoors in the forest. During the program, students will spend time identifying the different types of trees and logs, reading maps, learning cruising timber methods and logging road layouts, and numerous other activities related to the logging industry. Graduates of this program will possess the skills needed in order to go directly to work as a harvesting technician. Students in this program will spend a tremendous amount of time on field trips to timber property where they will carry out actual activities that will be expected of them as a forest technician.

## Program Goal

The goal of this program is to provide students the skills needed to work as a harvesting technician.

## Program Outcomes

- Locate land descriptions.
- Use a map to find tracts of timber.
- Identify logging systems and how to fit these systems to the type harvesting.
- Determine tree volumes and elementary timber cruising techniques.
- Learn the process for procuring wood and wood supply chain.
- Identify tree species and uses for each in the timber industry.
- Learn the requirements for ensuring safety as it relates to the logging industry.

## General Information

- Developmental coursework may be required in addition to the courses required for this degree and/or certificate(s).
- A [P] indicates that a prerequisite is required before the course can be taken. Refer to the prerequisites table listed below the degree plan or the course description in the College Catalog to determine the prerequisite.

## General Requirements

- This degree requires successful completion of 60 credit hours.
- All degree-seeking students are required to take Student Success.
- A minimum 2.00 cumulative grade point average is required for graduation.
- Satisfaction of all financial obligations due to the college is required for graduation.



**DEGREE PLAN**  
**2019-2020**

## Developmental Coursework

| Course Number | Course Title                  |
|---------------|-------------------------------|
| CO0143        | Introduction to Language Arts |
| CO0243        | Writing Workshop              |
| MATH0133      | Transitional Math I           |
| MATH0233      | Transitional Math II          |

## Semester I (15 hours)

| Course Number | ACTS#    | Course Title              |
|---------------|----------|---------------------------|
| FRST1004      | N/A      | Dendrology I              |
| FRST1014      | N/A      | Forest Mensuration I      |
| MATH1063      | MATH1103 | College Math [P2]         |
| MIS1003       | CPSI1003 | Introduction to Computers |
| GSTD1021      | N/A      | Student Success I         |

## Semester II (15 hours)

| Course Number                                | ACTS#    | Course Title   |
|--|----------|--|
| ENGL1113                                     | ENGL1013 | Composition I [P1]   |
| FRST1024                                     | N/A      | Forest Mensuration II [P4]   |
| FRST1114                                     | NA       | Dendrology II  |
| GSTD1031                                     | N/A      | Students Success II  |
| <i>Social Science Elective (choose one):</i> |          |  |
| CJ1003                                       | CRJU1023 | Introduction to Criminal Justice <b>or</b><br>ECON(Economics), GEOG, HIST, PSCI, PSYC, or SOC prefix |

## Semester III (16 hours)

| Course Number | ACTS#    | Course Title                                     |
|---------------|----------|--|
| BA2223        | N/A      | Business Communications                          |
| CO2213        | ENGL2023 | Technical Writing [P3]                           |
| FRST2013      | N/A      | Forest Harvesting/Logging Safety                 |
| FRST2003      | N/A      | Forestry Procurement and Supply Chain Management |
| HS2413        | N/A      | First Aid & CPR                                  |
| GSTD1041      | N/A      | Student Success III                              |

## Semester IV (14 hours)

| Course Number                   | ACTS#    | Course Title  |
|---------------------------------|----------|---|
| BSCI1013 <b>and</b><br>BSCI1011 | BIOL1004 | The Biological Sciences <b>and</b> The Biological Sciences Lab [P6] |
| CE2403                          | N/A      | Internship  |
| FRST2023                        | N/A      | Advanced Forest Mensuration [P5]                                    |
| FRST2004                        | N/A      | Elementary Forest Management  |

## PREREQUISITES

|    |  |
|----|--|
| P1 | Refer to the SAU Tech Placement Plan.                            |
| P2 | Refer to the SAU Tech Placement Plan.                            |
| P3 | ENGL1113-Composition I   |
| P4 | FRST1014-Forest Mensuration I.                                   |
| P5 | FRST1024-Forest Mensuration II.                                  |
| P6 | Eligible for ENGL1113-Composition I                              |
| P7 | Eligible for ENGL1113-Composition I and MATH1023-College Algebra |

**ACTS Course Numbers**

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. Go to <http://acts.adhe.edu> for more information.

## Valerie Wilson

---

**From:** Wayne Banks  
**Sent:** Wednesday, April 10, 2019 3:52 PM  
**To:** Valerie Wilson; Connie Riley; Eddie Horton; James Brown; Jenny Sanders; Jodi Eppinette; Kimberly Coker; Lee Sanders; Lisa Holland; Rebecca Hughes; Sara Landaverde; Shelley Young; Terry Hutson  
**Subject:** RE: Program Revisions - AAS Forest Harvesting Technical

Approve!

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**Sent:** Wednesday, April 10, 2019 2:30 PM  
**To:** Connie Riley; Eddie Horton; James Brown; Jenny Sanders; Jodi Eppinette; Kimberly Coker; Lee Sanders; Lisa Holland; Rebecca Hughes; Sara Landaverde; Shelley Young; Terry Hutson; Valerie Wilson; Wayne Banks  
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Fax: 870.574.4520  
E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

## Valerie Wilson

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**From:** Jodi Eppinette  
**Sent:** Wednesday, April 10, 2019 2:50 PM  
**To:** Valerie Wilson  
**Subject:** Re: Program Revisions - AAS Forest Harvesting Technical

I am in agreement with these recommendations.

Sent from my iPhone

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## Valerie Wilson

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**From:** Eddie Horton  
**Sent:** Wednesday, April 10, 2019 2:39 PM  
**To:** Valerie Wilson  
**Cc:** Connie Riley; James Brown; Jenny Sanders; Jodi Eppinette; Kimberly Coker; Lee Sanders; Lisa Holland; Rebecca Hughes; Sara Landaverde; Shelley Young; Terry Hutson; Wayne Banks  
**Subject:** Re: Program Revisions - AAS Forest Harvesting Technical

Approve

Sent from my iPhone

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<image002.jpg>

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## Valerie Wilson

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**From:** Terry Hutson  
**Sent:** Wednesday, April 10, 2019 4:44 PM  
**To:** Lee Sanders  
**Cc:** Valerie Wilson; Connie Riley; Eddie Horton; James Brown; Jenny Sanders; Jodi Eppinette; Kimberly Coker; Lisa Holland; Rebecca Hughes; Sara Landaverde; Shelley Young; Wayne Banks  
**Subject:** Re: Program Revisions - AAS Forest Harvesting Technical

Approve!

Sent from my iPhone

On Apr 10, 2019, at 4:24 PM, Lee Sanders <[lsanders@sautech.edu](mailto:lsanders@sautech.edu)> wrote:

Approve.

**LEE M. SANDERS | DIRECTOR, INSTITUTIONAL EFFECTIVENESS/TITLE IX COORDINATOR |**

Southern Arkansas University Tech | P.O. Box 3499 | 6415 Spellman Road | Camden, AR 71711-1599  
870.574.4455 (WORK) | 844.367.9767 Extension 4455 (TOLL FREE) | 870.574.4520 (FAX) | [WWW.SAUTECH.EDU](http://WWW.SAUTECH.EDU)

<image002.jpg>

**PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS EMAIL.**

*"Integrity is not so much what we do as much as who we are." - John Maxwell*

This communication and any files or attachments transmitted with it may contain information that is confidential, privileged and exempt from disclosure under applicable law. This communication is intended solely for the use of the individual or entity to which it is addressed. If you are the intended recipient of this information, please treat it as confidential information and take all necessary action to keep it secure. If you are not the intended recipient, you are hereby notified that any use, dissemination, forwarding, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender at once so that appropriate action may be taken to protect the information from further disclosure.

---

**From:** Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)>  
**Sent:** April 10, 2019 14:30  
**To:** Connie Riley <[criley@sautech.edu](mailto:criley@sautech.edu)>; Eddie Horton <[ehorton@sautech.edu](mailto:ehorton@sautech.edu)>; James Brown <[jbrown@sautech.edu](mailto:jbrown@sautech.edu)>; Jenny Sanders <[jsanders@sautech.edu](mailto:jsanders@sautech.edu)>; Jodi Eppinette <[jeppinet@sautech.edu](mailto:jeppinet@sautech.edu)>; Kimberly Coker <[kcoker@sautech.edu](mailto:kcoker@sautech.edu)>; Lee Sanders <[lsanders@sautech.edu](mailto:lsanders@sautech.edu)>; Lisa Holland <[lholland@sautech.edu](mailto:lholland@sautech.edu)>; Rebecca Hughes <[rhughes@sautech.edu](mailto:rhughes@sautech.edu)>; Sara Landaverde <[slandave@sautech.edu](mailto:slandave@sautech.edu)>; Shelley Young <[syoung@sautech.edu](mailto:syoung@sautech.edu)>; Terry Hutson <[thutson@sautech.edu](mailto:thutson@sautech.edu)>; Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)>; Wayne Banks <[wbanks@sautech.edu](mailto:wbanks@sautech.edu)>  
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<image004.jpg>

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## Valerie Wilson

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**From:** Sara Landaverde  
**Sent:** Wednesday, April 10, 2019 3:35 PM  
**To:** Eddie Horton; Valerie Wilson  
**Cc:** Connie Riley; James Brown; Jenny Sanders; Jodi Eppinette; Kimberly Coker; Lee Sanders; Lisa Holland; Rebecca Hughes; Shelley Young; Terry Hutson; Wayne Banks  
**Subject:** RE: Program Revisions - AAS Forest Harvesting Technical

### Approve

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**Sent:** Wednesday, April 10, 2019 2:39 PM  
**To:** Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)>  
**Cc:** Connie Riley <[criley@sautech.edu](mailto:criley@sautech.edu)>; James Brown <[jbrown@sautech.edu](mailto:jbrown@sautech.edu)>; Jenny Sanders <[jsanders@sautech.edu](mailto:jsanders@sautech.edu)>; Jodi Eppinette <[jeppinet@sautech.edu](mailto:jeppinet@sautech.edu)>; Kimberly Coker <[kcoker@sautech.edu](mailto:kcoker@sautech.edu)>; Lee Sanders <[lsanders@sautech.edu](mailto:lsanders@sautech.edu)>; Lisa Holland <[lholland@sautech.edu](mailto:lholland@sautech.edu)>; Rebecca Hughes <[rhughes@sautech.edu](mailto:rhughes@sautech.edu)>; Sara Landaverde <[slandave@sautech.edu](mailto:slandave@sautech.edu)>; Shelley Young <[syoung@sautech.edu](mailto:syoung@sautech.edu)>; Terry Hutson <[thutson@sautech.edu](mailto:thutson@sautech.edu)>; Wayne Banks <[wbanks@sautech.edu](mailto:wbanks@sautech.edu)>  
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Approve

Sent from my iPhone

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**Sent:** Wednesday, April 10, 2019 7:50 PM  
**To:** Valerie Wilson  
**Cc:** Connie Riley; Eddie Horton; James Brown; Jodi Eppinette; Kimberly Coker; Lee Sanders; Lisa Holland; Rebecca Hughes; Sara Landaverde; Shelley Young; Terry Hutson; Wayne Banks  
**Subject:** Re: Program Revisions - AAS Forest Harvesting Technical

Will this have any impact on the few students currently in the program?

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Please review and provide comments and/or approval. For comments, please "Reply All" so that everyone can contribute in the discussion.

Recommendations:

1. The committee recommends that FRST1004 Dendrology be split into two parts. Dendrology I would be a fall semester class focusing on bark and mature leaves. Dendrology II would be a spring class focusing on buds and fruit (new growth). The rationale for this recommendation is the stage of the leaves and trees during these seasons. The course title for FRST1004 would be changed to Dendrology I and a new four credit-hour course would be created for Dendrology II.
2. The committee recommends combining FRST1034 Forest Harvesting and FRST2013 Logging Safety into one course. The rationale for this recommendation is the lack of material to justify offering the classes separately. The topics fit well together thus the reason for the combination. A new three-hour course would be created titled "Forest Harvesting & Logging Safety" and would be offered in the third semester of the program.
3. The committee recommends removing MD1033 Basic Machine Tools from the program. The rationale for this recommendation is that this course does not cover the type of tools used in this industry. Machine maintenance for this industry will be included in the Forest Harvesting & Logging Safety course.
4. The committee recommends adding BA2223 Business Communications to the degree plan. The rationale for this revision is that students graduating from this program need to be able to communicate professionally both orally and in writing.

An additional revision to the degree plan is to move The Biological Sciences to the fourth semester and the social science elective to the second semester. This will give the students more time to obtain the knowledge needed in order to be successful in The Biological Sciences.

*Thanks!*

<image002.jpg>

Mailing Address: P.O. Box 3499

Shipping Address: 6415 Spellman Road

Camden, AR 71701

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Toll Free: 844-367-9767 Ext. 4514

Fax: 870.574.4520

E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

<AAS FOREST HARVESTING TECHNICIAN.pdf>

<AAS Forest Harvesting Technician - 2019-2020.pdf>

## Valerie Wilson

---

**From:** Shelley Young  
**Sent:** Wednesday, April 10, 2019 4:05 PM  
**To:** Rebecca Hughes; Valerie Wilson; Connie Riley; Eddie Horton; James Brown; Jenny Sanders; Jodi Eppinette; Kimberly Coker; Lee Sanders; Lisa Holland; Sara Landaverde; Terry Hutson; Wayne Banks  
**Subject:** RE: Program Revisions - AAS Forest Harvesting Technical

[Approve](#)

---

**From:** Rebecca Hughes  
**Sent:** Wednesday, April 10, 2019 3:37 PM  
**To:** Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)>; Connie Riley <[criley@sautech.edu](mailto:criley@sautech.edu)>; Eddie Horton <[ehorton@sautech.edu](mailto:ehorton@sautech.edu)>; James Brown <[jbrown@sautech.edu](mailto:jbrown@sautech.edu)>; Jenny Sanders <[jsanders@sautech.edu](mailto:jsanders@sautech.edu)>; Jodi Eppinette <[jeppinet@sautech.edu](mailto:jeppinet@sautech.edu)>; Kimberly Coker <[kcoker@sautech.edu](mailto:kcoker@sautech.edu)>; Lee Sanders <[lsanders@sautech.edu](mailto:lsanders@sautech.edu)>; Lisa Holland <[lholland@sautech.edu](mailto:lholland@sautech.edu)>; Sara Landaverde <[slandave@sautech.edu](mailto:slandave@sautech.edu)>; Shelley Young <[syoung@sautech.edu](mailto:syoung@sautech.edu)>; Terry Hutson <[thutson@sautech.edu](mailto:thutson@sautech.edu)>; Wayne Banks <[wbanks@sautech.edu](mailto:wbanks@sautech.edu)>  
**Subject:** RE: Program Revisions - AAS Forest Harvesting Technical

[Approve](#)

---

**From:** Valerie Wilson  
**Sent:** Wednesday, April 10, 2019 2:30 PM  
**To:** Connie Riley <[criley@sautech.edu](mailto:criley@sautech.edu)>; Eddie Horton <[ehorton@sautech.edu](mailto:ehorton@sautech.edu)>; James Brown <[jbrown@sautech.edu](mailto:jbrown@sautech.edu)>; Jenny Sanders <[jsanders@sautech.edu](mailto:jsanders@sautech.edu)>; Jodi Eppinette <[jeppinet@sautech.edu](mailto:jeppinet@sautech.edu)>; Kimberly Coker <[kcoker@sautech.edu](mailto:kcoker@sautech.edu)>; Lee Sanders <[lsanders@sautech.edu](mailto:lsanders@sautech.edu)>; Lisa Holland <[lholland@sautech.edu](mailto:lholland@sautech.edu)>; Rebecca Hughes <[rhughes@sautech.edu](mailto:rhughes@sautech.edu)>; Sara Landaverde <[slandave@sautech.edu](mailto:slandave@sautech.edu)>; Shelley Young <[syoung@sautech.edu](mailto:syoung@sautech.edu)>; Terry Hutson <[thutson@sautech.edu](mailto:thutson@sautech.edu)>; Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)>; Wayne Banks <[wbanks@sautech.edu](mailto:wbanks@sautech.edu)>  
**Subject:** Program Revisions - AAS Forest Harvesting Technical  
**Importance:** High

The advisory committee for the AAS in Forest Harvesting Technician made the following recommendations for revisions for the program that would be effective fall 2019. I have also attached the current and revised degree plans.

Please review and provide comments and/or approval. For comments, please "Reply All" so that everyone can contribute in the discussion.

### Recommendations:

1. The committee recommends that FRST1004 Dendrology be split into two parts. Dendrology I would be a fall semester class focusing on bark and mature leaves. Dendrology II would be a spring class focusing on buds and fruit (new growth). The rationale for this recommendation is the stage of the leaves and trees during these seasons. The course title for FRST1004 would be changed to Dendrology I and a new four credit-hour course would be created for Dendrology II.
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*Thanks!*



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Fax: 870.574.4520  
E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**April 27, 2018**

On April 27, 2018, Dr. Valerie Wilson requested approval, via email, of proposed revisions to the AS in Business Administration (attached). These revisions are being requested based on feedback from reviewers during the program review of this program.

Eight of the nine voting members of the committee approved the revisions. The other one voting member did not respond to the email. The voting responses are included in the attached pages. The Curriculum Committee approved the proposed revisions to the AS in Business Administration effective for the 2018-2019 academic year.

## Valerie Wilson

---

**From:** James Brown  
**Sent:** Friday, April 27, 2018 5:35 PM  
**To:** Valerie Wilson  
**Subject:** RE: Degree Plan Revision

I approve this change.

JB

---

**From:** Valerie Wilson  
**Sent:** Friday, April 27, 2018 8:19 AM  
**To:** Eddie Horton; James Brown; Jennifer Williams; Jenny Sanders; Jodi Eppinette; Lee Sanders; Lisa Holland; Rebecca Hughes; Robert Brown; Sara Landaverde; Shelley Young; Terry Hutson; Valerie Wilson; Wayne Banks  
**Subject:** Degree Plan Revision



During the program review for the AS in Business, it was recommended by the internal reviewer, Dr. Kenneth Moore from SAU's Business Department, that we remove the requirement for Business Calculus and require College Algebra for math as opposed to giving an option of College Algebra or College Math. College Algebra is the required Math for the four-year degree.

Due to the minor nature of these revisions, ADHE approval is not required.

Please reply to this email indicating approval/disapproval of this revision.

*Thanks!*



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Fax: 870.574.4520  
E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)





## Valerie Wilson

---

**From:** Jodi Eppinette  
**Sent:** Friday, April 27, 2018 7:19 PM  
**To:** Valerie Wilson  
**Subject:** RE: Degree Plan Revision

I am in favor of these changes.

---

**From:** Valerie Wilson  
**Sent:** Friday, April 27, 2018 8:19 AM  
**To:** Eddie Horton; James Brown; Jennifer Williams; Jenny Sanders; Jodi Eppinette; Lee Sanders; Lisa Holland; Rebecca Hughes; Robert Brown; Sara Landaverde; Shelley Young; Terry Hutson; Valerie Wilson; Wayne Banks  
**Subject:** Degree Plan Revision



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Due to the minor nature of these revisions, ADHE approval is not required.

Please reply to this email indicating approval/disapproval of this revision.

*Thanks!*



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Fax: 870.574.4520  
E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)



## Valerie Wilson

---

**From:** Eddie Horton  
**Sent:** Friday, April 27, 2018 11:26 AM  
**To:** Valerie Wilson  
**Subject:** Re: Degree Plan Revision

Approve

Sent from my iPhone

On Apr 27, 2018, at 8:19 AM, "Valerie Wilson" <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)> wrote:

<image001.gif>

During the program review for the AS in Business, it was recommended by the internal reviewer, Dr. Kenneth Moore from SAU's Business Department, that we remove the requirement for Business Calculus and require College Algebra for math as opposed to giving an option of College Algebra or College Math. College Algebra is the required Math for the four-year degree.

Due to the minor nature of these revisions, ADHE approval is not required.

Please reply to this email indicating approval/disapproval of this revision.

*Thanks!*

<image003.jpg>

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Fax: 870.574.4520  
E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)  
<image004.jpg>

## Valerie Wilson

---

**From:** Rebecca Hughes  
**Sent:** Monday, April 30, 2018 1:56 PM  
**To:** Valerie Wilson  
**Subject:** RE: Degree Plan Revision

approve

---

**From:** Valerie Wilson  
**Sent:** Friday, April 27, 2018 8:20 AM  
**To:** Eddie Horton; James Brown; Jennifer Williams; Jenny Sanders; Jodi Eppinette; Lee Sanders; Lisa Holland; Rebecca Hughes; Robert Brown; Sara Landaverde; Shelley Young; Terry Hutson; Valerie Wilson; Wayne Banks  
**Subject:** Degree Plan Revision  
**Importance:** High

During the program review for the AS in Business, it was recommended by the internal reviewer, Dr. Kenneth Moore from SAU's Business Department, that we remove the requirement for Business Calculus and require College Algebra for math as opposed to giving an option of College Algebra or College Math. College Algebra is the required Math for the four-year degree.

Due to the minor nature of these revisions, ADHE approval is not required.

Please reply to this email indicating approval/disapproval of this revision.

*Thanks!*



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E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)



## Valerie Wilson

---

**From:** Sara Landaverde  
**Sent:** Friday, April 27, 2018 11:28 AM  
**To:** Valerie Wilson  
**Subject:** Re: Degree Plan Revision  
**Attachments:** image001.gif; image003.jpg

I approve.

SL

Sent from my iPhone

On Apr 27, 2018, at 8:19 AM, Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)> wrote:



During the program review for the AS in Business, it was recommended by the internal reviewer, Dr. Kenneth Moore from SAU's Business Department, that we remove the requirement for Business Calculus and require College Algebra for math as opposed to giving an option of College Algebra or College Math. College Algebra is the required Math for the four-year degree.

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Please reply to this email indicating approval/disapproval of this revision.

*Thanks!*



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E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

<image004.jpg>

## Valerie Wilson

---

**From:** Shelley Young  
**Sent:** Friday, April 27, 2018 12:54 PM  
**To:** Valerie Wilson  
**Cc:** Robert Brown; Lee Sanders; Eddie Horton; James Brown; Jennifer Williams; Jenny Sanders; Jodi Eppinette; Lisa Holland; Rebecca Hughes; Sara Landaverde; Terry Hutson; Wayne Banks  
**Subject:** Re: Degree Plan Revision

Approve

Shelley

On Apr 27, 2018, at 12:48, Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)> wrote:

<image002.gif>

Our internal reviewer was Dr. Kenneth “Green”!!! Excuse me please.

*Thanks!*

<image001.jpg>

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Fax: 870.574.4520

E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

<image007.jpg>

---

**From:** Robert Brown  
**Sent:** Friday, April 27, 2018 12:40 PM  
**To:** Lee Sanders <[lsanders@sautech.edu](mailto:lsanders@sautech.edu)>; Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)>; Eddie Horton <[ehorton@sautech.edu](mailto:ehorton@sautech.edu)>; James Brown <[jbrown@sautech.edu](mailto:jbrown@sautech.edu)>; Jennifer Williams <[jwilliam@sautech.edu](mailto:jwilliam@sautech.edu)>; Jenny Sanders <[jsanders@sautech.edu](mailto:jsanders@sautech.edu)>; Jodi Eppinette <[jeppinet@sautech.edu](mailto:jeppinet@sautech.edu)>; Lisa Holland <[lholland@sautech.edu](mailto:lholland@sautech.edu)>; Rebecca Hughes <[rhughes@sautech.edu](mailto:rhughes@sautech.edu)>; Sara Landaverde <[slandave@sautech.edu](mailto:slandave@sautech.edu)>; Shelley Young <[syoung@sautech.edu](mailto:syoung@sautech.edu)>; Terry Hutson <[thutson@sautech.edu](mailto:thutson@sautech.edu)>; Wayne Banks <[wbanks@sautech.edu](mailto:wbanks@sautech.edu)>  
**Subject:** RE: Degree Plan Revision

Approve - good move

---

**From:** Lee Sanders  
**Sent:** Friday, April 27, 2018 8:36 AM  
**To:** Valerie Wilson; Eddie Horton; James Brown; Jennifer Williams; Jenny Sanders; Jodi Eppinette; Lisa Holland; Rebecca Hughes; Robert Brown; Sara Landaverde; Shelley Young; Terry Hutson; Wayne Banks  
**Subject:** RE: Degree Plan Revision

<image002.gif>

Approve.

**LEE M. SANDERS | DIRECTOR, INSTITUTIONAL EFFECTIVENESS/TITLE IX COORDINATOR |**

Southern Arkansas University Tech | P.O. Box 3499 | 6415 Spellman Road | Camden, AR 71711-1599

870.574.4455 (WORK) | 844.367.9767 Extension 4455 (TOLL FREE) | 870.574.4520 (FAX) | [WWW.SAUTECH.EDU](http://WWW.SAUTECH.EDU)

<image008.jpg> <image009.jpg>

**PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS EMAIL.**

*"We make a living by what we get; we make a life by what we give." - Sir Winston Churchill*

This communication and any files or attachments transmitted with it may contain information that is confidential, privileged and exempt from disclosure under applicable law. This communication is intended solely for the use of the individual or entity to which it is addressed. If you are the intended recipient of this information, please treat it as confidential information and take all necessary action to keep it secure. If you are not the intended recipient, you are hereby notified that any use, dissemination, forwarding, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender at once so that appropriate action may be taken to protect the information from further disclosure.

---

**From:** Valerie Wilson

**Sent:** April 27, 2018 08:20

**To:** Eddie Horton; James Brown; Jennifer Williams; Jenny Sanders; Jodi Eppinette; Lee Sanders; Lisa Holland; Rebecca Hughes; Robert Brown; Sara Landaverde; Shelley Young; Terry Hutson; Valerie Wilson; Wayne Banks

**Subject:** Degree Plan Revision

**Importance:** High

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Please reply to this email indicating approval/disapproval of this revision.

*Thanks!*

<image010.jpg>

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E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

<image011.jpg>



**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**August 6, 2019**

On August 6, 2019, Dr. Valerie Wilson requested approval, via email, of revised course learning outcomes for the courses attached to this document.

Six of the nine voting members of the committee approved the revisions. The other three voting members did not respond to the email. The voting responses are included in the attached pages.

**Southern Arkansas University Tech**  
**Course Outcome Revisions**  
**Effective: Fall 2019**

**HIST 2013 U.S. History I (ACTS Course: HIST 2113)**

| <b>Current Outcomes</b>   | <b>Proposed Outcomes</b>   |
|---|--|
| <ol style="list-style-type: none"> <li>1. Develop reading, writing, and listening skills appropriate to the study of American History.</li> <li>2. Develop a historical, cultural, social, political, and global perspective that is relevant to the study of American History.</li> <li>3. Develop critical thinking and problem solving skills within the context of American History.</li> </ol> | <ol style="list-style-type: none"> <li>1. Explain the motivations for the exploration and colonization of the United States.</li> <li>2. Outline the key events leading to American independence, the forming of the new government, and the early Republic.</li> <li>3. Trace the development of the United States through western expansion and Manifest Destiny.</li> <li>4. Describe the political, economic, and social ramifications of slavery, the Civil War, and Reconstruction.</li> </ol> |

**HIST 2023 U.S. History II (ACTS Course: HIST 2123)**

| <b>Current Outcomes</b>   | <b>Proposed Outcomes</b>  |
|---|---|
| <ol style="list-style-type: none"> <li>1. Develop reading, writing, and listening skills appropriate to the study of American History.</li> <li>2. Develop a historical, cultural, social, political, and global perspective that is relevant to the study of American History.</li> <li>3. Develop critical thinking and problem solving skills within the context of American History.</li> </ol> | <ol style="list-style-type: none"> <li>1. Recognize the growing connections between the new west and industrialization.</li> <li>2. Evaluate the implications of American imperialism on the progressive age and World War I.</li> <li>3. Describe the economic, political, and military connection of the 1920s, Great Depression, and World War II.</li> <li>4. Identify the major events that developed in the Cold War and the modern era.</li> </ol> |

**HIST 1003 World History I (ACTS Course: HIST 1113)**

| <b>Current Outcomes</b>   | <b>Proposed Outcomes</b>  |
|---|---|
| <ol style="list-style-type: none"> <li>1. Develop reading, writing, and listening skills appropriate to the study of world civilization.</li> <li>2. Develop a historical, cultural, social, political, and global perspective that is relevant to the study of world civilization.</li> <li>3. Develop critical thinking and problem solving skills within the context of world civilization.</li> </ol> | <ol style="list-style-type: none"> <li>1. Summarize the rise of civilizations in the Ancient world.</li> <li>2. Trace the impact of Greek and Roman culture and Christianity in the world.</li> <li>3. Explain the rise of Islam, the Medieval period, and the emergence of Asia.</li> <li>4. Identify the transformational upheaval of the Renaissance and Reformation.</li> </ol> |

**Southern Arkansas University Tech**  
**Course Outcome Revisions**  
**Effective: Fall 2019**

**HIST 1013 World History II (ACTS Course: HIST 1123)**

| <b>Current Outcomes</b>   | <b>Proposed Outcomes</b>  |
|---|---|
| <ol style="list-style-type: none"> <li>1. Develop reading, writing, and listening skills appropriate to the study of world civilization.</li> <li>2. Develop a historical, cultural, social, political, and global perspective that is relevant to the study of world civilization.</li> <li>3. Develop critical thinking and problem solving skills within the context of world civilization.</li> </ol> | <ol style="list-style-type: none"> <li>1. Trace the connections between the age of enlightenment, revolutions, and global exploration and empire.</li> <li>2. Identify the factors leading to modernization and World War I.</li> <li>3. Analyze the events of the interwar period and their impact on the world leading to World War II.</li> <li>4. Identify the major events that developed in the Cold War and the modern era.</li> </ol> |

**HIST 2083 History of Arkansas (ACTS Course: N/A)**

| <b>Current Outcomes</b>   | <b>Proposed Outcomes</b>   |
|---|--|
| <ol style="list-style-type: none"> <li>1. Develop reading, writing, and listening skills appropriate to the study of Arkansas History.</li> <li>2. Develop a historical, cultural, social, political, and global perspective that is relevant to the study of Arkansas History.</li> <li>3. Develop critical thinking and problem solving skills within the context of Arkansas History.</li> </ol> | <ol style="list-style-type: none"> <li>1. Describe what the Pre-European, colonial, and territorial periods were like in Arkansas</li> <li>2. Summarize the early statehood, antebellum, and Civil War periods in Arkansas history</li> <li>3. Identify the major developments of the late 19<sup>th</sup> century progressive and depression era periods in the state</li> <li>4. Outline the transformation of Arkansas in the New South and modern era</li> </ol> |

**PSCI 2003 American Government: National (ACTS Course: PLSC 2003)**

| <b>Current Outcomes</b>  | <b>Proposed Outcomes</b>   |
|--|--|
| <ol style="list-style-type: none"> <li>1. Develop reading, writing, and listening skills appropriate to the study of American Government.</li> <li>2. Develop a historical, cultural, social, political, and global perspective that is relevant to the study of American Government.</li> <li>3. Develop critical thinking and problem solving skills within the context of American Government.</li> </ol> | <ol style="list-style-type: none"> <li>1. Define the constitutional principles of democracy and Federalism</li> <li>2. Outline the political process concerning political culture and ideology, parties and interest groups, campaigns and elections, public opinion, and the media</li> <li>3. Describe and explain the roles of the policy making institutions: Legislative, Executive, and Judicial branches of government</li> <li>4. Identify Constitutional rights and liberties and explain the making of national policies (social and defense)</li> </ol> |

**Southern Arkansas University Tech**  
**Course Outcome Revisions**  
**Effective: Fall 2019**

**GEOG 2003 Introduction to Geography (ACTS Course: GEOG 1103)**

| <b>Current Outcomes</b>  | <b>Proposed Outcomes</b>   |
|--|--|
| <ol style="list-style-type: none"><li>1. Develop reading, writing, and listening skills appropriate to the study of Geography.</li><li>2. Develop a historical, cultural, social, political, and global perspective that is relevant to the study of Geography.</li><li>3. Develop critical thinking and problem solving skills within the context of Geography.</li></ol> | <ol style="list-style-type: none"><li>1. Define the key terms of globalization and evaluate how these topics impact and influence the physical, cultural, and economic characteristics of world regions</li><li>2. Identify and describe the geography (social, political, cultural, and natural forces) of the Americas</li><li>3. Identify and describe the geography (social, political, cultural, and natural forces) of Africa, Europe, and Russia</li><li>4. Identify and describe the geography (social, political, cultural, and natural forces) of Asia, Australia, and Oceania</li></ol> |

## Valerie Wilson

---

**From:** Eddie Horton  
**Sent:** Wednesday, August 07, 2019 9:23 AM  
**To:** Valerie Wilson  
**Subject:** Re: Approval of Course Outcomes

Approved

Sent from my iPhone

On Aug 6, 2019, at 4:10 PM, Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)> wrote:

Attached are proposed revisions of course outcomes for SAU Tech's social science classes (U.S. History, World History, History of Arkansas, American Government and Geography). We are working to bring our course outcomes in line with Bloom's taxonomy and to also provide a more clear connection between course activities and course outcomes. Please review and provide recommendation for revisions and/or approval.

*Thanks!*

<image003.jpg>

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E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

<Course Outcomes - History, Government, Geography - Fall 2019.pdf>

## Valerie Wilson

---

**From:** James Brown  
**Sent:** Thursday, August 08, 2019 5:16 PM  
**To:** Valerie Wilson  
**Subject:** Re: Approval of Course Outcomes

I approve.

JB

---

**From:** Valerie Wilson  
**Sent:** Tuesday, August 6, 2019 4:10:10 PM  
**To:** Connie Riley; Eddie Horton; James Brown; Jenny Sanders; Jodi Eppinette; Kimberly Coker; Lee Sanders; Lisa Holland; Rebecca Hughes; Sara Landaverde; Shelley Young; Terry Hutson; Valerie Wilson; Wayne Banks  
**Subject:** Approval of Course Outcomes

Attached are proposed revisions of course outcomes for SAU Tech's social science classes (U.S. History, World History, History of Arkansas, American Government and Geography). We are working to bring our course outcomes in line with Bloom's taxonomy and to also provide a more clear connection between course activities and course outcomes. Please review and provide recommendation for revisions and/or approval.

*Thanks!*



Mailing Address: P.O. Box 3499  
Shipping Address: 6415 Spellman Road  
Camden, AR 71701  
Voice: 870.574.4514  
Toll Free: 844-367-9767 Ext. 4514  
Fax: 870.574.4520  
E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

## Valerie Wilson

---

**From:** Jodi Eppinette  
**Sent:** Wednesday, August 07, 2019 7:58 AM  
**To:** Valerie Wilson  
**Subject:** Re: Approval of Course Outcomes

These are much better.

Sent from my iPhone

On Aug 7, 2019, at 7:55 AM, Lee Sanders <[lsanders@sautech.edu](mailto:lsanders@sautech.edu)> wrote:

Approve all changes.

**LEE M. SANDERS | INSTITUTIONAL EFFECTIVENESS & RESEARCH/TITLE IX COORDINATOR |**

Southern Arkansas University Tech | P.O. Box 3499 | 6415 Spellman Road | Camden, AR 71711-1599  
870.574.4455 (WORK) | 844.367.9767 Extension 4455 (TOLL FREE) | 870.574.4520 (FAX) | [WWW.SAUTECH.EDU](http://WWW.SAUTECH.EDU)

<image004.jpg>

**PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS EMAIL. Summer hours begin on Monday, May 06 and will continue until Friday, August 09, 2019. Office hours during this time will be Monday through Thursday, 6:30 AM until 5:00 PM, and closed on Fridays.**

*"Integrity is not so much what we do as much as who we are." - John Maxwell*

This communication and any files or attachments transmitted with it may contain information that is confidential, privileged and exempt from disclosure under applicable law. This communication is intended solely for the use of the individual or entity to which it is addressed. If you are the intended recipient of this information, please treat it as confidential information and take all necessary action to keep it secure. If you are not the intended recipient, you are hereby notified that any use, dissemination, forwarding, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender at once so that appropriate action may be taken to protect the information from further disclosure.

---

**From:** Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)>

**Sent:** August 06, 2019 16:10

**To:** Connie Riley <[criley@sautech.edu](mailto:criley@sautech.edu)>; Eddie Horton <[ehorton@sautech.edu](mailto:ehorton@sautech.edu)>; James Brown <[jbrown@sautech.edu](mailto:jbrown@sautech.edu)>; Jenny Sanders <[jsanders@sautech.edu](mailto:jsanders@sautech.edu)>; Jodi Eppinette <[jeppinet@sautech.edu](mailto:jeppinet@sautech.edu)>; Kimberly Coker <[kcoker@sautech.edu](mailto:kcoker@sautech.edu)>; Lee Sanders <[lsanders@sautech.edu](mailto:lsanders@sautech.edu)>; Lisa Holland <[lholland@sautech.edu](mailto:lholland@sautech.edu)>; Rebecca Hughes <[rhughes@sautech.edu](mailto:rhughes@sautech.edu)>; Sara Landaverde <[slandave@sautech.edu](mailto:slandave@sautech.edu)>; Shelley Young <[syoung@sautech.edu](mailto:syoung@sautech.edu)>; Terry Hutson <[thutson@sautech.edu](mailto:thutson@sautech.edu)>; Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)>; Wayne Banks <[wbanks@sautech.edu](mailto:wbanks@sautech.edu)>

**Subject:** Approval of Course Outcomes

**Importance:** High

Attached are proposed revisions of course outcomes for SAU Tech's social science classes (U.S. History, World History, History of Arkansas, American Government and Geography). We are working to bring our course outcomes in line with Bloom's taxonomy and to also provide a more clear connection between course activities and course outcomes. Please review and provide recommendation for revisions and/or approval.

*Thanks!*

<image003.jpg>

Mailing Address: P.O. Box 3499

## Valerie Wilson

---

**From:** Terry Hutson  
**Sent:** Wednesday, August 07, 2019 7:47 AM  
**To:** Valerie Wilson  
**Subject:** Re: Approval of Course Outcomes

Approve

Terry Hutson

Mathematics Instructor  
Southern Arkansas University Tech  
6415 Spellman Road  
PO Box 3499  
Camden, AR 71701

---

**From:** Valerie Wilson  
**Sent:** Tuesday, August 6, 2019 4:10:10 PM  
**To:** Connie Riley; Eddie Horton; James Brown; Jenny Sanders; Jodi Eppinette; Kimberly Coker; Lee Sanders; Lisa Holland; Rebecca Hughes; Sara Landaverde; Shelley Young; Terry Hutson; Valerie Wilson; Wayne Banks  
**Subject:** Approval of Course Outcomes

Attached are proposed revisions of course outcomes for SAU Tech's social science classes (U.S. History, World History, History of Arkansas, American Government and Geography). We are working to bring our course outcomes in line with Bloom's taxonomy and to also provide a more clear connection between course activities and course outcomes. Please review and provide recommendation for revisions and/or approval.

*Thanks!*



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Toll Free: 844-367-9767 Ext. 4514  
Fax: 870.574.4520  
E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)



## Valerie Wilson

---

**From:** Wayne Banks  
**Sent:** Thursday, August 08, 2019 12:25 PM  
**To:** Valerie Wilson; Connie Riley; Eddie Horton; James Brown; Jenny Sanders; Jodi Eppinette; Kimberly Coker; Lee Sanders; Lisa Holland; Rebecca Hughes; Sara Landaverde; Shelley Young; Terry Hutson  
**Subject:** RE: Approval of Course Outcomes

I approve of these revisions.

Wayne

---

**From:** Valerie Wilson  
**Sent:** Tuesday, August 06, 2019 4:10 PM  
**To:** Connie Riley; Eddie Horton; James Brown; Jenny Sanders; Jodi Eppinette; Kimberly Coker; Lee Sanders; Lisa Holland; Rebecca Hughes; Sara Landaverde; Shelley Young; Terry Hutson; Valerie Wilson; Wayne Banks  
**Subject:** Approval of Course Outcomes  
**Importance:** High

Attached are proposed revisions of course outcomes for SAU Tech's social science classes (U.S. History, World History, History of Arkansas, American Government and Geography). We are working to bring our course outcomes in line with Bloom's taxonomy and to also provide a more clear connection between course activities and course outcomes. Please review and provide recommendation for revisions and/or approval.

*Thanks!*



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Fax: 870.574.4520  
E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**August 19, 2019**

On August 19, 2019, Dr. Valerie Wilson requested approval, via email, of revised course learning outcomes (attached) for BSCI1013/1011 The Biological Sciences w/Lab; BIOL2063/2061 Anatomy & Physiology I w/Lab; BIOL2073/2011 Anatomy & Physiology II w/Lab; and BI2234 Microbiology.

Five of the nine voting members of the committee approved the revisions. The other four voting members did not respond to the email. The voting responses are included in the attached pages.

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**August 19, 2019**

**BSCI1013 The Biological Sciences**

CLO 1. Evaluate and interpret data using principles of good experimental design and reliable scientific information.

CLO 2. Identify characteristics of living organisms and their cells, their basic chemical composition (specifically water, biological molecules, and enzymes), and other cell concepts including structure, function, and transport.

CLO 3. Evaluate how life forms reproduce, maintain homeostasis, and exhibit hereditary patterns.

CLO 4. Compare and contrast kinetic/potential energy and photosynthesis/cellular respiration/fermentation in terms of energy transformation in cells.

CLO 5. Summarize the various types of evidence used to explain evolutionary principles, the unity and diversity of life, and how it shapes today's communities.

CLO 6. Assess how population and community dynamics are affected by ecological interactions and the impact of human activity on ecosystems.

**BSCI1011 The Biological Science Lab**

CLO 1. Demonstrate proper and safe laboratory techniques.

CLO 2. Conduct both qualitative and quantitative lab experiments.

CLO 3. Form conclusions using critical thinking skills.

**BI2234 Microbiology**

CLO 1. Demonstrate a knowledge and understanding of the basic characteristics, structures, and taxonomy of microorganisms.

CLO 2. Demonstrate a knowledge and understanding of the physical and chemical agents for microbial control.

CLO 3. Demonstrate a knowledge and understanding of the bacteria and viruses that affect humans.

CLO 4. Demonstrate a knowledge and understanding of concepts as observed in the laboratory.

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**August 19, 2019**

**BIOL2063 Anatomy & Physiology I**

CLO 1. Develop a vocabulary of appropriate terminology to effectively communicate information related to anatomy and physiology.

CLO 2. Identify the anatomical structures and the physiological functions of cells and body systems.

CLO 3. Explain the principle of homeostasis and the use of feedback loops to control physiological systems in the human body.

CLO 4. Identify the interrelationships within and between anatomical and physiological systems of the integumentary, skeletal, muscular, and nervous systems.

**BIOL2061 Anatomy & Physiology I Lab**

CLO 1. Demonstrate proper and safe laboratory techniques.

CLO 2. Identify anatomical structures on specimens and models of the integumentary, skeletal, muscular, and nervous systems.

CLO 3. Form conclusions using critical thinking skills.

**BIOL2073 Anatomy & Physiology II**

CLO 1. Develop a vocabulary of appropriate terminology to effectively communicate information related to anatomy and physiology.

CLO 2. Communicate clearly in a way that reflects knowledge and understanding of the human body and demonstrates your ability to disseminate information.

CLO 3. Explain the principle of homeostasis and the use of feedback loops to control physiological systems in the human body.

CLO 4. Identify the interrelationships within and between anatomical and physiological systems of the human body including the endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, urinary, and male and female reproductive systems.

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**August 19, 2019**

**BIOL2071 Anatomy & Physiology II Lab**

CLO 1. Demonstrate proper and safe laboratory techniques.

CLO 2. Identify anatomical structures on specimens and models of the endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, urinary, and the male and female reproductive systems.

CLO 3. Form conclusions using critical thinking skills.

## Valerie Wilson

---

**From:** Jodi Eppinette  
**Sent:** Monday, August 19, 2019 7:11 PM  
**To:** Valerie Wilson  
**Subject:** Re: CLOs

Approve

Sent from my iPhone

On Aug 19, 2019, at 5:51 PM, Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)> wrote:

Attached are the revised course learning outcomes for Biology, Anatomy & Physiology, and Microbiology. Please respond with "Approve" or "Disapprove."

*Thanks!*

<image006.png>

<image007.jpg>

---

**From:** Laura Camp  
**Sent:** Monday, August 19, 2019 3:11 PM  
**To:** Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)>  
**Cc:** Sara Landaverde <[slandave@sautech.edu](mailto:slandave@sautech.edu)>  
**Subject:** CLOs

Good afternoon ladies,

I have edited these to remove any compound verbs. I also removed the module/chapter level objectives underneath. I'll probably revise some of those too as we are doing the mapping of our courses over this semester/year.

Please let me know if there are any further modifications or info that you might need.  
Thanks,

*Laura Camp*

Biological Sciences Instructor  
Office: TE 203  
Southern Arkansas University Tech  
P.O. Box 3499  
Camden, Arkansas 71701  
phone: 870-574-4465  
fax: 870-574-4538

<image003.jpg>

<New Science CLOs LCamp 8-14-19.docx>

## Valerie Wilson

---

**From:** Lee Sanders  
**Sent:** Tuesday, August 27, 2019 7:36 AM  
**To:** Valerie Wilson; Connie Riley; Eddie Horton; James Brown; Jenny Sanders; Jodi Eppinette; Kimberly Coker; Lisa Holland; Rebecca Hughes; Sara Landaverde; Shelley Young; Terry Hutson; Wayne Banks  
**Subject:** RE: CLOs

Approve.

### LEE M. SANDERS | INSTITUTIONAL EFFECTIVENESS & RESEARCH/TITLE IX COORDINATOR |

Southern Arkansas University Tech | P.O. Box 3499 | 6415 Spellman Road | Camden, AR 71711-1599  
870.574.4455 (WORK) | 844.367.9767 Extension 4455 (TOLL FREE) | 870.574.4520 (FAX) | [WWW.SAUTECH.EDU](http://WWW.SAUTECH.EDU)



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---

**From:** Valerie Wilson <vwilson@sautech.edu>

**Sent:** August 19, 2019 17:51

**To:** Connie Riley <criley@sautech.edu>; Eddie Horton <ehorton@sautech.edu>; James Brown <jbrown@sautech.edu>; Jenny Sanders <jsanders@sautech.edu>; Jodi Eppinette <jeppinet@sautech.edu>; Kimberly Coker <kcoker@sautech.edu>; Lee Sanders <lsanders@sautech.edu>; Lisa Holland <lholland@sautech.edu>; Rebecca Hughes <rhughes@sautech.edu>; Sara Landaverde <slandave@sautech.edu>; Shelley Young <syounge@sautech.edu>; Terry Hutson <thutson@sautech.edu>; Valerie Wilson <vwilson@sautech.edu>; Wayne Banks <wbanks@sautech.edu>

**Subject:** FW: CLOs

**Importance:** High

Attached are the revised course learning outcomes for Biology, Anatomy & Physiology, and Microbiology. Please respond with "Approve" or "Disapprove."

Thanks!



## Valerie Wilson

---

**From:** Sara Landaverde  
**Sent:** Monday, August 19, 2019 5:59 PM  
**To:** Valerie Wilson  
**Subject:** RE: CLOs

Approve

---

**From:** Valerie Wilson  
**Sent:** Monday, August 19, 2019 5:51 PM  
**To:** Connie Riley <criley@sautech.edu>; Eddie Horton <ehorton@sautech.edu>; James Brown <jbrown@sautech.edu>; Jenny Sanders <jsanders@sautech.edu>; Jodi Eppinette <jeppinet@sautech.edu>; Kimberly Coker <kcoker@sautech.edu>; Lee Sanders <lsanders@sautech.edu>; Lisa Holland <lholland@sautech.edu>; Rebecca Hughes <rhughes@sautech.edu>; Sara Landaverde <slandave@sautech.edu>; Shelley Young <syoun@sautech.edu>; Terry Hutson <thutson@sautech.edu>; Valerie Wilson <vwilson@sautech.edu>; Wayne Banks <wbanks@sautech.edu>  
**Subject:** FW: CLOs  
**Importance:** High

Attached are the revised course learning outcomes for Biology, Anatomy & Physiology, and Microbiology. Please respond with "Approve" or "Disapprove."

*Thanks!*



---

**From:** Laura Camp  
**Sent:** Monday, August 19, 2019 3:11 PM  
**To:** Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)>  
**Cc:** Sara Landaverde <[slandave@sautech.edu](mailto:slandave@sautech.edu)>  
**Subject:** CLOs

Good afternoon ladies,

I have edited these to remove any compound verbs. I also removed the module/chapter level objectives underneath. I'll probably revise some of those too as we are doing the mapping of our courses over this semester/year.

Please let me know if there are any further modifications or info that you might need.  
Thanks,

*Laura Camp*



## Valerie Wilson

---

**From:** Terry Hutson  
**Sent:** Tuesday, August 20, 2019 8:03 AM  
**To:** Valerie Wilson  
**Subject:** RE: CLOs

Approve

Terry Hutson, Ed.D.  
Mathematics Instructor  
Southern Arkansas University Tech  
6415 Spellman Road  
PO Box 3499  
Camden, AR 71701

---

**From:** Valerie Wilson  
**Sent:** Monday, August 19, 2019 5:51 PM  
**To:** Connie Riley <criley@sautech.edu>; Eddie Horton <ehorton@sautech.edu>; James Brown <jbrown@sautech.edu>; Jenny Sanders <jsanders@sautech.edu>; Jodi Eppinette <jeppinet@sautech.edu>; Kimberly Coker <kcoker@sautech.edu>; Lee Sanders <lsanders@sautech.edu>; Lisa Holland <lholland@sautech.edu>; Rebecca Hughes <rhughes@sautech.edu>; Sara Landaverde <slandave@sautech.edu>; Shelley Young <syoun@sautech.edu>; Terry Hutson <thutson@sautech.edu>; Valerie Wilson <vwilson@sautech.edu>; Wayne Banks <wbanks@sautech.edu>  
**Subject:** FW: CLOs  
**Importance:** High

Attached are the revised course learning outcomes for Biology, Anatomy & Physiology, and Microbiology. Please respond with "Approve" or "Disapprove."

*Thanks!*



---

**From:** Laura Camp  
**Sent:** Monday, August 19, 2019 3:11 PM  
**To:** Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)>  
**Cc:** Sara Landaverde <[slandave@sautech.edu](mailto:slandave@sautech.edu)>  
**Subject:** CLOs

Good afternoon ladies,

## Valerie Wilson

---

**From:** Wayne Banks  
**Sent:** Tuesday, August 27, 2019 8:05 AM  
**To:** Valerie Wilson; Connie Riley; Eddie Horton; James Brown; Jenny Sanders; Jodi Eppinette; Kimberly Coker; Lee Sanders; Lisa Holland; Rebecca Hughes; Sara Landaverde; Shelley Young; Terry Hutson  
**Subject:** RE: CLOs

Not sure if I have responded back or not, I vote to **approve** these modifications.

Wayne

---

**From:** Valerie Wilson  
**Sent:** Monday, August 19, 2019 5:51 PM  
**To:** Connie Riley; Eddie Horton; James Brown; Jenny Sanders; Jodi Eppinette; Kimberly Coker; Lee Sanders; Lisa Holland; Rebecca Hughes; Sara Landaverde; Shelley Young; Terry Hutson; Valerie Wilson; Wayne Banks  
**Subject:** FW: CLOs  
**Importance:** High

Attached are the revised course learning outcomes for Biology, Anatomy & Physiology, and Microbiology. Please respond with "Approve" or "Disapprove."

*Thanks!*



---

**From:** Laura Camp  
**Sent:** Monday, August 19, 2019 3:11 PM  
**To:** Valerie Wilson <vwilson@sautech.edu>  
**Cc:** Sara Landaverde <slandave@sautech.edu>  
**Subject:** CLOs

Good afternoon ladies,

I have edited these to remove any compound verbs. I also removed the module/chapter level objectives underneath. I'll probably revise some of those too as we are doing the mapping of our courses over this semester/year.

Please let me know if there are any further modifications or info that you might need.  
Thanks,

*Laura Camp*

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**January 17, 2018**

On January 17, 2018, Dr. Valerie Wilson requested approval, via email, of addition of the TC and CP in Electrical Technology that was overlooked during the September 2018 meetings. (attached).

Eight of the nine voting members of the committee approved the revisions. The other one voting member did not respond to the email. The voting responses are included in the attached pages. The Curriculum Committee approved add the TC and CP in Electrical Technology effective for the 2018-2019 academic year.

## Valerie Wilson

---

**From:** Valerie Wilson  
**Sent:** Wednesday, January 17, 2018 1:52 PM  
**To:** Eddie Horton; James Brown; Jennifer Williams; Jenny Sanders; Jodi Eppinette; Lee Sanders; Lisa Holland; Rebecca Hughes; Robert Brown; Sara Landaverde; Terry Hutson; Valerie Wilson; Wayne Banks  
**Subject:** TC and CP Approval  
**Attachments:** AAS ELECTRICAL TECHNOLOGY.pdf  
**Importance:** High

During our September meetings, we approved a new emphasis area under the AAS in Industrial Sciences and Technology named Electrical Technology. During that meeting, I overlooked adding the TC and CP in Electrical Technology. I have attached the proposed degree plan that includes these credentials.

Please use the voting buttons to approve/disapprove the addition of these credentials.

*Thanks!*



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Camden, AR 71701  
Voice: 870.574.4514  
Toll Free: 844-367-9767 Ext. 4514  
Fax: 870.574.4520  
E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

Student Name: [Click or tap here to enter text.](#)

Student ID: [Click or tap here to enter text.](#)

## Industrial Sciences & Technology

Associate of Applied Science (A.A.S.)

(Emphasis: Electrical Technology)

(Transfer to University of Arkansas Fort Smith)

Electrical Technology is an emphasis area under the Associate of Applied Science in Industrial Sciences and Technology. This program generally prepares individuals to apply technical knowledge and skills to operate, maintain, and repair electrical and electronic equipment. Includes instruction in electrical circuitry, simple gearing, linkages and lubrication of machines and appliances, and the use of testing equipment. Students can complete a Technical Certificate and Certificate of Proficiency in Electrical Technology. The courses in both certificates can be applied toward completion of the Associate of Applied Science degree. Students completing this program will have skills to obtain employment as electric motor system technician, electric motor winder, electrical rewind mechanic, and winder electrician.

### General Information

- Developmental coursework may be required in addition to the courses required for this degree and/or certificate(s).
- A [P] indicates that a prerequisite is required before the course can be taken. Refer to the prerequisites table listed below the degree plan or the course description in the College Catalog to determine the prerequisite.

### General Requirements

- This degree requires successful completion of 60 credit hours.
- All degree-seeking students are required to take Student Success. This course does not count toward credit requirements of associate degrees or certificates.
- A minimum 2.00 cumulative grade point average is required for graduation.



## DEGREE PLAN 2018-2019

### Developmental Coursework Complete as required

| Course Number | Course Title                    | Required                 | Complete                 |
|---------------|---------------------------------|--------------------------|--------------------------|
| MATH0113      | Basic Math                      | <input type="checkbox"/> | <input type="checkbox"/> |
| MATH0133      | Transitional Math I             | <input type="checkbox"/> | <input type="checkbox"/> |
| MATH0233      | Transitional Math II            | <input type="checkbox"/> | <input type="checkbox"/> |
| CO0143        | Introduction to Language Arts I | <input type="checkbox"/> | <input type="checkbox"/> |
| CO0243        | Writing Workshop                | <input type="checkbox"/> | <input type="checkbox"/> |

### Semester I (15 hours) Complete as required

| Course Number         | ACTS# | Course Title                      | Enrolled                 | Complete                 |
|-----------------------|-------|-----------------------------------|--------------------------|--------------------------|
| <sup>1</sup> EE1003   | N/A   | Introduction to Basic Electricity | <input type="checkbox"/> | <input type="checkbox"/> |
| <sup>1</sup> MD1033   | N/A   | Basic Machine Tools               | <input type="checkbox"/> | <input type="checkbox"/> |
| <sup>1</sup> MD1073   | N/A   | NCCER                             | <input type="checkbox"/> | <input type="checkbox"/> |
| <sup>1,2</sup> MD1113 | N/A   | Motor Controls                    | <input type="checkbox"/> | <input type="checkbox"/> |
| <sup>1,2</sup> MD2603 | N/A   | Industrial Safety                 | <input type="checkbox"/> | <input type="checkbox"/> |

### Semester II (15 hours) Complete as required

| Course Number         | ACTS#    | Course Title              | Enrolled                 | Complete                 |
|-----------------------|----------|---------------------------|--------------------------|--------------------------|
| <sup>1</sup> ENGL1113 | ENGL1013 | Composition I [P1]        | <input type="checkbox"/> | <input type="checkbox"/> |
| <sup>1</sup> EN1033   | N/A      | Digital Logic             | <input type="checkbox"/> | <input type="checkbox"/> |
| <sup>1</sup> MATH1063 | MATH1103 | College Math [P2]         | <input type="checkbox"/> | <input type="checkbox"/> |
| <sup>1</sup> MD1403   | N/A      | Basic Blueprint Reading   | <input type="checkbox"/> | <input type="checkbox"/> |
| <sup>1</sup> MIS1003  | CPSI1003 | Introduction to Computers | <input type="checkbox"/> | <input type="checkbox"/> |

### Semester III (15 hours) Complete as required

| Course Number       | ACTS#    | Course Title                           | Enrolled                 | Complete                 |
|---------------------|----------|--|--------------------------|--------------------------|
| CO2213              | ENGL2023 | Technical Writing [P3]                 | <input type="checkbox"/> | <input type="checkbox"/> |
| <sup>2</sup> EE1323 | N/A      | DC/AC Circuit Analysis for Engineering | <input type="checkbox"/> | <input type="checkbox"/> |
| <sup>2</sup> EM2924 | N/A      | Programmable Logic Controller 1        | <input type="checkbox"/> | <input type="checkbox"/> |
| MD1052              | N/A      | Intro to Preventive Maintenance        | <input type="checkbox"/> | <input type="checkbox"/> |
| EM / EN / MD        | N/A      | Elective (3 hours)                     | <input type="checkbox"/> | <input type="checkbox"/> |

### Semester IV (15 hours) Complete as required

| Course Number       | ACTS#    | Course Title  | Enrolled                 | Complete                 |
|---------------------|----------|---|--------------------------|--------------------------|
| CE2403              | N/A      | Internship  | <input type="checkbox"/> | <input type="checkbox"/> |
| <sup>2</sup> EM2213 | N/A      | Industrial Electricity                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| ECON2203 or         | ECON2103 | <input type="checkbox"/> Prin of Macroeconomics [P4] or | <input type="checkbox"/> | <input type="checkbox"/> |
| ECON2103 or         | ECO2203  | <input type="checkbox"/> Prin of Microeconomics [P5] or |                          |                          |
| PSYC2003 or         | PSYC1103 | <input type="checkbox"/> General Psychology or          |                          |                          |
| SOC2003             | SOCI1013 | <input type="checkbox"/> Intro to Sociology             |                          |                          |
| EM / EN / MD        | N/A      | Elective (3 hours)                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| EM / EN / MD        | N/A      | Elective (3 hours)                                      | <input type="checkbox"/> | <input type="checkbox"/> |

### Electives

|        |                                   |
|--------|-----------------------------------|
| EM2963 | PLC for Engineering               |
| EN1003 | Introduction to Engineering       |
| EN2043 | Robotic Applications              |
| EN2053 | Mechatronics                      |
| MD1003 | Computer Integrated Manufacturing |

ACTS Course Numbers

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. Go to <http://acts.adhe.edu> for more information.

PREREQUISITES

|    |  |                          |
|----|--|--------------------------|
| P1 | ACT 19 or higher (or equivalent score on alternate test) or successful completion of CO0143-Intro to Language Arts I and/or CO0243-Writing Workshop.                         | <input type="checkbox"/> |
| P2 | ACT 19 or higher (or equivalent score on alternate test) or successful completion of MATH0113-Basic Math, MATH0133-Transitional Math 1, and/or MATH0233-Transitional Math 2. | <input type="checkbox"/> |
| P3 | ENGL1113-Composition I   | <input type="checkbox"/> |
| P4 | Eligible for ENGL1113-Composition I  | <input type="checkbox"/> |
| P5 | Eligible for ENGL1113-Composition I and MATH1023-College Algebra   | <input type="checkbox"/> |

|   |               |
|---|---------------|
| <sup>1</sup> Indicates Technical Certificate in <b>Electrical Technology</b> .      | Date Awarded: |
| <sup>2</sup> Indicates Certificate of Proficiency in <b>Electrical Technology</b> . | Date Awarded: |

Advisor Notes:

[Click or tap here to enter text.](#)

## Valerie Wilson

---

**From:** James Brown  
**Sent:** Monday, January 22, 2018 8:42 AM  
**To:** Valerie Wilson  
**Subject:** Approve: TC and CP Approval

## Valerie Wilson

---

**From:** Robert Brown  
**Sent:** Thursday, January 18, 2018 8:12 AM  
**To:** Valerie Wilson  
**Subject:** Approve: TC and CP Approval



## Valerie Wilson

---

**From:** Jodi Eppinette  
**Sent:** Thursday, January 18, 2018 8:18 AM  
**To:** Valerie Wilson  
**Subject:** Approve: TC and CP Approval

## Valerie Wilson

---

**From:** Eddie Horton  
**Sent:** Monday, January 22, 2018 8:34 AM  
**To:** Valerie Wilson  
**Subject:** Re: TC and CP Approval

Yes

Sent from my iPhone

On Jan 17, 2018, at 1:52 PM, "Valerie Wilson" <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)> wrote:

During our September meetings, we approved a new emphasis area under the AAS in Industrial Sciences and Technology named Electrical Technology. During that meeting, I overlooked adding the TC and CP in Electrical Technology. I have attached the proposed degree plan that includes these credentials.

Please use the voting buttons to approve/disapprove the addition of these credentials.

*Thanks!*

<image003.jpg>

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E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

<AAS ELECTRICAL TECHNOLOGY.pdf>

## Valerie Wilson

---

**From:** Rebecca Hughes  
**Sent:** Thursday, January 18, 2018 3:04 PM  
**To:** Valerie Wilson  
**Subject:** Approve: TC and CP Approval

## Valerie Wilson

---

**From:** Terry Hutson  
**Sent:** Thursday, January 18, 2018 9:45 AM  
**To:** Valerie Wilson  
**Subject:** Approve: TC and CP Approval

## Valerie Wilson

---

**From:** Sara Landaverde  
**Sent:** Thursday, January 18, 2018 10:10 AM  
**To:** Valerie Wilson  
**Subject:** Approve: TC and CP Approval

## Valerie Wilson

---

**From:** Jenny Sanders  
**Sent:** Friday, January 19, 2018 10:43 AM  
**To:** Valerie Wilson  
**Subject:** Approve: TC and CP Approval

## Valerie Wilson

---

**From:** Lee Sanders  
**Sent:** Thursday, January 18, 2018 7:25 AM  
**To:** Valerie Wilson  
**Subject:** Approve: TC and CP Approval

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**January 29, 2019**  
**2:00PM**

A meeting of the Southern Arkansas University Tech (“SAUT”) Curriculum Committee was held on Tuesday, January 29, 2019 at 2:00pm, in the Administration Conference Room, in the Administration Building on the SAU Tech Campus, 6415 Spellman Rd., Camden, Arkansas.

Committee members present were: Connie Riley, Sara Landaverde, Lee Sanders, Rebecca Hughes, Wayne Banks, Jenny Sanders, and Dr. Valerie Wilson.

Dr. Wilson called the meeting to order.

Dr. Wilson presented a proposed degree plan to add a public health option under the AAS in Health Sciences degree. It was mentioned that Intro to Computers might not satisfy the computer requirement for Southern Arkansas University toward a transfer agreement for this option. Jenny Sanders suggested that SAU Tech create such a course and use in all Health Sciences options as a backup. Dr. Wilson agreed. A motion was made by Sara Landeverde approving the addition of the public health option under the AAS in Health Sciences. Motion was seconded by Rebecca Hughes. Motion carried.

Dr. Wilson requested approval to add an emphasis area under the AAS in Industrial Sciences & Technology and a technical certificate for nondestructive testing. This program is in high demand by the local industries and is currently being offered through the Workforce Training department. A motion was made by Wayne Banks to approved addition of nondestructive testing as an emphasis under the AAS in Industrial Sciences & Technology. Motion was seconded by Dr. Terry Huston. Motion carried. Wayne Banks made a motion to add a technical certificate in nondestructive testing. Motion was seconded by Rebecca Hughes. Motion carried.

There before no further business, the meeting was adjourned.



**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**July 22, 2019**

On July 22, 2019, Dr. Valerie Wilson requested approval, via email, of proposed revisions to the AAS Multimedia Technology Film & Video Production emphasis. The proposed revisions are attached to this.

Jenny Sanders expressed her concerns regarding the possibility that the ADHE Coordinating Board would not approve the proposed revisions. Dr. Wilson's response to her concerns is including in the following pages.

Six of the nine voting members of the committee approved the revisions. The other three voting members did not respond to the email. The voting responses are included in the attached pages. The Curriculum Committee approved the proposed revisions to the AAS Multimedia Technology Film & Video Production emphasis to be effective for the 2019-2020 academic year. Minor revisions will be made to the fall semester offerings for new students to the program.

**Associate of Applied Science Multimedia Technology**  
**Film & Video Production Emphasis**

**Proposed Degree Plan Revisions**  
**(Effective: Fall 2019)**

**Proposed Course Deletions**

- MM1003-Introduction to Multimedia - to be replaced with Introduction to Film to be more relevant for this emphasis area.
- MM1343-Introduction to Environmental Materials - not relevant to this emphasis area.
- MM1203-Field Production & Editing - to be replaced with MM1303-Video Production I.
- MM2423-Digital Editing - editing will be done in all production courses.
- MM1033-Introduction to 3D Modeling - not relevant to this emphasis area.
- MM1113-Digital Illustration - not relevant to this emphasis area.
- MM1363-Digital Sculpting - not relevant to this emphasis area.

**Proposed New Courses**

**MM1053. Introduction to Film (3 Hours)**

This course introduces students to the basics of film analysis, cinematic formal elements, genre, and narrative structure and helps students develop the skills to recognize, analyze, describe and enjoy film as an art and entertainment form. Prerequisite: None.

Upon successful completion of this course, students will be able to:

- CLO 1. Explain how a film's components create the different genres.
- CLO 2. Define basic film vocabulary.
- CLO 3. Describe how cinematography creates a film's general impression.
- CLO 4. Describe the influences on how we view a film.
- CLO 5. Analyze a film using its components.
- CLO 6. Examine the cultural value of films.

**MM1233. Screenwriting (3 Hours)**

The purpose of the course is to learn about film and television screenplay structure, analyze dramatic strategies in film and television, learn and apply correct script form, and creatively engage in the various stages of original script writing. Prerequisite: None

Upon successful completion of this course, students will be able to:

- CLO 1. Analyze dramatic strategies in film and television.
- CLO 2. Study film and television screenplay structure.
- CLO 3. Employ the various stages of original script writing.

**Associate of Applied Science Multimedia Technology**  
**Film & Video Production Emphasis**

**Proposed Degree Plan Revisions**  
**(Effective: Fall 2019)**

**MM2163. Television Production (3 Hours)**

An Introduction to the basic principles, procedures, and techniques of television production. The course includes video control, special effects, operation of cameras and editing, composition, lighting, staging, and directing, on-camera announcing and interviewing as it relates to television production. Students will apply their knowledge of television production by producing an original television miniseries that will be released online through the SAU Tech's YouTube page and Facebook. Prerequisite: None.

Upon successful completion of this course, students will be able to:

- CLO 1. Operate digital recorders/players.
- CLO 2. Differentiate between various cables, jacks, and plugs in common use.
- CLO 3. Perform the basic camera moves and compositions.
- CLO 4. Produce a string of basic shots into a meaningful sequence.
- CLO 5. Recall definitions of basic media production terminology.
- CLO 6. Operate a variety of microphones under various conditions, and audio tape recorders/players along with compact discs, monitors, and headsets.
- CLO 7. Demonstrate basic understanding of video switchers, character generators, and audio mixers.
- CLO 8. Demonstrate a basic understanding of the operations of lighting equipment and 3-point lighting.
- CLO 9. Demonstrate an elementary ability to coordinate (direct) a video production which involves giving commands to a crew (camera persons, VTR, technical direction, floor manager, talent, lighting, audio, etc.).
- CLO 10. Demonstrate an elementary understanding of editing.

**MM2223. Film Criticism (3 Hours)**

This course provides a survey of theoretical and critical approaches to analysis of film and video with an emphasis on the historical and cultural context in which these approaches emerge, examining selections from classical, grand, contemporary, and non-western film theory and criticism. Prerequisite: None.

Upon successful completion of this course, students will be able to:

- CLO 1. Explain the theoretical and critical approaches to analysis of film for the historical and cultural context of the approaches.
- CLO 2. Create written posts of film criticism.
- CLO 3. Analyze the impact of cinema on our culture.
- CLO 4. Examine film selections from classical, grand, contemporary, and non-western film theory and criticism.

**MM2233. Documentary Film Production (3 Hours)**

This course will explore the documentary filmmaking process. Students will produce documentary projects throughout the semester in teams, directing and editing various styles of documentary films. Students will learn interview techniques and how to construct narratives and stories through the integration of sound and images. Prerequisite: None.

Upon successful completion of this course, students will be able to:

- CLO 1. Explore the documentary filmmaking process.
- CLO 2. Describe interview techniques used in documentary film production.
- CLO 3. Construct narratives and stories through the integration of sound and images.
- CLO 4. Produce documentary projects to include directing and editing various styles of documentary films..

***Associate of Applied Science Multimedia Technology  
Film & Video Production Emphasis***

***Proposed Degree Plan Revisions  
(Effective: Fall 2019)***

**MM2303. Film Genre (3 Hours)**

This course is an intensive study of the conventions, artists, and styles associated with specific genres and the historical circumstances in which the genre appeared.

Upon successful completion of this course, students will be able to:

- CLO 1. Evaluate the conventions, artists and styles associated with specific genres of film.
- CLO 2. Explain the processes for effectively producing a film for each genre studied.
- CLO 3. Discuss the historical circumstances in which specific film genres appeared.

**MM2313. Smartphone Filmmaking (3 Hours)**

An Introduction to the basic principles, procedures, and techniques of smartphone filmmaking. The course includes filmmaking apps, smartphone accessories, creative problem solving, composition, lighting, and staging.

Upon successful completion of this course, students will be able to:

- CLO 1. Plan a video production from start to finish.
- CLO 2. Explain the basic principles, procedures and techniques of smartphone filmmaking.
- CLO 3. Create films using a smartphone.

**Associate of Applied Science Multimedia Technology  
Film & Video Production Emphasis**

**Proposed Degree Plan Revisions  
(Effective: Fall 2019)**

**Proposed New Degree Sheet**

**Semester I (13 hours)**

| <i>Course Number</i> | <i>ACTS#</i> | <i>Course Title</i>                         |
|----------------------|--------------|---|
| <sup>1</sup> MM1053  | N/A          | Introduction to Film                        |
| <sup>1</sup> MM1333  | N/A          | Introduction to Animation                   |
| <sup>1</sup> MM1303  | N/A          | Video Production I (moved from Semester II) |
| <sup>1</sup> MM1323  | N/A          | Film & TV Audio Production                  |
| GSTD1021             | N/A          | Student Success I                           |

**Semester II (16 hours)**

| <i>Course Number</i>  | <i>ACTS#</i> | <i>Course Title</i>      |
|-----------------------|--------------|--------------------------|
| <sup>1</sup> ENGL1113 | ENGL1013     | Composition I [P1]       |
| <sup>1</sup> MM2023   | N/A          | Video Production II [P4] |
| <sup>1</sup> MM1133   | N/A          | Digital Image Making     |
| <sup>1</sup> MM1233   | N/A          | Screenwriting            |
| <sup>1</sup> MM2613   | N/A          | After Effects [P2]       |
| GSTD1031              | N/A          | Student Success II       |

**Semester III (16 hours)**

| <i>Course Number</i> | <i>ACTS#</i> | <i>Course Title</i>    |
|----------------------|--------------|------------------------|
| CO2213               | ENGL2023     | Technical Writing [P3] |
| MATH1063             | MATH1003     | College Math [P1]      |
| <sup>1</sup> MM2093  | N/A          | Gripology [P5]         |
| <sup>1</sup> MM2163  | N/A          | Television Production  |
| MM2223               | N/A          | Film Criticism         |
| GSTD1041             | N/A          | Student Success III    |

**Semester IV (15 hours)**

| <i>Course Number</i> | <i>ACTS#</i> | <i>Course Title</i>  |
|----------------------|--------------|--|
| CE2403               | N/A          | Internship   |
| MM2233               | N/A          | Documentary Film Production (new course)   |
| MM2303               | N/A          | Film Genre (new course)  |
| MM2313               | N/A          | Smartphone Filmmaking (new course)   |
| CJ1003               | CRJU1023     | Introduction to Criminal Justice <b>or</b><br>ECON(Economics), GEOG, HIST, PSCI, PSYC, or SOC prefix |

|  |
|--|
| <sup>1</sup> Indicates Technical Certificate in <b>Multimedia Film &amp; Video Production (30 hours)</b> . |
|--|

## Valerie Wilson

---

**From:** Wayne Banks  
**Sent:** Thursday, July 25, 2019 9:41 AM  
**To:** Valerie Wilson  
**Subject:** RE: Program Revisions

Approval!

---

**From:** Valerie Wilson  
**Sent:** Monday, July 22, 2019 12:50 PM  
**To:** Connie Riley; Eddie Horton; James Brown; Jenny Sanders; Jodi Eppinette; Kimberly Coker; Lee Sanders; Lisa Holland; Rebecca Hughes; Sara Landaverde; Shelley Young; Terry Hutson; Valerie Wilson; Wayne Banks  
**Subject:** Program Revisions  
**Importance:** High

The new instructor for the film and video production emphasis area under the AAS in Multimedia Technology is on board and is proposing major revisions to that degree plan. Upon approval by the Curriculum Committee, the revisions will be sent for Board of Trustees and ADHE approval. Since the fall semester revisions are minimal, those would be implemented this fall and can be with only Curriculum Committee approval.

Please review the proposed revisions and respond to this email with questions, clarification and/or approval.

*Thanks!*



Mailing Address: P.O. Box 3499  
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Fax: 870.574.4520  
E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

## Valerie Wilson

---

**From:** Jodi Eppinette  
**Sent:** Monday, July 22, 2019 1:27 PM  
**To:** Valerie Wilson  
**Subject:** Re: Program Revisions

I approve.

Sent from my iPhone

On Jul 22, 2019, at 12:50 PM, Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)> wrote:

The new instructor for the film and video production emphasis area under the AAS in Multimedia Technology is on board and is proposing major revisions to that degree plan. Upon approval by the Curriculum Committee, the revisions will be sent for Board of Trustees and ADHE approval. Since the fall semester revisions are minimal, those would be implemented this fall and can be with only Curriculum Committee approval.

Please review the proposed revisions and respond to this email with questions, clarification and/or approval.

*Thanks!*

<image002.jpg>

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E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

<Film Proposal.pdf>

## Valerie Wilson

---

**From:** Eddie Horton  
**Sent:** Monday, July 22, 2019 1:33 PM  
**To:** Valerie Wilson  
**Subject:** Re: Program Revisions

I'm ok with it if you are

Sent from my iPhone

On Jul 22, 2019, at 12:50 PM, Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)> wrote:

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Please review the proposed revisions and respond to this email with questions, clarification and/or approval.

*Thanks!*

<image002.jpg>

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E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

<Film Proposal.pdf>



## Valerie Wilson

---

**From:** Rebecca Hughes  
**Sent:** Thursday, July 25, 2019 8:56 PM  
**To:** Valerie Wilson; Connie Riley; Eddie Horton; James Brown; Jenny Sanders; Jodi Eppinette; Kimberly Coker; Lee Sanders; Lisa Holland; Sara Landaverde; Shelley Young; Terry Hutson; Wayne Banks  
**Subject:** Re: Program Revisions

Approve

---

**From:** Valerie Wilson  
**Sent:** Monday, July 22, 2019 12:50:25 PM  
**To:** Connie Riley; Eddie Horton; James Brown; Jenny Sanders; Jodi Eppinette; Kimberly Coker; Lee Sanders; Lisa Holland; Rebecca Hughes; Sara Landaverde; Shelley Young; Terry Hutson; Valerie Wilson; Wayne Banks  
**Subject:** Program Revisions

The new instructor for the film and video production emphasis area under the AAS in Multimedia Technology is on board and is proposing major revisions to that degree plan. Upon approval by the Curriculum Committee, the revisions will be sent for Board of Trustees and ADHE approval. Since the fall semester revisions are minimal, those would be implemented this fall and can be with only Curriculum Committee approval.

Please review the proposed revisions and respond to this email with questions, clarification and/or approval.

*Thanks!*



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## Valerie Wilson

---

**From:** Terry Hutson  
**Sent:** Wednesday, July 24, 2019 7:05 AM  
**To:** Valerie Wilson  
**Subject:** Re: Program Revisions

I am ok with these proposed changes.

Sent from my iPhone

On Jul 22, 2019, at 12:50 PM, Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)> wrote:

The new instructor for the film and video production emphasis area under the AAS in Multimedia Technology is on board and is proposing major revisions to that degree plan. Upon approval by the Curriculum Committee, the revisions will be sent for Board of Trustees and ADHE approval. Since the fall semester revisions are minimal, those would be implemented this fall and can be with only Curriculum Committee approval.

Please review the proposed revisions and respond to this email with questions, clarification and/or approval.

*Thanks!*

<image002.jpg>

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<Film Proposal.pdf>

## Valerie Wilson

---

**From:** Valerie Wilson  
**Sent:** Monday, July 22, 2019 1:39 PM  
**To:** Jenny Sanders  
**Subject:** RE: Program Revisions

That could happen Jenny but is very highly unlikely. I can make minimal revisions without approval from either. Since the fall revisions are very minimal for the overall degree plan, we are good for fall which only impacts new students. The revisions will be on the agenda for the October coordinating board meeting. We will have approval before early registration for spring.

*Thanks!*



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E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

---

**From:** Jenny Sanders  
**Sent:** Monday, July 22, 2019 1:10 PM  
**To:** Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)>  
**Subject:** RE: Program Revisions

What happens if we implement the changes now with students but hit an expected roadblock with the Board of Trustees or ADHE?

---

**From:** Valerie Wilson  
**Sent:** Monday, July 22, 2019 12:50 PM  
**To:** Connie Riley; Eddie Horton; James Brown; Jenny Sanders; Jodi Eppinette; Kimberly Coker; Lee Sanders; Lisa Holland; Rebecca Hughes; Sara Landaverde; Shelley Young; Terry Hutson; Valerie Wilson; Wayne Banks  
**Subject:** Program Revisions  
**Importance:** High

The new instructor for the film and video production emphasis area under the AAS in Multimedia Technology is on board and is proposing major revisions to that degree plan. Upon approval by the Curriculum Committee, the revisions will be sent for Board of Trustees and ADHE approval. Since the fall semester revisions are minimal, those would be implemented this fall and can be with only Curriculum Committee approval.

Please review the proposed revisions and respond to this email with questions, clarification and/or approval.

*Thanks!*



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## Valerie Wilson

---

**From:** Lee Sanders  
**Sent:** Thursday, July 25, 2019 9:35 AM  
**To:** Valerie Wilson; Connie Riley; Eddie Horton; James Brown; Jenny Sanders; Jodi Eppinette; Kimberly Coker; Lisa Holland; Rebecca Hughes; Sara Landaverde; Shelley Young; Terry Hutson; Wayne Banks  
**Subject:** RE: Program Revisions

Approve.

### LEE M. SANDERS | INSTITUTIONAL EFFECTIVENESS & RESEARCH/TITLE IX COORDINATOR |

Southern Arkansas University Tech | P.O. Box 3499 | 6415 Spellman Road | Camden, AR 71711-1599

870.574.4455 (WORK) | 844.367.9767 Extension 4455 (TOLL FREE) | 870.574.4520 (FAX) | [WWW.SAUTECH.EDU](http://WWW.SAUTECH.EDU)



**PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS EMAIL. Summer hours begin on Monday, May 06 and will continue until Friday, August 09, 2019. Office hours during this time will be Monday through Thursday, 6:30 AM until 5:00 PM, and closed on Fridays.**

*"Integrity is not so much what we do as much as who we are." - John Maxwell*

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---

**From:** Valerie Wilson <vwilson@sautech.edu>

**Sent:** July 22, 2019 12:50

**To:** Connie Riley <criley@sautech.edu>; Eddie Horton <ehorton@sautech.edu>; James Brown <jbrown@sautech.edu>; Jenny Sanders <jsanders@sautech.edu>; Jodi Eppinette <jeppinet@sautech.edu>; Kimberly Coker <kcoker@sautech.edu>; Lee Sanders <lsanders@sautech.edu>; Lisa Holland <lholland@sautech.edu>; Rebecca Hughes <rhughes@sautech.edu>; Sara Landaverde <slandave@sautech.edu>; Shelley Young <syounge@sautech.edu>; Terry Hutson <thutson@sautech.edu>; Valerie Wilson <vwilson@sautech.edu>; Wayne Banks <wbanks@sautech.edu>

**Subject:** Program Revisions

**Importance:** High

The new instructor for the film and video production emphasis area under the AAS in Multimedia Technology is on board and is proposing major revisions to that degree plan. Upon approval by the Curriculum Committee, the revisions will be sent for Board of Trustees and ADHE approval. Since the fall semester revisions are minimal, those would be implemented this fall and can be with only Curriculum Committee approval.

Please review the proposed revisions and respond to this email with questions, clarification and/or approval.

*Thanks!*



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**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**July 24, 2018**

On July 24, 2018, Dr. Valerie Wilson requested approval, via email, of proposed revisions to the CP in Health Science Technology (attached).

Seven of the nine voting members of the committee approved the revisions. The other one voting member did not respond to the email. The voting responses are included in the attached pages. The Curriculum Committee approved the proposed revisions to the CP in Health Science Technology to be effective spring 2019.

## Valerie Wilson

---

**From:** Valerie Wilson  
**Sent:** Tuesday, July 24, 2018 7:09 PM  
**To:** Connie Riley; Eddie Horton; James Brown; Jenny Sanders; Jodi Eppinette; Lee Sanders; Lisa Holland; Rebecca Hughes; Sara Landaverde; Shelley Young; Terry Hutson; Valerie Wilson; Wayne Banks  
**Subject:** Certificate of Proficiency in Health Science Technology  
**Attachments:** CP Health Science Technology.docx  
**Importance:** High

The Certificate of Proficiency in Health Science Technology is being revised to better align the courses in this credential to allow for completion of the CP for students enrolled in the Health Sciences program at the SAU Tech Career Academy. The current and revised CPs are attached. Please respond "yes" or "no" for approval/disapproval.

Please direct questions to me.

*Thanks!*



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E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)





## CURRENT DEGREE PLAN



### Certificate of Proficiency (C.P.) Health Science Technology

| First Semester |                                     |              |
|----------------|-------------------------------------|--------------|
| Course Number  | Course Title                        | Credit Hours |
| NA1003         | Introduction to Medical Professions | 3            |
| AH1143         | Medical Terminology                 | 3            |
| NA1113         | Medical Assistant                   | 3            |
| OS1013         | Essentials of Anatomy & Physiology  | 3            |
| Total Hours    |                                     | 12           |

*Effective: Spring 2017*

## REVISED DEGREE PLAN



### Certificate of Proficiency (C.P.) Health Science Technology

| First Semester |                                    |              |
|----------------|------------------------------------|--------------|
| Course Number  | Course Title                       | Credit Hours |
| AH1143         | Medical Terminology                | 3            |
| MATH1073       | Math for Healthcare Professionals  | 3            |
| MOA2003        | Essentials of Anatomy & Physiology | 3            |
| Total Hours    |                                    | 9            |

*Effective: Spring 2019*

## Valerie Wilson

---

**From:** Wayne Banks  
**Sent:** Wednesday, July 25, 2018 5:52 AM  
**To:** Valerie Wilson  
**Subject:** RE: Certificate of Proficiency in Health Science Technology

I approve

Wayne

---

**From:** Valerie Wilson  
**Sent:** Tuesday, July 24, 2018 7:09 PM  
**To:** Connie Riley; Eddie Horton; James Brown; Jenny Sanders; Jodi Eppinette; Lee Sanders; Lisa Holland; Rebecca Hughes; Sara Landaverde; Shelley Young; Terry Hutson; Valerie Wilson; Wayne Banks  
**Subject:** Certificate of Proficiency in Health Science Technology  
**Importance:** High

The Certificate of Proficiency in Health Science Technology is being revised to better align the courses in this credential to allow for completion of the CP for students enrolled in the Health Sciences program at the SAU Tech Career Academy. The current and revised CPs are attached. Please respond "yes" or "no" for approval/disapproval.

Please direct questions to me.

*Thanks!*



Mailing Address: P.O. Box 3499  
Shipping Address: 6415 Spellman Road  
Camden, AR 71701  
Voice: 870.574.4514  
Toll Free: 844-367-9767 Ext. 4514  
Fax: 870.574.4520  
E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)



## Valerie Wilson

---

**From:** James Brown  
**Sent:** Wednesday, July 25, 2018 10:29 AM  
**To:** Valerie Wilson  
**Subject:** RE: Certificate of Proficiency in Health Science Technology  
**Attachments:** image003.jpg; image004.jpg

Yes

JB

---

From: Valerie Wilson  
Sent: Tuesday, July 24, 2018 7:09 PM  
To: Connie Riley; Eddie Horton; James Brown; Jenny Sanders; Jodi Eppinette; Lee Sanders; Lisa Holland; Rebecca Hughes; Sara Landaverde; Shelley Young; Terry Hutson; Valerie Wilson; Wayne Banks  
Subject: Certificate of Proficiency in Health Science Technology

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Please direct questions to me.

Thanks!  
[cid:image004.jpg@01D42381.D85BDF80]  
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Shipping Address: 6415 Spellman Road  
Camden, AR 71701  
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Fax: 870.574.4520  
E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)<<mailto:vwilson@sautech.edu>>  
[50th Anniversary Logo]

## Valerie Wilson

---

**From:** Eddie Horton  
**Sent:** Wednesday, July 25, 2018 8:14 AM  
**To:** Valerie Wilson  
**Subject:** Re: Certificate of Proficiency in Health Science Technology

Yes

Sent from my iPhone

On Jul 24, 2018, at 7:09 PM, "Valerie Wilson" <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)> wrote:

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*Thanks!*

<image004.jpg>

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E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

<image003.jpg>

<CP Health Science Technology.docx>

## Valerie Wilson

---

**From:** Terry Hutson  
**Sent:** Tuesday, July 24, 2018 9:59 PM  
**To:** Valerie Wilson  
**Subject:** RE: Certificate of Proficiency in Health Science Technology

yes

Terry Hutson

Mathematics Instructor  
Southern Arkansas University Tech  
6415 Spellman Road  
PO Box 3499  
Camden, AR 71701

---

**From:** Valerie Wilson  
**Sent:** Tuesday, July 24, 2018 7:09 PM  
**To:** Connie Riley; Eddie Horton; James Brown; Jenny Sanders; Jodi Eppinette; Lee Sanders; Lisa Holland; Rebecca Hughes; Sara Landaverde; Shelley Young; Terry Hutson; Valerie Wilson; Wayne Banks  
**Subject:** Certificate of Proficiency in Health Science Technology

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## Valerie Wilson

---

**From:** Sara Landaverde  
**Sent:** Wednesday, July 25, 2018 11:48 AM  
**To:** Valerie Wilson  
**Subject:** Re: Certificate of Proficiency in Health Science Technology

Yes, I vote to approve.

SL

Sent from my iPhone

On Jul 25, 2018, at 7:02 AM, Lee Sanders <[lsanders@sautech.edu](mailto:lsanders@sautech.edu)> wrote:

Yes; recommend approval as this better aligns with all the college-level Allied Health program credentials.

Thanks,

**LEE M. SANDERS | DIRECTOR, INSTITUTIONAL EFFECTIVENESS/TITLE IX COORDINATOR |**

Southern Arkansas University Tech | P.O. Box 3499 | 6415 Spellman Road | Camden, AR 71711-1599

870.574.4455 (WORK) | 844.367.9767 Extension 4455 (TOLL FREE) | 870.574.4520 (FAX) | [WWW.SAUTECH.EDU](http://WWW.SAUTECH.EDU)

**Summer Work Hours (May 14 – August 10, 2018): Monday – Thursday, 7 AM – 5:30 PM; Closed Fridays**

<image001.jpg> <image003.jpg>

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*"We make a living by what we get; we make a life by what we give." - Sir Winston Churchill*

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---

**From:** Valerie Wilson

**Sent:** July 24, 2018 19:09

**To:** Connie Riley <[criley@sautech.edu](mailto:criley@sautech.edu)>; Eddie Horton <[ehorton@sautech.edu](mailto:ehorton@sautech.edu)>; James Brown <[jbrown@sautech.edu](mailto:jbrown@sautech.edu)>; Jenny Sanders <[jsanders@sautech.edu](mailto:jsanders@sautech.edu)>; Jodi Eppinette <[jeppinet@sautech.edu](mailto:jeppinet@sautech.edu)>; Lee Sanders <[lsanders@sautech.edu](mailto:lsanders@sautech.edu)>; Lisa Holland <[lholland@sautech.edu](mailto:lholland@sautech.edu)>; Rebecca Hughes <[rhughes@sautech.edu](mailto:rhughes@sautech.edu)>; Sara Landaverde <[slandave@sautech.edu](mailto:slandave@sautech.edu)>; Shelley Young <[syoung@sautech.edu](mailto:syoung@sautech.edu)>; Terry Hutson <[thutson@sautech.edu](mailto:thutson@sautech.edu)>; Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)>; Wayne Banks <[wbanks@sautech.edu](mailto:wbanks@sautech.edu)>

**Subject:** Certificate of Proficiency in Health Science Technology

**Importance:** High

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Please direct questions to me.

*Thanks!*

<image006.jpg>

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Camden, AR 71701

Voice: 870.574.4514

Toll Free: 844-367-9767 Ext. 4514

Fax: 870.574.4520

E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

<image007.jpg>

## Valerie Wilson

---

**From:** Connie Riley  
**Sent:** Wednesday, July 25, 2018 7:48 AM  
**To:** Valerie Wilson  
**Subject:** RE: Certificate of Proficiency in Health Science Technology

Yes

*Connie Riley*

Financial Aid Director  
SAU Tech  
PO Box 3499  
Camden, AR 71711  
Phone: 870-574-4711  
Fax: 870-574-4422



Complete the FAFSA at [fafsa.gov](http://fafsa.gov)

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---

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**Sent:** Tuesday, July 24, 2018 7:09 PM  
**To:** Connie Riley; Eddie Horton; James Brown; Jenny Sanders; Jodi Eppinette; Lee Sanders; Lisa Holland; Rebecca Hughes; Sara Landaverde; Shelley Young; Terry Hutson; Valerie Wilson; Wayne Banks  
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**Importance:** High

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*Thanks!*



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## Valerie Wilson

---

**From:** Valerie Wilson  
**Sent:** Tuesday, July 24, 2018 7:56 PM  
**To:** Shelley Young  
**Subject:** Re: Certificate of Proficiency in Health Science Technology

Thanks!

Valerie Wilson, Ed.D. (Sent from my iPhone)  
Vice Chancellor for Academics & Planning  
Southern Arkansas University Tech  
P.O. Box 3499  
Camden, AR 71701  
Office: 870.574.4514  
Fax: 870.574.4520  
Email: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

On Jul 24, 2018, at 7:55 PM, Shelley Young <[syoung@sautech.edu](mailto:syoung@sautech.edu)> wrote:

Yes

Shelley

Sent from my iPhone

On Jul 24, 2018, at 19:09, Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)> wrote:

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Please direct questions to me.

*Thanks!*

<image004.jpg>

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E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)  
<image003.jpg>

<CP Health Science Technology.docx>

## Valerie Wilson

---

**From:** James Brown  
**Sent:** Friday, April 27, 2018 5:35 PM  
**To:** Valerie Wilson  
**Subject:** RE: Degree Plan Revision

I approve this change.

JB

---

**From:** Valerie Wilson  
**Sent:** Friday, April 27, 2018 8:19 AM  
**To:** Eddie Horton; James Brown; Jennifer Williams; Jenny Sanders; Jodi Eppinette; Lee Sanders; Lisa Holland; Rebecca Hughes; Robert Brown; Sara Landaverde; Shelley Young; Terry Hutson; Valerie Wilson; Wayne Banks  
**Subject:** Degree Plan Revision



During the program review for the AS in Business, it was recommended by the internal reviewer, Dr. Kenneth Moore from SAU's Business Department, that we remove the requirement for Business Calculus and require College Algebra for math as opposed to giving an option of College Algebra or College Math. College Algebra is the required Math for the four-year degree.

Due to the minor nature of these revisions, ADHE approval is not required.

Please reply to this email indicating approval/disapproval of this revision.

*Thanks!*



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E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)



## Valerie Wilson

---

**From:** Jodi Eppinette  
**Sent:** Friday, April 27, 2018 7:19 PM  
**To:** Valerie Wilson  
**Subject:** RE: Degree Plan Revision

I am in favor of these changes.

---

**From:** Valerie Wilson  
**Sent:** Friday, April 27, 2018 8:19 AM  
**To:** Eddie Horton; James Brown; Jennifer Williams; Jenny Sanders; Jodi Eppinette; Lee Sanders; Lisa Holland; Rebecca Hughes; Robert Brown; Sara Landaverde; Shelley Young; Terry Hutson; Valerie Wilson; Wayne Banks  
**Subject:** Degree Plan Revision



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E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)



## Valerie Wilson

---

**From:** Eddie Horton  
**Sent:** Friday, April 27, 2018 11:26 AM  
**To:** Valerie Wilson  
**Subject:** Re: Degree Plan Revision

Approve

Sent from my iPhone

On Apr 27, 2018, at 8:19 AM, "Valerie Wilson" <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)> wrote:

<image001.gif>

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*Thanks!*

<image003.jpg>

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E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)  
<image004.jpg>

## Valerie Wilson

---

**From:** Rebecca Hughes  
**Sent:** Monday, April 30, 2018 1:56 PM  
**To:** Valerie Wilson  
**Subject:** RE: Degree Plan Revision

approve

---

**From:** Valerie Wilson  
**Sent:** Friday, April 27, 2018 8:20 AM  
**To:** Eddie Horton; James Brown; Jennifer Williams; Jenny Sanders; Jodi Eppinette; Lee Sanders; Lisa Holland; Rebecca Hughes; Robert Brown; Sara Landaverde; Shelley Young; Terry Hutson; Valerie Wilson; Wayne Banks  
**Subject:** Degree Plan Revision  
**Importance:** High

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*Thanks!*



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## Valerie Wilson

---

**From:** Sara Landaverde  
**Sent:** Friday, April 27, 2018 11:28 AM  
**To:** Valerie Wilson  
**Subject:** Re: Degree Plan Revision  
**Attachments:** image001.gif; image003.jpg

I approve.

SL

Sent from my iPhone

On Apr 27, 2018, at 8:19 AM, Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)> wrote:



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E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

<image004.jpg>

## Valerie Wilson

---

**From:** Shelley Young  
**Sent:** Friday, April 27, 2018 12:54 PM  
**To:** Valerie Wilson  
**Cc:** Robert Brown; Lee Sanders; Eddie Horton; James Brown; Jennifer Williams; Jenny Sanders; Jodi Eppinette; Lisa Holland; Rebecca Hughes; Sara Landaverde; Terry Hutson; Wayne Banks  
**Subject:** Re: Degree Plan Revision

Approve

Shelley

On Apr 27, 2018, at 12:48, Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)> wrote:

<image002.gif>

Our internal reviewer was Dr. Kenneth “Green”!!! Excuse me please.

*Thanks!*

<image001.jpg>

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E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

<image007.jpg>

---

**From:** Robert Brown  
**Sent:** Friday, April 27, 2018 12:40 PM  
**To:** Lee Sanders <[lsanders@sautech.edu](mailto:lsanders@sautech.edu)>; Valerie Wilson <[vwilson@sautech.edu](mailto:vwilson@sautech.edu)>; Eddie Horton <[ehorton@sautech.edu](mailto:ehorton@sautech.edu)>; James Brown <[jbrown@sautech.edu](mailto:jbrown@sautech.edu)>; Jennifer Williams <[jwilliam@sautech.edu](mailto:jwilliam@sautech.edu)>; Jenny Sanders <[jsanders@sautech.edu](mailto:jsanders@sautech.edu)>; Jodi Eppinette <[jeppinet@sautech.edu](mailto:jeppinet@sautech.edu)>; Lisa Holland <[lholland@sautech.edu](mailto:lholland@sautech.edu)>; Rebecca Hughes <[rhughes@sautech.edu](mailto:rhughes@sautech.edu)>; Sara Landaverde <[slandave@sautech.edu](mailto:slandave@sautech.edu)>; Shelley Young <[syoung@sautech.edu](mailto:syoung@sautech.edu)>; Terry Hutson <[thutson@sautech.edu](mailto:thutson@sautech.edu)>; Wayne Banks <[wbanks@sautech.edu](mailto:wbanks@sautech.edu)>  
**Subject:** RE: Degree Plan Revision

Approve - good move

---

**From:** Lee Sanders  
**Sent:** Friday, April 27, 2018 8:36 AM  
**To:** Valerie Wilson; Eddie Horton; James Brown; Jennifer Williams; Jenny Sanders; Jodi Eppinette; Lisa Holland; Rebecca Hughes; Robert Brown; Sara Landaverde; Shelley Young; Terry Hutson; Wayne Banks  
**Subject:** RE: Degree Plan Revision

<image002.gif>

Approve.

**LEE M. SANDERS | DIRECTOR, INSTITUTIONAL EFFECTIVENESS/TITLE IX COORDINATOR |**

Southern Arkansas University Tech | P.O. Box 3499 | 6415 Spellman Road | Camden, AR 71711-1599

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<image008.jpg> <image009.jpg>

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---

**From:** Valerie Wilson

**Sent:** April 27, 2018 08:20

**To:** Eddie Horton; James Brown; Jennifer Williams; Jenny Sanders; Jodi Eppinette; Lee Sanders; Lisa Holland; Rebecca Hughes; Robert Brown; Sara Landaverde; Shelley Young; Terry Hutson; Valerie Wilson; Wayne Banks

**Subject:** Degree Plan Revision

**Importance:** High

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Please reply to this email indicating approval/disapproval of this revision.

*Thanks!*

<image010.jpg>

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Toll Free: 844-367-9767 Ext. 4514

Fax: 870.574.4520

E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

<image011.jpg>

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**March 27, 2018**  
**3:00PM**

A meeting of the Southern Arkansas University Tech ("SAUT") Curriculum Committee was held on Friday, March 27, 2018 at 3:00pm, in the Administration Conference Room, in the Administration Building on the SAU Tech Campus, 6415 Spellman Rd., Camden, Arkansas.

Committee members present were: Jenny Sanders, Robert Brown, Lisa Holland, Jennifer Williams, James Brown, Lee Sanders, Rebecca Hughes, Sara Landaverde, Jodi Eppinette, Dr. Terry Hutson, and Dr. Valerie Wilson

Guest present: Dr. Juanita Mitchell

Committee members absent were: Eddie Horton, Wayne Banks, and Shelley Young

Dr. Wilson called the meeting to order.

The first order of business was to provide the committee an update on the restructure of developmental courses and the common internship course.

The following program revisions were proposed:

- AAS Aviation Maintenance Technology
  - Remove College Algebra from the General Education requirement (AM1003 Fundamentals of Math & Physics will satisfy this requirement.)
- TC Film & Video Production
  - Reflect revisions made to Simulation and Game Design Emphasis
- AAS Multimedia Technology (Emphasis: Film & Video Production)
  - Reflect revisions made to Simulation and Game Design Emphasis
- TC Multimedia Graphics Technology
  - Reflect revisions made to Simulation and Game Design and Multimedia Graphics emphasis areas
- TC Simulation & Game Design
  - Reflect revisions to Simulation and Game Design Emphasis

A motion was made by Dr. Hutson to approve the revisions as presented. Motion was seconded by Robert Brown. Motion carried.

Dr. Wilson made requested approved to delete the CP in Beginning Hair Design. Students in the Career Academy do not complete enough hours while enrolled to be awarded the CP. A motion was made by Robert Brown to delete this program. Motion was seconded by Lee Sanders. Motion carried.

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**March 27, 2018**  
**3:00PM**

The following new programs were presented for approval:

- AAS Health Sciences
- AAS Health Sciences (PN Option)
- AAS Health Sciences (Pre-Sports Medicine Option)
- TC Electrical Technology (excluded from this approval due to approval already granted 3/16/17)
- CP Electrical Technology (excluded from this approval due to approval already granted 3/16/17)
- TC Environmental Management
- CP Water Treatment
- CP Wastewater Management
- TC Fire Science Management
- CP Fire Science Management
- TC Fire & Emergency Response
- CP Religious Studies
- Religious Studies emphasis added under AA degree (added during meeting)

During discussion, it was proposed that a general health option also be added for the AAS in Health Sciences. Under this option, students would choose three hours from Composition I, Intro to Computers and General Psychology. A motion was made by Sara Landaverde to approve the new programs presented along with revisions. Motion was seconded by Robert Brown. Motion carried.

Dr. Wilson requested Curriculum Committee action to have fully online programs designated as such with ADHE. The list of programs for which approval was requested are below.

- CP Cloud Computing (100%)
- CP A+ Certification (100%)
- CP Microsoft Operating Systems (100%)
- CP Networking (100%)
- CP Cybersecurity (100%)
- CP Computer Repair (100%)
- CP Early Childhood Education (100%)
- CP Medical Office Administration (100%)
- CP Supply Chain Management (100%)
- TC Computer Information Technology (100%)
- TC Law Enforcement (100%)
- TC Medical Coding (100%)
- TC Medical Office Administration (100%)
- TC Supply Chain Management (100%)
- AAS Computer Information Systems Technology (100%)
- AAS Paraprofessional Educator (100%)
- AAS Supply Chain Management (100%)
- AS Education (100%)

A motion was made by Jodi Eppinette to approve the programs presented to be designated as fully online with ADHE. Motion was seconded by Sara Landaverde. Motion carried.

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**March 27, 2018**  
**3:00PM**

Approval was requested for approval of new courses. The request included approval to be added to the ACTS list. The courses requested were:

- American Literature I (ACTS Course ENGL2653)
- American Literature II (ACTS Course ENGL2663)
- Theatre Appreciation (ACTS Course DRAM1003)
- Spanish I (ACTS Course SPAN1013)
- Spanish II (ACTS Course SPAN1023)

Motion was made by Robert Brown to approve the new courses and have them added to the ACTS list. Motion was seconded by Rebecca Hughes. Motion Carried.

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**May 16, 2017**

On May 16, 2017 at 8:04am an email poll was submitted to the Curriculum Committee. The Committee was asked to review the course syllabus for CHEM1114-General Chemistry I for revision of SAU Tech's Arkansas Course Transfer System (ACTS) listing. The course description and student learning outcomes for the comparable course (CHEM1414-Chemistry I for Science Majors) were also included in the email.

Five of the seven voting members of the Committee responded. Of that number, all five members approved the request. The detailed voting results are attached to these minutes. Recommended revisions to the course syllabus have been made.



## Valerie Wilson

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**From:** Valerie Wilson  
**Sent:** Tuesday, May 16, 2017 8:04 AM  
**To:** Courtney Haygood; James Brown; Jennifer Williams; Jenny Sanders; Lee Sanders; Lisa Holland; Rebecca Hughes; Robert Brown; Sara Landaverde; Terry Hutson; Valerie Wilson; Wayne Banks  
**Subject:** General Chemistry I for ACTS  
**Attachments:** CHEM1114 - General Chemistry I with Lab.docx  
**Importance:** High

Attached is the course syllabus for General Chemistry I. Voting members, please respond yes or no to approve for revision in ACTS or choose from the voting button above.

The ACTS course description and outcomes are listed below.

### **CHEM1414 Chemistry I for Science Majors**

#### **General Description:**

Algebra-based chemistry course applicable for chemistry and other science majors, and pre-professional students. This is the first course of a two-course sequence. Course content provides a foundation for work in advanced chemistry and related sciences. Course includes in-depth study of nomenclature, atomic and molecular structure, stoichiometry, bonding, and reactions. Lab required. **This is an algebra-based chemistry course and it is strongly recommended that the student should have completed Intermediate Algebra with a "C" or better.**

Successful completion of a lower level chemistry course is recommended prior to taking Chemistry I for science majors.

#### **Expected Student Learning Outcomes:**

The student will explain, describe, discuss, recognize, and apply knowledge of the following:

- Chemical reactions
- Gases and the kinetic-molecular theory
- Nuclear chemistry
- Quantum theory and atomic structure
- Electron configuration and chemical periodicity
- Stoichiometry
- Valence bond theory and molecular orbital theory
- Inorganic Nomenclature
- Thermochemistry

*Thanks!*



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E-Mail: [vwilson@sautech.edu](mailto:vwilson@sautech.edu)

**From:** James Brown  
**Sent:** Tuesday, May 16, 2017 8:11 PM  
**To:** Valerie Wilson  
**Subject:** RE: General Chemistry I for ACTS  
**Attachments:** image001.gif; image003.jpg

\_\_Yes

JB

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**From:** Sara Landaverde  
**Sent:** Tuesday, May 16, 2017 10:04 AM  
**To:** Valerie Wilson  
**Subject:** Re: General Chemistry I for ACTS

I don't have the voting button on my phone, but I vote Yes.

S.L.

Sent from my iPhone

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On May 16, 2017, at 11:53 AM, Terry Hutson <[thutson@sautech.edu](mailto:thutson@sautech.edu)> wrote:

Yes, note typo under Evaluation Techniques. Tests and quizzes have a weight of 60%, but later beside Tests it is given as 65%. That just jumped out at me while perusing the syllabus.

Terry Hutson  
Mathematics Instructor  
Southern Arkansas University Tech  
6415 Spellman Road  
PO Box 3499  
Camden, AR 71701

## Valerie Wilson

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**From:** Wayne Banks  
**Sent:** Tuesday, May 16, 2017 9:22 AM  
**To:** Valerie Wilson  
**Subject:** Approve: General Chemistry I for ACTS

After printing out and reading over the course syllabus, I approve for revision in ACTS

Wayne

## Valerie Wilson

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**From:** Lee Sanders  
**Sent:** Wednesday, May 17, 2017 7:54 AM  
**To:** Valerie Wilson  
**Subject:** Approve: General Chemistry I for ACTS  
**Attachments:** CHEM1114 - General Chemistry I with Lab.docx

Approve with the following corrections (see attachment and notes below). All corrections are on page # 2 of the syllabus. I was unable to make one change above the correction for "Labwork" under the heading "EVAULATION TECHNIQUES" should be "EVALUATION".

Thanks,

**LEE M. SANDERS | DIRECTOR, INSTITUTIONAL RESEARCH/TITLE IX COORDINATOR |**



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*"The secret of success in life is for a man to be ready for his time when it comes." - Benjamin Disraeli*

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**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**November 13, 2017**

A meeting of the Southern Arkansas University Tech ("SAUT") Curriculum Committee was held on Monday, November 13, 2017, in the Administration Conference Room, in the Administration Building on the SAU Tech Campus, 6415 Spellman Rd., Camden, Arkansas.

Committee members present were: Wayne Banks, James Brown, Jodi Eppinette, Dr. Terry Hutson, Eddie Horton, Sara Landaverde, Jenny Sanders, Lee Sanders, Dr. Valerie Wilson

Committee members absent were: Rebecca Hughes, Sara Landaverde, and Lisa Holland

Guests Present: Brian Dixon, Multimedia Instructor and Richard Ball, Multimedia Instructor

Dr. Valerie Wilson called the meeting to order.

Brian Dixon presented proposed revisions to the Simulation and Game Design area of the AAS in Multimedia Technology. He explained that the changes are intended to better unify the Multimedia programs and create a focus for the degree as opposed to being generalized as it is in its present state. Dr. Wilson mentioned that transfer degree plans will be created for students wishing to transfer specifically to Southern Arkansas University. A motion was made by Sara Landaverde and seconded by Robert Brown to approve these changes. The motion carried.

Richard Ball presented a proposal to eliminate Digital Photography from the Graphics Design area of the AAS in Multimedia Technology and replace with a new course titled Introduction to Animation. He discussed the details of the new courses as specified in the handout provided to the Committee. A motion was made by Sara Landaverde and seconded by Wayne Banks to approve the proposed revision. The motion carried.

Dr. Wilson presented proposed revisions to the APS in Paraprofessional Educator and the CP in Child Development Associate. She discussed the changes as provided in the handout given to the Committee. A motion was made by Jodi Eppinette and seconded by Eddie Horton to approve the proposed revisions. The motion carried.

Robert Brown presented revisions for the AAS in Computer Information Systems Technology. The revisions were to change Business Continuity & Disaster Recovery and Cloud Computer to three-hour courses in the degree plan and add a three-hour internship course. A motion was made by Eddie Horton and seconded by Wayne Banks to approve the proposed revisions. The motion carried.

Dr. Wilson presented revisions to the AS in Business Administration to bring it in line with the ADHE requirements for the degree. A motion was made by Dr. Hutson and seconded by Lee Sanders to approve the revisions. The motion carried.

Dr. Wilson discussed the proposal for a common internship course for AAS degrees as presented in the handout provided to the Committee. A motion was made by Jodi Eppinette and seconded

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**November 13, 2017**

by Eddie Horton that a common course number and title would be used for the course, the course would be developed and included in AAS degrees. The motion carried.

Dr. Wilson presented a proposed restructure of developmental courses in English and reading as requested by the developmental faculty in that area. The proposal was to eliminate Writing Workshop as a developmental course replacing it with Introduction to Language Arts I and Introduction Language Arts II. In order to not extend the amount of time that students spend in developmental courses, these course would be offered in eight-week blocks in a semester except for students scoring a very low range. Those students would take the courses for a full semester. After some discussion, a motion was made by Sara Landaverde and seconded by Wayne Banks to approve the proposal with the exception that Writing Workshop be maintained and students would be placed into the courses as follows. Students with placement scores of 0-11 would enroll in full semester Introduction to Language Arts I. Students with placement scores of 12-15 would enroll in eight-week Introduction to Language Arts II. Students with placement scores of 16-18 would enroll in eight-week Writing Workshop. The motion carried.

Dr. Wilson presented a proposed restructure of developmental math courses as requested by the developmental faculty in that area. It was proposed that a Basic Math course be added to developmental math. The developmental math courses would be offered in eight-week blocks so as to not extend the time students spend taking developmental courses. The Transitional Math II/College Algebra co-requisite would be replaced with a non-credit bearing lab and College Algebra. The placement scores for this co-requisite would be the same as for Transitional Math/College Algebra. College Math would be revised to include Technical Math creating two Math pathways instead of three. The new math pathways would be: 1) Basic Math-Transitional Math I-College Math; and Basic Math-Transitional Math I-Transitional Math II-College Algebra. A motion was made by Lee Sanders and seconded by Robert Brown to approve the proposal. The motion carried.

There being no further business before the Committee at this time, the meeting was adjourned. The next meeting of the Curriculum Committee will be called by Dr. Wilson when there are further items to be addressed.

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**September 15, 2017**

A meeting of the Southern Arkansas University Tech ("SAUT") Curriculum Committee was held on Friday, September 15, 2017, in the Administration Conference Room, in the Administration Building on the SAU Tech Campus, 6415 Spellman Rd., Camden, Arkansas.

Committee members present were: Wayne Banks, James Brown, Robert Brown, Jodi Eppinette, Dr. Terry Hutson, Sara Landaverde, Jenny Sanders, Lee Sanders, Jennifer Williams, Lisa Holland, and Dr. Valerie Wilson

Committee members absent were: Eddie Horton and Shelley Young

Dr. Wilson called the meeting to order.

The Program Development/Revision Tracking document was discussed. Revisions will be made to the document and the revised document will be emailed to the Committee.

Dr. Wilson recommended deletion of the following programs: CP Multimedia Broadcasting, CP Computer Engineering, and CP Automotive Service Technology. She explained that these certificates were created solely for concurrent enrollment for secondary school students. Dr. Wilson further explained that based on ADHE guidelines as well as NACEP, a college cannot create credentials for the sole purpose of offering for concurrent credit for secondary school students. Classes and programs must be available to all college students and handled in the same manner as all other credentials. Jenny Sanders expressed concern that some students on track to graduate who currently have some of these courses as part of their degree would not graduate. Dr. Wilson confirmed that this would have no impact on those students. This would take affect Fall 2018. There are no students enrolled in these programs this semester and none will be enrolled in these programs in the spring semester. Motion was made by Lee Sanders to delete these programs. Motion was seconded by Wayne Banks. Motion carried.

Dr. Wilson recommended changing the name of the TC in Medical Office Administration-Medical Coding to TC in Medical Coding. This change was requested to provide more transparency for students seeking this credential. Motion was made by Lee Sanders to approve the name change. Motion was seconded by Robert Brown. Motion carried.

Dr. Wilson recommended moving the Supply Chain Management from a degree emphasis under General Technology to a standalone AAS degree and revising the degree plan to be more reflective of this field. Dr. Wilson's research found that supply chain management is a business degree. The degree plan revisions reflect comparable degrees offered by other institutions. Jodi Eppinette suggested removing Business Information Systems from the degree in light of the fact that Electronic Spreadsheet, MS Word, and Records & Database Management are currently listed. She recommended that Business Information Systems be replaced with Introduction to Management. Motion was made by Dr. Hutson to approve Dr. Wilson's recommendation with Mrs. Eppinette's recommended revision. Motion was seconded by Lee Sanders. Motion carried.

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**September 15, 2017**

The final recommendation coming from Dr. Wilson is that for a new degree. The AAS Forest Harvesting Technician will provide training for individuals to work in the timber area. Based on feedback from the advisory committee, there is a need for these types of individuals. Motion was made by James Brown to approve the recommendation for the new degree. Robert Brown seconded the motion. Motion carried.

The next meeting of the Curriculum Committee is scheduled for Friday, September 22, 2017 at 9:00am in the Administration Conference Room.



**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**September 18, 2018**

A meeting of the Southern Arkansas University Tech ("SAUT") Curriculum Committee was held on Tuesday, September 18, 2018, in the Administration Conference Room, in the Administration Building on the SAU Tech Campus, 6415 Spellman Rd., Camden, Arkansas.

Committee members present were: Wayne Banks, James Brown, Jodi Eppinette, Dr. Terry Hutson, Lisa Holland, Rebecca Hughes, Sara Landaverde, Connie Riley, Jenny Sanders, Shelley Young, Lee Sanders, and Dr. Valerie Wilson

Committee members absent were: Eddie Horton

Guests Present: Loretha Walker, Dr. Valerie Wilson's assistant

Dr. Valerie Wilson called the meeting to order at 2:05pm

Dr. Wilson presented a proposal to identify the scores to be used to award credit for CLEP exams. Dr. Wilson opened for discussion. After the discussion, Dr. Wilson recommended two motions: 1) to award CLEP credit based on the scores established by the College Board; and 2) that CLEP hours will not be considered part of the 15-hour residency requirement. A motion was made by Jodi Eppinette to accept this recommendation and Wayne Banks seconded. The vote was unanimous and motion carried.

Dr. Wilson recommended amending our current advanced placement (AP) Policy to reflect the Arkansas Department of Higher Education's new AP Policy. It was stated through discussion that we be consistent with awarding, we stick with a minimum score of 3 or higher to award credit for a course, and we revise the catalog to match the ADHE policy concerning AP credit. Sara Landaverde motioned to adopt ADHE's policy as our college policy and Lisa Holland seconded. The vote was unanimous and the motion carried.

Dr. Wilson recommended revising our General Education Core curriculum. The most recent state approved General Education core filed and approved was in 2007. Since then our degree plans were restructured and other classes have been added to our curriculum. It was recommended our Sciences and Fine Arts/Humanities sections be expanded to reflect the new courses added to our curriculum. The recommended changes include: 1) add College Math as an option under Math; 2) add Anatomy & Physiology I & Lab, Anatomy & Physiology II & Lab, and Microbiology as options under the Science section along with The Biological Sciences & Lab; 3) add General Chemistry & Lab under the Science section along with Physical Sciences & Lab and College Physics & Lab; 3) remove Humanities through the Arts from Fine Arts/Humanities; 4) add American Literature I, American Literature II, and Theatre Appreciation to Fine Arts/Humanities. Dr. Terry Hutson motioned the General Education Core be changed and Sara Landaverde seconded. The motion carried.

Dr. Wilson recommended revising the name of the AAS in Computer Information Systems Technology to be more in line with its title. After some discussion, it was agreed that the

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**September 18, 2018**

curriculum for the Associate of Applied Science in Computer Information Systems Technology be reviewed for revisions which may result in no need of a name change. Dr. Wilson also recommended an AS in Pre-Engineering, AS in Computer Science be offered via articulation agreements with four-year universities, and a Public Health Option be added to the AAS in Health Sciences for transfer to SAU all to begin Fall 2019. She recommended the creation of an AAS in Mechanical Engineering as a standalone degree to replace the Automated & Robotic Engineering emphasis area. She proposed that this program begin Fall 2020. James Brown motioned to approve all recommendations and Rebecca Hughes seconded. The motion carried. Dr. Wilson shared with the Committee that Dr. Morrison has asked the group to make a recommendation for the next marque program to be created and offered at SAU Tech. Some suggested programs included: Autism Certificate, Vet Tech program, Pre-Dental Hygienist for transfer to UAMS (to be an option under AAS in Health Sciences), Speech Pathology, Respiratory program (South Ark's program closed); and Dental Assistant. There was discussion about whether or not there is a need for a formal education for dental assistants since most dentists train their own. Lee Sanders provided job outlook and salary data for Dental Assistant, Autism Specialist, Mechanical Engineer and Medical Assistant. Jenny Sanders mentioned that by October, she would have data collected from recruiting activities that could possibly provide information for potential programs. Dr. Wilson asked the group to begin researching program options. There being no further business before the Committee at this time, the meeting was adjourned. The next meeting of the Curriculum Committee will be held sometime in October. A meeting invitation will be sent with details.

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**September 22, 2017**

A meeting of the Southern Arkansas University Tech ("SAUT") Curriculum Committee was held on Friday, September 22, 2017, in the Administration Conference Room, in the Administration Building on the SAU Tech Campus, 6415 Spellman Rd., Camden, Arkansas.

Committee members present were: Wayne Banks, James Brown, Robert Brown, Jodi Eppinette, Dr. Terry Hutson, Sara Landaverde, Jenny Sanders, Lee Sanders, Jennifer Williams, Lisa Holland, Dr. Valerie Wilson, and Shelley Young

Committee members absent were: Eddie Horton and Jenny Sanders

Dr. Valerie Wilson called the meeting to order.

The first discussion point was regarding the process by which degrees are awarded, financial aid is awarded for degrees and reporting of degrees. Wayne Banks explained that students can receive the same degree multiple times for specific emphasis areas. For example, the AAS in Multimedia Technology has three emphasis areas. According to policy, a student can be awarded that degree for each emphasis area. Lee Sanders stated that the student would only be reported once for receiving the AAS in Multimedia Technology. The different emphasis areas does not constitute different degrees which is what he reports. Jennifer Williams commented that this student would receive financial aid for that degree once.

The next order of business was making recommendations for the program revisions, new programs and making programs/emphasis areas inactive.

Dr. Wilson presented the Associate of Applied Science (AAS) in General Technology and recommended that the name of the degree be changed to AAS in Industrial Sciences & Technology. She further recommended that revisions be made to the current emphasis areas for the AAS in General Technology so that the current and new emphasis areas under the newly named degree have a common general education core of classes and a common technology core of classes. The only emphasis area where there would be a difference in the technology core would be Automated & Robotics Engineering. In that technology core, MD1073-NCCER would be replaced with EN1003-Introduction to Engineering. The proposed emphasis areas for the AAS in Industrial Sciences & Technology would be General Technology (new); Welding Process Specialist; Production Technician; Mechanical Maintenance; HVAC/Electronics & Instrumentation; Electrical Technology (new); and Automated & Robotic Engineering. Mrs. Eppinette suggested that TCs be in place for all emphasis areas. TCs will have to be created for the two new emphasis areas. Dr. Wilson stated that she would put together degree plans and provide to the Committee for review/recommendation for approval. A motion was made by Lee Sanders to approve the recommendations as submitted. The motion was seconded by Wayne Banks. Motion carried.

The next recommendation made by Dr. Wilson was for the creation of the Associate of Science (AS) degree in Nursing; revising the Technical Certificate (TC) in Practical Nursing to include

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**September 22, 2017**

program prerequisites; and revising the TC in Health Sciences to match the prerequisites for the AS in Nursing. After discussion, it was agreed to revise the TC in Practical Nursing to remove Nutrition & Diet as a prerequisite course and replace that course with Math for Healthcare Professionals. This would free up class time during the summer term to allow addition of a new one-hour course for Diet & Nutrition. The purpose of this change was to increase the number of credit hours for the summer term from 11 to 12 hours to benefit students on financial aid. This would provide them additional aid so that they will have enough money to cover their expenses for summer school. The Committee also requested to add Medical Terminology to the TC in Health Sciences so that all the prerequisite courses for the Practical Nursing program would be included in that TC. A motion was made Dr. Terry Hutson to accept Dr. Wilson's recommendation with the suggested revisions. The motion was seconded by Robert Brown. Motion carried.

Dr. Wilson presented the revised Associate of Professional Studies (APS) Law Enforcement emphasis, the TC in Law Enforcement and the Certificate of Proficiency (CP) in Criminal Justice. She explained that these revisions are a result of changes made to the articulation agreement between SAU Tech and the Arkansas Law Enforcement Training Academy (ALETA). These revisions will make the CP in Criminal Justice and TC in Law Enforcement available for any SAU Tech student to earn. However, only students who complete ALETA's Basic Police Training would still be the only group eligible to receive the APS Law Enforcement emphasis. A motion was made by Robert Brown to approve the recommendation as presented. The motion was seconded by Rebecca Hughes. Motion carried.

Actions taken during the September 15<sup>th</sup> meeting of the Curriculum Committee necessitated revisions to the Certificate of Proficiency in Materials & Operations Management and the TC in Supply Chain Management. Dr. Wilson presented revised degree plans for these credentials for consideration. She explained that the TC was revised to include the first two semesters of the revised AAS in Supply Management. The CP in Materials & Operations Management would be renamed to CP in Supply Chain Management. The number of hours required for that CP would be decreased from 15 hours to nine hours. The three courses in the revised CP are the three supply chain management specific courses from the AAS degree. A motion was made by Wayne Banks to approve the recommendation as presented. The motion was seconded by Robert Brown. Motion carried.

There was discussion regarding the AAS in Office Management, the Medical Transcription emphasis area under the AAS in Office Management and the Medical Office Administration emphasis area under the AAS in Office Management. There was concern from the majority of the Committee that the AAS in Office Management is a viable degree that could greatly benefit SAU Tech. It was also noted that the majority of the students enrolled in that program are non-traditional students resulting in a greater amount of time needed to complete the credential. After reviewing the data presented by Mr. Sanders and much discussion, a motion was made by Jodi Eppinette to keep the AAS in Office Management as an active program, make the Medical

**Southern Arkansas University Tech**  
**CURRICULUM COMMITTEE**  
**Minutes of Meeting**  
**September 22, 2017**

Office Administration emphasis a standalone AAS degree and make inactive the Medical Transcription emphasis area. The motion was seconded by Robert Brown. Motion carried.

Dr. Wilson presented the CP in Health Science Technology to the Committee. This credential had been created specifically for secondary students. The certificate has been revised to reflect the college classes that students are completing while enrolled at the Career Academy. Shelley Young questioned if the content of the Medical Assisting class listed on the certificate was the same class that is being offered at the College. This recommendation was tabled to allow Mrs. Young to do further research in that area.

The final recommendation from Dr. Wilson was to add an emphasis area under the AS in Education for K-12 Physical Education and Health (HKR). SAU Tech is currently working with SAU to develop an articulation agreement between the two colleges to allow students enrolled in this emphasis area to transition into SAU's four-year degree. Dr. Wilson commented that with the addition of the boys and girls basketball team, this program will likely be very attractive to those students. A motion was made by Jodi Eppinette to approve the recommendation as presented. The motion was seconded by Shelley Young. Motion carried.

There being no further business before the Committee at this time, the meeting was adjourned. The next meeting of the Curriculum Committee will be called by Dr. Wilson when there are further items to be addressed.