

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 10, 2008 4:30 P.M.
STUDENT CENTER — MULTI-PURPOSE ROOM (SC-108)**

	<u>Page No.</u>
1. Call to Order	
2. Recognitions, Awards, and Informational Items	
• Student of the Month Golden Eagle Award: Vanessa Burrous	
• Introduction of Miranda Smith—Office of the President	
3. Attendance	
4. Approval of Minutes	2
5. Approval of Goals Monitoring Report(s)	5
• ENDS 105—College Community	
• <i>Did we move toward the End?</i>	
• <i>Did we measure the right things?</i>	
• <i>How does this improve learning?</i>	
• <i>How does this improve the community?</i>	
6. Executive Limitations Monitoring Report(s)	
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7. Committee Reports Considerations	
• Land Use and Facilities Committee	
8. Other Board Action Items and Considerations	
• Approval of Dental Assisting Certificate	13
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• Approval of Business Management Certificates	17
9. President's Report	
10. Chairman's Report	
11. Executive Session: President's Employment Review	
12. Board Self-Evaluation	
• <i>Did we operate as a policy board?</i>	
• <i>Did we serve our constituents?</i>	

Adjourn

NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
Monday, February 18, 2008
MINUTES

Chairman Coleman Peterson called the regularly scheduled NWACC Board of Trustees meeting to order on Monday, February 18, 2008, at 4:30 p.m. in the Student Center Multipurpose Room.

Members Present: Coleman Peterson (Chair), Dr. Les Carnine (Vice Chair), Johnny Haney, Mark Lundy, Robert Teague (Secretary), Joan Clifford, Joe Spivey, and Alex Vasquez.

Absent: Krista Khone

Also in Attendance: NWACC president Dr. Becky Paneitz and student trustee Tim Payne.

RECOGNITION:

The Golden Eagle Award was given to student Stacey Marshall. Ms. Marshall spoke briefly about her experiences at NWACC. While thanking the many faculty and staff who have assisted her, she expressed her gratitude for the strong support and encouragement she'd received from math faculty member Barbara Rademacher.

MINUTES:

Joan Clifford moved and Robert Teague seconded the motion to approve the minutes of the Annual Board Meeting on January 14, 2007. The motion passed unanimously. Joan Clifford then moved and Mark Lundy seconded the motion to approve the minutes of the regular monthly Board Meeting, which was also held on January 14, 2007. The motion passed unanimously.

GOALS MONITORING REPORT(s):

There was no report.

EXECUTIVE LIMITATIONS MONITORING REPORT(s): EL-206 Asset Protection

The Board reviewed the report for EL-206, Asset Protection. Joe Spivey moved and Joan Clifford seconded the motion to approve the report. The motion passed unanimously.

COMMITTEE REPORTS:

There were no committee reports. Robert Teague inquired as to the status of the long-range facilities plan. Dr. Les Carnine (chair of the Facilities and Land Use Committee) updated the Board on the status of the Global Business Development Center, Burns Hall renovation, and the ongoing facilities and land use master plan. Dr. Susan Holmes discussed the preliminary results of the community focus groups, and summarized the timeline for the master planning process.

OTHER BOARD ACTION ITEMS AND CONSIDERATIONS:

Debi Buckley, VP for Finance and Administration, presented the administration's proposal for a tuition/fee increase. She summarized the proposal and explained specific recommendations for fee increases. Ms. Buckley noted that those proposed numbers had changed slightly since

the Board first reviewed them during the January work session. She clarified that these numbers had been rounded up, and that there was an increase in the Learning Services fee, and reminded the Board of the proposed use of Ozark Transit. Board Chair Coleman Peterson noted that the use of Ozark Transit has value in sustainability.

Student trustee Tim Payne noted student reaction to the proposed increase has been favorable. He stated that students are willing to pay increased fees if it means their out-of-pocket expenses for class-related materials (art supplies, for example). He also noted that the Ozark Transit proposal had been very well received. The Student Ambassadors had suggested new student orientations and campus tours include information about this service. They also suggested the College consider creating centralized commuter parking for students to “park and ride” the transit buses.

Johnny Haney requested clarification on the need for lab fees in education and business classes, and asked for more information about the phone center. Dr. Chip Ates, EVP for Learning, addressed the lab fees, explaining the high cost of classes such as the Cisco labs, and the cost of teaching supplies needed for the Early Childhood Education classes. Diana Johnson, AVP for Learner Services, explained the need to upgrade procedures for recruiting, admitting, and advising students. With increasing enrollment at regional learning sites, there is an increasing number of students who may rarely or never come to the main campus.

Dr. Carnine stated his hope that NWACC continue to review tuition and fee costs every other year, rather than annually. Joe Spivey followed by asking if the administration had considered a phase-in option over the period of two years. Ms. Buckley responded that this had been discussed at the Board’s January work session, but this proposal did not include a phase-in schedule. Joan Clifford stated her belief that these numbers emphasize the need for communities beyond Rogers and Bentonville to revisit the millage issue. Dr. Paneitz noted that 42% of NWACC pay out-of-district tuition.

Alex Vasquez recognized Ms. Buckley and her staff for their hard work in assembling this proposal, and thanked Tim Payne for taking the initiative to speak with students and gather feedback about the proposed increase. Alex Vasquez then moved and Mark Lundy seconded a motion to approve the tuition and fee increase. The motion passed unanimously.

Next, the Board heard information about the Veterinary Assisting Certificate. Dr. Ates introduced Dr. Katherine Hall, a faculty member currently working at the RTC facility in Fayetteville. Dr. Hall described the regional need for local workforce training. She noted many veterinarians report turnover is a significant issue, as many workers leave their positions in the first 4-6 weeks on the job. Dr. Hall explained that she will teach the classes and local veterinarians will offer labs. Joe Spivey asked if there was any consideration for large-animal vet assisting, and Dr. Hall stated there has been interest expressed among rural students. The program will address some of the large-animal issues; however, the main demand is for small-animal care. Dr. Carnine moved and Robert Teague seconded the motion to approve the Veterinary Assisting Certificate. The motion passed unanimously.

PRESIDENT’S REPORT:

Dr. Paneitz noted the Annual Trustees Conference would be held the following day in Little Rock. Coleman Peterson, Joan Clifford, and Dr. Carnine would attend in addition to herself and Dr. Holmes. She discussed upcoming events at the College, to include the April 3rd Gala.

The Care Foundation, Horace Hardwick, and Wayne Callahan will be honored at this event. She reminded the Board that Fall registration would begin in early April, as well.

CHAIR'S REPORT:

Coleman Peterson congratulated Dr. Paneitz on being honored at this year's Just Communities Banquet. Joan Clifford noted that the format for this event has changed; there will be a reception with entertainment this year.

The Chair reported on the ACCT Legislative Summit, held February 11-13 in Washington DC. Dr. Carnine, Dr. Paneitz, and Dr. Steven Gates, VP for Advancement, attended this event. He thanked Dr. Gates for his work in coordinating the visits to our legislative delegation, and stated that he found the trip very beneficial.

The Chair reminded other Board members that the Board would go into executive session in March, during which time Dr. Paneitz will present her self-evaluation. He emphasized that no decisions would be made during the executive session. In April, the Board will once again go into executive session to discuss the president's performance and salary.

He reminded the Board that the next regular Board meeting will be March 10, 2008, at 4:30 p.m. in SC108.

ADJOURNMENT: The meeting adjourned at 5:40 p.m.

Coleman Peterson, Chairperson

Robert Teague, Secretary

Policy Type: Ends

E-105

Policy Title: College Community

For the college community NWACC will:

Align the organizational infrastructure of NWACC with College growth.

Strategic Goals	Strategic Indicators	Benchmarks	Targets	Outcomes
A. Recruit and retain a diverse and effective workforce	<ul style="list-style-type: none"> • Percentage of employee turnover • Demographics of faculty and staff 	<ul style="list-style-type: none"> • NWACC benchmark- A diverse workforce will be hired that is at minimum representative of the student population • NWACC benchmark— NWACC will have a comprehensive staff development program • NWACC benchmark— NWACC will have a Teaching and Learning Center 	<ul style="list-style-type: none"> • Develop strategic plan to recruit diverse workforce • Develop plan to hire diverse workforce representative of NWACC student population 	<ul style="list-style-type: none"> • Advertising for open positions in 2007-08 included Hispanic Outlook and LaPrenza to reach identified targeted groups representative of the local demographics. Employee demographics of full-time faculty/staff (IPEDS) as of Nov. 1 reporting. • Tentative approval received for applicant tracking software, pending availability of funding. Full implementation of the Colleges' current applicant tracking system (Banner) implemented in 2007-2008. This has allowed us to track advertising practices and procedures and EEO data. • Development of Recruitment/New Hire process to include representation of a minimum of one member of the Diversity Committee and/or a college employee representing a minority group. All Diversity Committee members received Diversity training prior to serving as members. • Employment law posters have been placed at six external and internal sites in English and Spanish for the college community's review. Training for employees enrolled in Arkansas Public Employees Retirement was conducted in Spanish for bi-lingual employees during Financial Literacy Training.

Strategic Goals	Strategic Indicators	Benchmarks	Targets	Outcomes
			<ul style="list-style-type: none"> • Comprehensive program calendar of organizational development will be implemented by December 2007 • Hold monthly social event; recognize accomplishments and contributions • A Teaching and Learning Center will be developed in the renovation of Burns hall by December 2007 • Organize reporting structure and position responsibilities to ensure they are appropriate for a learning-centered environment 	<ul style="list-style-type: none"> • A comprehensive calendar was developed since March 2007, with cadre of activities identified for use by college personnel, with 123 activities serving more than 1,300 participants • Hosted 10 special events and recognition ceremonies; also held 1 service recognition luncheon and 2 New Employee luncheons • Plans for Teaching and Learning Center completed Fall 2007; renovation of space begins March 2008 • Consultants brought to campus to assess enrollment management and information technology; recommendations currently under review. Consultants' report of academic divisions within a learning-centered structure in progress; anticipated review March 2008

Strategic Goals	Strategic Indicators	Benchmarks	Targets	Outcomes
<p>B. Promote a culture of inclusiveness, participation, collaboration, and mutual respect</p>	<ul style="list-style-type: none"> • Employee exit interviews 	<ul style="list-style-type: none"> • NWACC benchmark - Sponsor multicultural celebrations for staff, students and community each semester. • NWACC benchmark - Maintain comprehensive system of internal communication • National benchmark - Ethics program will maintain Charter College status with Ethics Point • NWACC benchmark - 100% employee completion of ethics training • NWACC benchmark - NWACC will provide training for employees about issues, policies and procedures relevant to inclusiveness, participation, collaboration and mutual respect for all employees • NWACC benchmark- NWACC will have an on-line employee exit interview process 	<ul style="list-style-type: none"> • Participate in International Education Month and AMIGOs presentations • The Weekly Insider will be published weekly as the official College communication vehicle • Ethics Program will be evaluated Spring 2007 with report of recommended revisions by Fall 2007 • Diversity training will be held twice a semester • By December 2007 a web-based exit/satisfaction survey will be developed 	<ul style="list-style-type: none"> • Coordinated with the City of Bentonville in support of the Multicultural Winter Festival during International Education Month; three AMIGOS events held 2007-08. • 30 issues of Weekly Insider published since June 2007, augmented by regular/daily Campus Announcements • Program evaluated with recommendations on July 1, 2007. Recommendations incorporated in Fall, 2007. • 252 employees have completed online ethics training (Code of Conduct and/or Ethical Decision Making). Approximately 85% of participants are full-time employees. • Two sessions of Our Campus diversity training were held with 23 employees participating. • "Making Ethical Decisions" module added July 1, 2007 and offered to all employees. • An on-line Employee Exit Survey has been developed and is currently under view/approval by Administration to ascertain targeted improvement areas for employee satisfaction in the workplace.

Strategic Goals	Strategic Indicators	Benchmarks	Targets	Outcomes
<p>C. Enhance quality of work life for faculty and staff</p>	<ul style="list-style-type: none"> • Number and type of programs offered 	<ul style="list-style-type: none"> • NWACC benchmark - Implement a formal program to reward faculty and staff for exceptional contributions in their disciplines. • NWACC benchmark - All faculty and staff will participate in at least one regional, state and national organization. • NWACC benchmark - Faculty and staff will share "best practices" programs at regional, state and national conference • NWACC benchmark - All employees will have access to an on-line risk and hazard reporting system • National benchmark - Follow the risk assessment model established by the League for Innovation in Community Colleges, the Department of Homeland Security and Enterprise Risk Management experts • National benchmark - Follow the administrative procedures models of the League for Innovation • National benchmark - The Department of Homeland Security and NIMS models will be followed for emergency response plans 	<ul style="list-style-type: none"> • Within budget guidelines, all faculty and staff will be encouraged to participate in regional, state and national organizations • At least one member from each division will be encouraged to present a "best practices" program at a regional, state or national conference • Complete a College risk assessment using personal interviews and questionnaires • Review all administrative policies; create web-based index to facilitate access • Complete first draft of updated College Business Continuity Plan; conduct emergency drills at least twice annually • Evaluate facilities and recommend five-year maintenance plan; begin renovation of Burns Hall • Review and revise Facilities and Land Use Master Plan 	<ul style="list-style-type: none"> • 32 employees attended AATYC; 18 presented at 10 sessions; 9 employees attended the League's Conference on Information Technology and 3 presented at 3 sessions. • 2 faculty were nominated for the NISOD Excellence Award. One innovation grant was submitted to The League for Innovation as NWACC's Innovation Grant of the Year. • Risk Management assessment will be performed from May through August 2008 and results compiled and reported by December 2008. • Completed as of January 2008. • Draft of Business Continuity Plan was completed July 2007. Emergency drill held October 2007 and will be held March 2008. • We have developed a 42-point inspection and repair plan for the college facilities. The 5-year plan is still in process. • Task force created in Fall 2007 to review existing Master Plan. Community Needs Survey distributed online with 1,200+ responses. Focus groups conducted at Bella Vista, Bentonville, Rogers, Western Benton County in February 2008. Additional focus groups scheduled for Washington County and the campus in March 2008. Program needs assessment underway; anticipated completion of updated Master Plan Summer 2008

Strategic Goals	Strategic Indicators	Benchmarks	Targets	Outcomes
D. Continue the implementation of the goals of the compensation audit plan	<ul style="list-style-type: none"> Percentage of completion of compensation plan 	<ul style="list-style-type: none"> NWACC benchmark - Implementation of the goals of the compensation plan for all employees NWACC benchmark - A performance evaluation system is in place that is tied to College Ends/Goals plan 	<ul style="list-style-type: none"> Continue to implement the compensation plan as financially and legally feasible Develop a performance evaluation system tied to the College Ends/ Goals/Action Plans Develop policies and implementation timeline for employee performance evaluations 	<ul style="list-style-type: none"> Employee evaluation training and merit pay plan was implemented in 2007 to award classified employees merit based upon performance (Governor's Directive 7/1/07). A compensation study/plan was developed including a faculty compensation scale that provided movement to market rate for the improvement of recruitment and retention of faculty. (Three year plan achieved in 2 years). Compensation software was implemented on February 29, 2008. As a result current review of outstanding positions to be rated is being conducted. Approximately 80% completion to date. An administrator "peer evaluation" was successfully created and conducted electronically in 2006-07 and is scheduled again for implementation in Spring 2007-2008 results are tied to College Ends/Goals plan. Non-classified Evaluation Form A was created in 2006-2007 and implemented. Revisions and updates completed Feb. 2008 and have been submitted for review and implementation to Cabinet Feb. 29, 2008 for implementation Spring 2008. Results are tied to College Ends/Goals plan. Executive Director for HR has been identified as one of the two representatives to sit on the stat's compensation review and pay plan for classified employees. Four meetings have been conducted to date. Executive Dir. for HR created and presented to OPM and the P's and C's identified areas of improvements to be reviewed by OPM and presented to the Legislators Summer of 2008. Presentation received approval from Presidents and Chancellors and is currently under review by OPM.

Strategic Goals	Strategic Indicators	Benchmarks	Targets	Outcomes
E. Emphasize the value of learning centered practices and customer service	<ul style="list-style-type: none"> Student follow-up survey Graduation survey 	<ul style="list-style-type: none"> Annual Graduate Opinion Survey-Percent of graduates satisfied with NWACC Experience - 95-100% have been satisfied over the last 5 years 	<ul style="list-style-type: none"> Program related to student and/or customer service held each semester Implement web-based program in Spring 2008 	<ul style="list-style-type: none"> Celebrate Learning for Faculty and Staff held once each semester; webinars held during semester to explore learning-centered practices
F. Utilize strategic plan to integrate all College planning processes to drive the allocation of resources	<ul style="list-style-type: none"> Program reviews Program analysis 	<ul style="list-style-type: none"> NWACC benchmark - The College Ends Statements, results of the Program Analysis and Program Reviews will be used a guidelines in the annual budgeting process 	<ul style="list-style-type: none"> The College Ends Statements, results of the Program Analysis and Program Reviews will be used a guidelines in the annual budgeting process 	<ul style="list-style-type: none"> Academic Program Review Template for AAS programs to be completed and implemented March 21. Program review templates for remaining academic areas and for non-academic programs and services to be developed beginning Summer 08
G. Develop a plan for continuous quality improvement for all programs and services	<ul style="list-style-type: none"> Implementation of AQIP 	<ul style="list-style-type: none"> NWACC benchmark- AQIP will be used to meet College accreditation requirements 	<ul style="list-style-type: none"> Develop activity/report timeline by January 2007 AQIP Leadership Team will implement process for completion of systems portfolio Implement strategies for three action plans by June 2008 Use AQIP data, CCSSE survey results and graduation survey results to evaluate work environments 	<ul style="list-style-type: none"> Utilizing Spring and Fall Forums and March Conversation Day for employees and BOT meetings/Retreats for Trustees Process begins May of 2009; completion 2010 In progress and on target Process begun to develop systems portfolio; work continues with AQIP director Steve Spangehl AQIP Examiner Feedback Survey in March 07 identified three priorities for continuous quality improvement. Spring Forum and AQIP Conversation Day (3/28/08) used to report progress and solicit additional feedback from employees. Graduate Student Survey and CCSSE results reported previously

Monitoring:

Frequency: Annual

Date: 3/10/08

POLICY TYPE: EXECUTIVE LIMITATIONS**EL-207****POLICY TITLE: COMPENSATION AND BENEFITS**

Policy 207: With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the President shall not cause or allow jeopardy to fiscal integrity or public image.

Definition: Cause or allow jeopardy to fiscal integrity refers to the total of all compensation and benefits paid to all employees, consultants, contract workers, etc. exceeding the total budget for these positions in a fiscal year plus 5%, unless specific revenue such as grants, gifts, etc. becomes available and expenditure of these funds is approved by the college President for these purposes.

Narrative: The CEO requires the CFO to report in a timely manner the possibility of such jeopardy and propose a plan of remedy, such as a reduction of expenditures elsewhere in the budget. Further the CEO requires that an annual carryover of 6% of the total budget be planned for each fiscal year as a contingency. College funds invested are secured by U.S. Government securities or equivalents. State audits indicate fiscal integrity.

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

1. Change his or her own compensation and benefits.

Definition: Changes refers to he or she altering his or her compensation/benefits without official Board action.

Narrative: Any salary and fringe benefits received by the CEO have been approved by the Board of Trustees.

2. Promise or imply permanent or guaranteed employment.

Definition: Promising or implying permanent or guaranteed employment refers to employment of staff/faculty person with or without a Memorandum of Employment for longer than a one-year period, entering into any other oral or written agreement with a staff/faculty person without the use of a college Memorandum of Employment, or entering into an employment contract not containing starting and ending employment dates.

Narrative: Employee Memoranda of Employment are issued each fiscal year and are for one-year maximum contingent on adequate state funding. Employment Memoranda have definite starting and ending dates. Employment Memoranda start on the first or sixteenth of each month unless approved by the President and end on June 30 each year.

3. *Establish compensation and benefits, which deviate materially from the geographic or professional market for the skills employed unless required by law.*

Definition: Deviate materially refers to 10% less than and up to 10% more than the average for the same position in compensation and benefits package combined. Geographic and professional market refers to similar positions in northwest Arkansas (Benton and Washington Counties) and at least two nearby community colleges and similar skilled positions as defined by Arkansas Department of Labor or where job descriptions are comparable.

Narrative: As outlined in our 2007-08 ENDS, Goals & Action Plans, NWACC is continuing to review its compensation plan that includes a performance evaluation system.

4. *Establish or change pension benefits.*

Definition: Establish or change refers to benefit change action by other than the College Board of Trustees. Pension benefits refer to the written NWACC Defined Contribution Benefit Retirement Plan only.

Narrative: The Board of Trustees has approved the existing NWACC Defined Contribution Benefit Retirement Plan and will be asked to approve any changes to the plan.

MONITORING:

Methods: Written report with verbal explanation of variances

Frequency: Annually - March

Date Approved: September 11, 2006

I am reporting compliance with Policy EL-207.

Becky Paneitz, Ph.D.

President

March 12, 2008

Recommendation: It is the recommendation of the College Administration that the Board of Trustees approve Dr. Paneitz's compliance report for Policy EL-207.



NWACC

Learning For Living

TO: Board of Trustees
 FROM: Dr. Chip Ates
 DATE: March 10, 2008
 SUBJECT: Approval of Dental Assisting Technical Certificate

NWACC's Regional Technology Center requests approval to offer a new Dental Assisting Technical Certificate. A survey conducted by the Regional Technology Center in May, 200, indicated Dental Assistants are in high demand in the Washington, Madison, and Benton County areas. This certificate would provide for increased job opportunities for our students with the training that is required. The following is a list of required courses:

General Education:

ENGL—1013—English Comp I	3
Total General Education Hours	3

First Semester:

DNTA 1014--Dental Science I	4
DNTA 1113--Clinical Dentistry	3
DNTA 1213--Dental Assisting Procedures I	3
DNTA 1313--Dental Materials I	3
DNTA 1413--Dental Radiography I	3
DNTA 1512--Preventive Dentistry	2
Total credit hours	18

Second Semester:

DNTA 1023--Dental Science II	3
DNTA 1322--Dental Materials II	2
DNTA 1422--Dental Radiography II	2
DNTA 1223--Dental Assisting Procedures II	3
DNTA 1128--Clinical Practice & Research	8
Total credit hours	18

Total Program Requirements	39
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RECOMMENDATION: It is the recommendation of the administration that the Board of Trustees approve the Technical Certificate in Dental Assisting for the Fall 2008 semester.

Coleman Peterson, Chairperson

Robert Teague, Secretary

Dental Assisting

The Dental Assisting program at NorthWest Arkansas Community College is located at the Regional Technology Center in Fayetteville. The nine-month certificate program begins each August and ends the following May. Students participate in classroom instruction at the Regional Technology Center and clinical experiences in area dental facilities. Specific course requirements may be found in the NWACC course catalog.

Dental assistants are an integral part of the dental health care team and increase the efficiency of the dentist in delivery of oral health care. Dental offices will employ two to four dental assistants with specialty offices employing more. The demand for quality assistants is expected to continue to be above average in the future.

Program applicants must be 18 years old or will turn 18 by Jan. 1, and have a high school diploma or have earned a GED. Students will be chosen for the program based on criteria determined by NWACC. Applicants who are not accepted in the program may reapply the following year by submitting a new application to the program.

Classroom, laboratory, and clinical instruction provide students with a broad background in all aspects of dentistry. Clinical internship is provided by area offices under the guidance of Dentists and Assistants in the communities throughout the district. Students must be able to provide his or her transportation to and from the various clinical sites.

Program Specifics

- All dental assisting courses are day classes and held at the Regional Technology Center in Fayetteville.
- The program-specific courses must be taken in the order shown on the curriculum chart.
- Students must maintain a grade of C or better in all dental courses to remain in the program and to graduate.
- Students can take the required general education courses any day or evening that does not interfere with the program schedule.
- Students are responsible for purchase of supplies, uniforms and professional textbooks.
- Students arrange their own transportation to internship sites.



TO: Board of Trustees
FROM: Dr. Chip Ates
DATE: March 10, 2008
SUBJECT: Approval of Certificate of Proficiency for Environmental Management GIS Technician

The Division of Science and Math request approval to offer a Certificate of Proficiency for Environmental Management GIS Technician. This new certificate would increase employment opportunities for the graduates of this program.

The following courses will be required for the Certificate of Proficiency for Environmental Management GIS Technician:

GEOS 2943 Introduction to Geographical Information Science I (3 hours) or GEOL 1114 General Geology (4 hours)
CHEM 1054 Chemistry of the Modern World or
CHEM 1024 Basic Chemistry or CHEM 1104 College Chemistry I (4 hours)
ENSC 1004 Environmental Science or BOTY 2534 Environmental Biology (4 hours)
BOTY 2404 Survey of Plant Kingdom or BOTY 1614 Plant Biology (4 hours)
ENSC 2901 Environmental Special Problems (1 hour)

Total 16 hours

RECOMMENDATION: It is the recommendation of the administration that the Board of Trustees approve the Certificate of Proficiency for the Environmental Management GIS Technician.

Coleman Peterson, Chairperson

Robert Teague, Secretary

Program goals and objectives

Addition of certificates to the Environmental Management Option of the AAS Degree in Environmental and Regulatory Science would update the curriculum to meet the changing job market with the GIS technology.

Expected student learning outcomes

With the addition of the GEOS 2943 to the curriculum plus addition to a GIS component to other environmental related courses including Chemistry of the Modern World, Geology, Environmental Geology, and Environmental Management, students are expected to achieve the following learning outcomes:

- Create and maintain environmental related GIS data
- Map habitats in the environment with ESRI software, specifically the ArcGIS suite (ArcCatalog, ArcMap, ArcToolbox)
- Perform GIS data conversion/editing, GIS map production, spatial database management, spatial analysis and reporting for water and wastewater systems and geometric networks
- Maintain geodatabases and metadata for numerous projects with GIS applications in Utility, Environmental, Transportation, or Oil& Gas Pipeline industries



TO: Board of Trustees
FROM: Dr. Chip Ates
DATE: March 10, 2008
SUBJECT: Approval of Business Management Certificates

The Division of Business and Computer Information request approval of Certificates of Business Management. These include:

- General Education for Business Proficiency Certificate
- Business Management Technical Certificate
- Accounting Technology Technical Certificate
- General Business Technical Certificate
- Logistics Management Technical Certificate
- Tax Specialist Proficiency Certificate

RECOMMENDATION: It is the recommendation of the administration that the Board of Trustees approve the Certificates as noted above.

Coleman Peterson, Chairperson

Robert Teague, Secretary

A.A.S. Business Management Certificates

XXXX 1234 = New Course

General Education for Business Proficiency Certificate

CISQ 1103	Introduction to Computer Information or Computer Proficiency
ENGL 1013	English Composition I
ENGL 1023	English Composition II OR ENGL 2013 Technical Writing
MATH 1204	College Algebra OR MATH 1103 Survey of College Math OR MATH 1003 Math for A.A.S. General Education
XXXX XXX3	Social/Behavioral Science Elective
ECON 2013	Macroeconomics OR ECON 2023 Microeconomics

18-19 Credit Hours

Business Management Technical Certificate

ACCT 2013	Principles of Accounting I
ACCT 2023	Principles of Accounting II
BLAW 2013	Legal Environment of Business I
ECON 2013	Macroeconomics OR ECON 2023 Microeconomics
BUTR 2033	Acquisition & Mgmt. of Human Capital
BUTR 2013	Markets & Consumers
OSIM 1103	Business Communications
CISM 1503	Spreadsheet Analysis (Excel)
OSIM 2103	Business Presentations (PowerPoint)

27 Credit Hours

Accounting Technology Technical Certificate

ACCT 2013	Principles of Accounting I
ACCT 2023	Principles of Accounting II
ACCT 2043	Computerized Accounting
ACCT 2053	Cost Accounting OR ACCT 2083 Managerial Accounting
ACCT 2093	<i>Federal Income Tax (Individuals)</i>
ACCT 2073	<i>Payroll and Business Tax Accounting</i>
BADM 2513	Business Organization and Management OR MGMT 1003 Introduction to Business
BADM 2533	Supervision
BLAW 2013	Legal Environment of Business I
BLAW 2023	Legal Environment of Business II OR BLAW 2003 Business Ethics

30 Credit Hours

General Business Technical Certificate

ACCT 2013	Principles of Accounting I
ACCT 2023	Principles of Accounting II
ACCT 2053	Cost Accounting OR ACCT 2083 Managerial Accounting
BADM 2513	Business Organization & Management OR MGMT 1003 Introduction to Business
BADM 2523	Small Business Management OR MGMT 1013 Free Enterprise (SIFE)
BADM 2533	Supervision
BLAW 2013	Legal Environment of Business I
BLAW 2003	Business Ethics OR BLAW 2023 Legal Environment of Business II
BUTR 2043	Acquisition & Mgmt of Financial Resources

TRLG 2043 ***Logistics Management*** **OR** **TRLG 1013** ***Supply Chain Management*** **OR** **TRLG 2033** ***Inventory Management***

30 Credit Hours

Logistics Management Technical Certificate

MGMT 1003 Introduction to Business **OR** BADM 2513 Bus Org & Mgmt **OR** BADM 2533 Supervision

TRLG 2043 Introduction to Logistics Management

TRLG 1023 Introduction to RFID

TRLG 1013 Supply Chain Management

TRLG 2033 Inventory Management

TRLG 2013 Transportation Management

TRLG 2023 Distribution Center/Warehouse Mgmt

27 Credit Hours

Retail Management Technical Certificate

MGMT 1033 Retail Management

BADM 2513 Bus Org & Mgmt

BADM 2533 Supervision **OR** MGMT 1013 Free Enterprise

BADM 2733 Web Bus Strategies & Marketing* **OR** CISM 1203 Internet Resourcing*

BLAW 2013 Legal Environment of Business I

BLAW 2003 Business Ethics **OR** BLAW 2023 Legal Environment of Business II

INTB 2063 International Mgmt **OR** INTB 2033 International Marketing

TRLG 1013 Supply Chain Management

24 Credit Hours

Tax Specialist Proficiency Certificate

TXSP 1103 Corporate Federal Income Tax I

TXSP 1203 Corporate State Income Tax

TXSP 1303 Sales and Property Tax

TXSP 1403 Individual Tax and Payroll Tax I

TXSP 1503 Corporate Federal Income Tax II

TXSP 1601 Corporate Income Tax Internship

16 Credit Hours