



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

October 27, 2009

To: Presidents
Chief Academic Officers

From: Delores A. Parker
Senior Vice President
Chief Academic Officer

Subject: Curriculum Review Committee Course Approvals

The Curriculum Review Committee (CRC) has the responsibility for maintaining the curriculum courses in the Combined Course Library (CCL). The CRC meets in the spring and fall to review course requests that have been submitted by the colleges. The approved course requests from the Fall 2009 meeting are attached for your information.

The State Board of Community Colleges has delegated authority to the Senior Vice President and Chief Academic Officer to approve curriculum standard changes involving **core course title and/or credit hour changes** resulting from CRC action. The standards listed below have been revised as a result of such CRC-approved changes to one or more core courses:

<u>Curriculum Title</u>	<u>Curriculum Code</u>
Chemical Technology	A20120
Zoo and Aquarium Science Technology	A20220

The CRC also approved requests to revise the **course description, prerequisite(s), corequisite(s), and/or class/lab hours** of core courses found on the curriculum standards and pre-major listed below. Please note that the only change indicated on the printed standard will be the inclusion of the statement *CRC Revised-Electronic Only 09/22/09*, since only the electronic version of the standard template will be revised.

<u>Curriculum Title</u>	<u>Curriculum Code</u>
Associate in Arts/Nursing pre-major	A1010I
Dietetic Technician	A45310
Histotechnology	A45370

The revised standards noted above are attached for your convenience.

CC09-035
E-mail

Presidents
Chief Academic Officers
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The following curriculum standard involved CRC-approved core course revisions **and additional standard revision requests** that will be reviewed for action at the January 2009 State Board meeting:

<u>Curriculum Title</u>	<u>Curriculum Code</u>
Facility Maintenance Technology	A50190

Revision(s) to the following courses that are included in the Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Agreement (ICAA) will be forwarded to the Transfer Advisory Committee (TAC) and the Independent Transfer Advisory Committee (ITAC) for information:

<u>Prefix/Number</u>	<u>Title</u>
BIO 242	Nat Resource Conservation
BIO 275	Microbiology

The following newly approved course will be sent to the TAC and the ITAC for consideration of college transfer designation:

<u>Prefix/Number</u>	<u>Title</u>
BIO 265	Cell Biology

In additional action, the CRC eliminated the provision that allows a requesting college to offer a proposed course one semester while CRC review is pending. It was decided that the utilization of SEL/SEM courses was a more appropriate method for a college to provide a pending course. Section 15 of the Curriculum Procedures Reference Manual has been updated to reflect removal of this provision. A copy is attached for your convenience.

Curriculum standards, curriculum courses and procedures for submitting requests to the CRC are available at <http://www.nccommunitycolleges.edu/programs>. If you need assistance or clarification, please contact Dr. Judith C. Mann, Associate Vice President, Program Services, at mannj@nccommunitycolleges.edu or (919) 807-7108.

DAP/sds
Attachments
C: Curriculum Review Committee
Dr. John Pettitt
Dr. Judith C. Mann
Ms. Jennifer Frazelle
Mr. Bill Randall
Program Coordinators

CC09-035
E-mail

**New and Revised Courses Approved By the Curriculum Review Committee (CRC)
on September 22, 2009**

Curriculum Course Number	Curriculum Course Title	CRC Action September 2009	Curriculum Standard Core Course	Effective Semester
AHR 215	Commercial HVAC Controls	Changed prerequisites from "AHR 111 or ELC 111" to "AHR 111 or ELC 111 or ELC 112"	Not Applicable	2010*03
BIO 242	Natural Resource Conservation	Changed course title from "Natural Resource Conservation" to "Nat Resource Conservation"; Changed prerequisites from "BIO 112" to "BIO 112 or (BIO 140 and BIO 140A)"; Changed description	Zoo and Aquarium Science Technology (A20220)	2010*03
BIO 265	Cell Biology	New course approved	Not Applicable	2010*01
BIO 275	Microbiology	Changed prerequisites from "BIO 110, BIO 112, BIO 163, BIO 165 or BIO 168" to "BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168"	Histotechnology (A45370), Dietetic Technician (A45310),	2010*03
BTC 287	Adv Molecular Techniques	New course approved	Not Applicable	2010*01
CAR 140	Basic Carpentry	New course approved	Not Applicable	2010*01
CTC 111	Basic Chemistry I	Changed corequisites from "MAT 121" to "None"; Changed course description	Chemical Technology (A20120)	2010*03
CTC 112	Basic Chemistry II	Changed course description	Chemical Technology (A20120)	2010*03
CTC 120	Organic Chemistry I	Changed course description	Chemical Technology (A20120)	2010*03
CTC 140	Unit Processes	Changed course title from "Unit Processes" to "Organic Processes"; Changed hours from "1-10-6" to "2-10-7"; Changed course description	Chemical Technology (A20120)	2010*03
CTC 220	Organic Chemistry II	Changed prerequisites from "CTC 120 and CTC 140" to "CTC 140"; Changed course description	Chemical Technology (A20120)	2010*03
CTC 230	Organic Chemistry III	Changed course description	Chemical Technology (A20120)	2010*03
CTC 240	Industrial Analysis I	Changed course description	Chemical Technology (A20120)	2010*03

**New and Revised Courses Approved By the Curriculum Review Committee (CRC)
on September 22, 2009**

Course Number	Curriculum Course Title	CRC Action September 2009		Semester
CTC 250	Industrial Analysis II	Changed course description	Chemical Technology (A20120)	2010*03
ENG 138	English Grammar	Changed prerequisites from "ENG 111" to "(ENG 090 and RED 090) or ENG 095"; Changed course description	Not Applicable	2010*03
HET 116A	Air Cond/Diesel Equip Lab	New course approved	Not Applicable	2010*01
HIT 221	Lifecycle of EHR	New course approved	Not Applicable	2010*01
HIT 225	Healthcare Informatics	New course approved	Not Applicable	2010*01
HIT 227	Informatics Project Mgt	New course approved	Not Applicable	2010*01
HOR 107	Controlled Work Exp I	Archived Course	Not Applicable	2010*02 (End Term)
HOR 108	Controlled Work Exp II	Archived Course	Not Applicable	2010*02 (End Term)
HOR 109	Controlled Work Exp III	Archived Course	Not Applicable	2010*02 (End Term)
HSC 140	Transcultural Healthcare	New course approved	Not Applicable	2010*01
PLU 115	Basic Plumbing	New course approved	Not Applicable	2010*01

CURRICULUM STANDARD

Effective Term
Fall 2010
2010*03

Curriculum Program Title

Chemical Technology

Code

A20120

Concentration

(not applicable)

Curriculum Description

The Chemical Technology curriculum prepares individuals for work as analytical technicians in chemical laboratories associated with chemical production, environmental concerns, pharmaceuticals, or general analysis.

Course work includes general chemistry, organic chemistry, introductory chemical engineering, qualitative analysis, and quantitative analysis, including such instrumental techniques as spectroscopy (UV-Vis, IR, AA) and chromatography (GC, LC). Students also utilize computerized data collection, reduction, and graphic presentation.

Graduates should qualify as entry-level chemical laboratory technicians. Their duties may include chemical solution preparation; raw material, product, or environmental sampling; and/or sample testing via wet chemistry or instrumental techniques.

Curriculum Requirements*

[for associate degree, diploma, and certificate programs in accordance with 23 NCAC 02E.0204(3)]

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit (SHC)	64-76	36-48	12-18

**Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

Major Hours

[ref. 23 NCAC 02E.0204 (3)]

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (*if applicable*). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Chemical Technology A20120

	AAS	Diploma	Certificate																								
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC																								
<p>A. CORE <i>A diploma offered under this AAS degree requires a minimum of 12 SHC extracted from the required subject/course core of the AAS degree.</i></p> <p>Required Courses:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">CTC 111</td><td style="width: 70%;">Basic Chemistry I</td><td style="width: 20%;">7 SHC</td></tr> <tr><td>CTC 112</td><td>Basic Chemistry II</td><td>7 SHC</td></tr> <tr><td>CTC 120</td><td>Organic Chemistry I</td><td>2 SHC</td></tr> <tr><td>CTC 140</td><td>Organic Processes</td><td>7 SHC</td></tr> <tr><td>CTC 220</td><td>Organic Chemistry II</td><td>6 SHC</td></tr> <tr><td>CTC 230</td><td>Organic Chemistry III</td><td>5 SHC</td></tr> <tr><td>CTC 240</td><td>Industrial Analysis I</td><td>5 SHC</td></tr> <tr><td>CTC 250</td><td>Industrial Analysis II</td><td>5 SHC</td></tr> </table> <p>Required Subject Areas: None</p>	CTC 111	Basic Chemistry I	7 SHC	CTC 112	Basic Chemistry II	7 SHC	CTC 120	Organic Chemistry I	2 SHC	CTC 140	Organic Processes	7 SHC	CTC 220	Organic Chemistry II	6 SHC	CTC 230	Organic Chemistry III	5 SHC	CTC 240	Industrial Analysis I	5 SHC	CTC 250	Industrial Analysis II	5 SHC	44 SHC	12 SHC	
CTC 111	Basic Chemistry I	7 SHC																									
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CTC 250	Industrial Analysis II	5 SHC																									
<p>B. CONCENTRATION (<i>Not applicable</i>)</p>																											
<p>C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i></p> <p>BIO, CHM, CIS, COE, CSC, CTC, HEA, and ISC</p> <p><i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i></p>																											

CURRICULUM STANDARD

Effective Term
Fall 2010
[2010*03]

Curriculum Program Title

Zoo and Aquarium Science Technology

Code

A20220

Concentration

(not applicable)

Curriculum Description

The Zoo and Aquarium Science Technology curriculum prepares students for employment in zoological parks, aquaria, or other settings requiring animal care, breeding, education/conservation, or health of exotic animals.

Course work emphasizes anatomy, physiology, reproduction, behavior, and nutrition of exotic animals that are on exhibit for education and/or conservation purposes or for animals maintained for medical purposes. Students have practical experiences with basic husbandry skills, animal handling/capture/restraint skills, the ability to detect illness, and creative design of exhibits.

Graduates of the curriculum should qualify for entry-level employment opportunities in a variety of settings, including zoos, aquaria, nature science centers, and animal research facilities.

Curriculum Requirements*

[for associate degree, diploma, and certificate programs in accordance with 23 NCAC 02E.0204(3)]

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit (SHC)	64-76	36-48	12-18

**Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

Major Hours

[ref. 23 NCAC 02E.0204 (3)]

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (*if applicable*). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Zoo and Aquarium Science Technology (A20220)

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE	45	NR	
Required Courses:			
BIO 111 General Biology I	4 SHC		
BIO 112 General Biology II	4 SHC		
BIO 242 Nat Resource Conservation	3 SHC		
ZAS 110 Intro to Zookeeping	4 SHC		
ZAS 112 Intro to Zoo Science	1 SHC		
ZAS 113 Animal Exhibits	1 SHC		
ZAS 114 Species Survival Plans	1 SHC		
ZAS 115 Animal Welfare Issues	1 SHC		
ZAS 130 Introduction to Ethology	3 SHC		
ZAS 131 Applied Animal Psych	3 SHC		
ZAS 232 Zoo Invertebrates	3 SHC		
ZAS 234 Zoo Herpetology	3 SHC		
ZAS 235 Zoo Ornithology	3 SHC		
ZAS 236 Zoo Mammalogy	3 SHC		
COE 112 Co-op Work Exp I	2 SHC		
COE 122 Co-op Work Exp II	2 SHC		
COE 132 Co-op Work Exp III	2 SHC		
COE 212 Co-op Work Exp IV	2 SHC		
Required Subject Areas:			
None			
B. CONCENTRATION (<i>Not applicable</i>)			

Zoo and Aquarium Science Technology (A20220) Continued

C. OTHER MAJOR HOURS

To be selected from the following prefixes:

To be selected from the following prefixes:

ACM, BIO, BUS, CIS, COE, PED, PSY, and ZAS

Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.

Nursing (A1010I) Associate in Arts Pre-Major

Under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement, this template has been developed by university and community college faculty as a blueprint for guiding community colleges in developing programs for students who intend to major in Nursing. Students who successfully complete this course of study and who meet the requirements for admission to the university are eligible to apply for admission to the major with junior standing.

All colleges will not offer all pre-major programs, and course selections may vary. Check college catalogs for course and program offerings.

<p>General Education Core (44 SHC)* Forty-four semester hours of credit in general education core courses are required as outlined on the NCCCS Curriculum Standards for Associate in Arts degree programs. The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.</p>												
<p>English Composition (6 SHC) <i>Two English composition courses are required.</i></p> <ul style="list-style-type: none"> • English 111, Expository Writing, is required as the first composition course. • The second composition course must be selected from the following: <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">ENG 112</td> <td>Argument-Based Research (3 SHC)</td> </tr> <tr> <td>ENG 113</td> <td>Literature-Based Research (3 SHC)</td> </tr> <tr> <td>ENG 114</td> <td>Professional Research and Reporting (3 SHC)</td> </tr> </table> 	ENG 112	Argument-Based Research (3 SHC)	ENG 113	Literature-Based Research (3 SHC)	ENG 114	Professional Research and Reporting (3 SHC)						
ENG 112	Argument-Based Research (3 SHC)											
ENG 113	Literature-Based Research (3 SHC)											
ENG 114	Professional Research and Reporting (3 SHC)											
<p>Humanities/Fine Arts (12 SHC**) <i>Four courses from three discipline areas are required.</i></p> <ul style="list-style-type: none"> • One course must be a literature course. • Three additional courses from the following discipline areas are required: art, drama, dance, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion. 												
<p>Social/Behavioral Sciences (12 SHC) <i>Four courses from three discipline areas are required.</i></p> <ul style="list-style-type: none"> • At least one course must be a history course. • The following courses are required (9 SHC): <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">PSY 150</td> <td>General Psychology (3 SHC)</td> </tr> <tr> <td>PSY 241</td> <td>Developmental Psychology (3 SHC)</td> </tr> <tr> <td>SOC 210</td> <td>Introduction to Sociology (3 SHC)</td> </tr> </table> 	PSY 150	General Psychology (3 SHC)	PSY 241	Developmental Psychology (3 SHC)	SOC 210	Introduction to Sociology (3 SHC)						
PSY 150	General Psychology (3 SHC)											
PSY 241	Developmental Psychology (3 SHC)											
SOC 210	Introduction to Sociology (3 SHC)											
<p>Natural Sciences/Mathematics (14 SHC)</p> <p><i>Natural Sciences (8 SHC):</i></p> <ul style="list-style-type: none"> • One of the following chemistry sequences is required: <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">CHM 131, 131A, and 132</td> <td>Introduction to Chemistry (3 SHC), Introduction to Chemistry Lab (1 SHC), Organic & Biochemistry (4 SHC)</td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px 0;">-or-</td> </tr> <tr> <td>CHM 151 and 152</td> <td>General Chemistry I (4 SHC) General Chemistry II (4 SHC)</td> </tr> </table> <p><i>Mathematics (6 SHC):</i></p> <ul style="list-style-type: none"> • The following course is required (3 SHC): <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">MAT 161 (or higher)</td> <td>College Algebra (3 SHC)</td> </tr> </table> • One of the following courses is required (3 SHC): <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">MAT 151</td> <td>Statistics I (3 SHC) <i>or</i></td> </tr> <tr> <td>MAT 155</td> <td>Statistical Analysis (3 SHC)</td> </tr> </table> 	CHM 131, 131A, and 132	Introduction to Chemistry (3 SHC), Introduction to Chemistry Lab (1 SHC), Organic & Biochemistry (4 SHC)	-or-		CHM 151 and 152	General Chemistry I (4 SHC) General Chemistry II (4 SHC)	MAT 161 (or higher)	College Algebra (3 SHC)	MAT 151	Statistics I (3 SHC) <i>or</i>	MAT 155	Statistical Analysis (3 SHC)
CHM 131, 131A, and 132	Introduction to Chemistry (3 SHC), Introduction to Chemistry Lab (1 SHC), Organic & Biochemistry (4 SHC)											
-or-												
CHM 151 and 152	General Chemistry I (4 SHC) General Chemistry II (4 SHC)											
MAT 161 (or higher)	College Algebra (3 SHC)											
MAT 151	Statistics I (3 SHC) <i>or</i>											
MAT 155	Statistical Analysis (3 SHC)											
<p><i>A college may award a diploma under the A1010I for completion of the entire general education core, as outlined, with a grade of “C” or better in each course.</i></p>												

*Nursing (A1010I) Associate in Arts Pre-Major
SBCC approved 03/13/97; BOG approved 03/14/97; TAC amended 05/22/97; revised 08/27/04; revised 02/03/06;
revised 11/17/06; TAC revised 05/23/07; TAC revised 09/26/07.*

Other Required Hours (20-21 SHC)* One semester hour of credit may be included in a sixty-five semester hour credit associate in arts program. The transfer of the 65th hour is not guaranteed.

- The following courses are required (6 SHC):

PSY 281	Abnormal Psychology (3 SHC)
SOC 213	Sociology of the Family (3 SHC)
- One of the following course sequences is required (8 SHC):

BIO 165 and 166	Anatomy and Physiology I (4 SHC) and II (4 SHC) <i>or</i>
BIO 168 and 169	Anatomy and Physiology I (4 SHC) and II (4 SHC)
- One of the following courses is required (3-4 SHC):

BIO 175	General Microbiology (3 SHC) <i>or</i>
BIO 275	Microbiology (4 SHC)
- 2-3 additional hours of approved college transfer courses are required to total 64 SHC of transferable courses.

Total Semester Hours Credit (SHC) in Program: 64-65

- * **Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.**
- ** **3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature requirement.**

Application to a University

Admission application deadlines vary; students must meet the deadline for the senior institution to which they plan to transfer. Upon successful completion of the associate degree, students who meet the requirements outlined in this pre-major articulation agreement will be eligible to be considered for admission as juniors to the signatory institutions offering the baccalaureate degree as listed at www.northcarolina.edu/content.php/aa/planning/traditional.htm or in the NC Independent Colleges and Universities Handbook which is available online at www.ncicu.org/publications. Students are encouraged to contact the senior institution to confirm degree offerings.

Admission to the Major

Admission across the several programs in Nursing is competitive. Other professional admission requirements may be designated by individual programs. Grade point average requirements vary, and admission is competitive across the several programs in Nursing.

CURRICULUM STANDARD

Effective Term
Fall 2010
[2010*03]

Curriculum Program Title

Dietetic Technician

Code

A45310

Concentration

(not applicable)

Curriculum Description

The Dietetic Technician program prepares individuals to promote optimal health through proper nutrition by providing personalized services to meet client's needs, and ensure balanced diets. Dietetic Technicians work under the supervision of a registered, licensed dietician.

Course work includes content related to food, nutrition, communication, and management. The physical, biological, behavioral, and social sciences support these areas.

Employment opportunities include childcare centers, hospitals, correctional centers, public health agencies, retirement centers, rehabilitation centers, hospices, clinics, nursing homes, home care programs, or medical offices.

Curriculum Requirements*

[for associate degree, diploma, and certificate programs in accordance with 23 NCAC 02E.0204(3)]

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit (SHC)	64-76	36-48	12-18

**Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

Major Hours

[ref. 23 NCAC 02E.0204 (3)]

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (*if applicable*). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Dietetic Technician A45310

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE Required Courses: BIO 275 Microbiology 4 SHC CHM 130 Gen, Org, & Biochemistry 3 SHC CHM 130A Gen, Org, & Biochemistry Lab 1 SHC DET 110 Dietetic Technician I 8 SHC DET 115 Dietetic Technician II 2 SHC DET 120 Dietetic Technician III 9 SHC DET 210 Dietetic Technican IV 9 SHC DET 220 Dietetic Technician V 10 SHC DET 225 Dietetic Technican VI 2 SHC PSY 241 Developmental Psychology 3 SHC Required Subject Areas: None	51 SHC	NR	
B. CONCENTRATION (<i>Not applicable</i>)			
C. OTHER MAJOR HOURS BIO, CHM, CIS, COE, CUL, DET, ENG, HEA, MAT, MED, NUT, PED, PSF, PSY, and SOC <i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i>			

CURRICULUM STANDARD

Effective Term
Fall 2010
[2010*03]

Curriculum Program Title	Histotechnology	Code	A45370
Concentration	(not applicable)		

Curriculum Description

This curriculum provides individuals with the knowledge and skills necessary to prepare tissue specimens for microscopic examination using various stains and dyes to identify tissue and cell structures.

Course work emphasizes scientific concepts related to laboratory testing, quality assurance, histology, microscopy, and other related topics.

Graduates may be eligible to apply to take the national examination given by the Board of Registry of the American Society for Clinical Pathology. Employment opportunities include pathology laboratories in hospitals and clinics and medical or research laboratories.

*Curriculum Requirements**

[for associate degree, diploma, and certificate programs in accordance with 23 NCAC 02E.0204(3)]

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit (SHC)	64-76	36-48	12-18

*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.

Major Hours

[ref. 23 NCAC 02E.0204 (3)]

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** *(if applicable)*. A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Histotechnology (A45370)

	AAS	Diploma	Certificate																																				
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC																																				
A. CORE <i>Courses required for the diploma are designated with *</i> Required Courses: <table style="width: 100%; margin-left: 20px;"> <tr><td>BIO 163</td><td>Basic Anatomy & Physiology</td><td style="text-align: right;">5 SHC</td></tr> <tr><td>BIO 271</td><td>Pathophysiology</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>BIO 275</td><td>Microbiology</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>CHM 130</td><td>General, Organic & Biochemistry</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>CHM 130A</td><td>General, Organic & Biochemistry Lab</td><td style="text-align: right;">1 SHC</td></tr> <tr><td>HTO 110</td><td>Intro to Histotechnology</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>HTO 120</td><td>Histology</td><td style="text-align: right;">5 SHC</td></tr> <tr><td>HTO 130</td><td>Histotechniques</td><td style="text-align: right;">5 SHC</td></tr> <tr><td>HTO 140</td><td>Histochemistry</td><td style="text-align: right;">5 SHC</td></tr> <tr><td>HTO 210</td><td>Histopathology</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>HTO 220</td><td>Histotechnology Clinical</td><td style="text-align: right;">8 SHC</td></tr> <tr><td>HTO 230</td><td>Professional Issues</td><td style="text-align: right;">3 SHC</td></tr> </table>	BIO 163	Basic Anatomy & Physiology	5 SHC	BIO 271	Pathophysiology	3 SHC	BIO 275	Microbiology	4 SHC	CHM 130	General, Organic & Biochemistry	3 SHC	CHM 130A	General, Organic & Biochemistry Lab	1 SHC	HTO 110	Intro to Histotechnology	3 SHC	HTO 120	Histology	5 SHC	HTO 130	Histotechniques	5 SHC	HTO 140	Histochemistry	5 SHC	HTO 210	Histopathology	4 SHC	HTO 220	Histotechnology Clinical	8 SHC	HTO 230	Professional Issues	3 SHC	49 SHC		
BIO 163	Basic Anatomy & Physiology	5 SHC																																					
BIO 271	Pathophysiology	3 SHC																																					
BIO 275	Microbiology	4 SHC																																					
CHM 130	General, Organic & Biochemistry	3 SHC																																					
CHM 130A	General, Organic & Biochemistry Lab	1 SHC																																					
HTO 110	Intro to Histotechnology	3 SHC																																					
HTO 120	Histology	5 SHC																																					
HTO 130	Histotechniques	5 SHC																																					
HTO 140	Histochemistry	5 SHC																																					
HTO 210	Histopathology	4 SHC																																					
HTO 220	Histotechnology Clinical	8 SHC																																					
HTO 230	Professional Issues	3 SHC																																					
B. CONCENTRATION <i>(Not applicable)</i>																																							
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> BIO, CHM, CIS, COE, CSC, and HTO <i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i>																																							

CURRICULUM PROCEDURES REFERENCE MANUAL

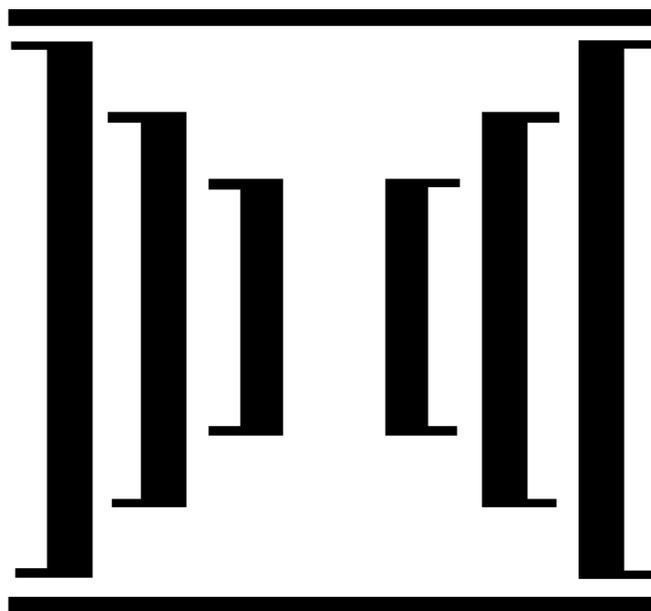
SECTION 15

Curriculum Review Committee

Procedures

Revised
September 22, 2009

North Carolina Community College System



CURRICULUM REVIEW COMMITTEE

PROCEDURES

Revised
September 22, 2009

CURRICULUM REVIEW COMMITTEE PROCEDURES

Revised September 22, 2009

Assumptions and Philosophy

Purpose

The Curriculum Review Committee (CRC) is committed to maintaining and sustaining the viability of the Combined Course Library (CCL). The CRC recognizes a responsibility for ensuring that colleges maximize use of the CCL and limit the proliferation of courses throughout the system. The CRC has the authority for approving changes, additions, and deletions to the CCL.

Objectives

The CRC discusses issues associated with college requests for changes, deletions, and/or additions to the CCL before taking action. As a decision-making body, committee members strive to achieve consensus, rather than simple majority vote. If a clear division among committee members occurs during a vote, discussion continues until a decision is reached that all members can accept and understand. The committee strives to identify existing alternative solutions when requests are denied. CRC members are dedicated to increasing the degree of flexibility available to individual colleges, i.e., use of local prerequisites in lieu of system-imposed prerequisites.

Procedures

Curriculum Review Committee

A Curriculum Review Committee was established to oversee the maintenance and revision of the North Carolina Community College System (NCCCS) Combined Course Library.

The committee will normally be composed of ten community college administrators and two presidents. The chairperson of the North Carolina Association of Community College Instructional Administrators (NCACCIA) will submit nominations to the Vice President for Academic and Student Services, who will appoint ten college administrators to the committee. The Presidents Association will appoint two members to the committee.

- (1) The committee members will be selected to represent system demographics based on the college's size, location and service area (rural/urban).
- (2) The committee members will serve three-year terms with four of the members rotating off each year, effective January 1, 2005. The current CRC members are listed in Attachment 1.
- (3) The Associate Vice President, Program Services at the System Office will also serve on the committee, as a non-voting member.

If committee members are unable to fulfill their obligations/terms, then the chairperson of the NCACCIA or the president of the Presidents Association will submit nominations to the Senior Vice President/Chief Academic Officer for Academic and Student Services, who will appoint new members to the committee. The duration of this interim appointment is based on the original committee member's term.

The committee normally meets twice a year. Meeting and submission dates are identified in Attachment 2.

Role of System Office Staff

College requests are submitted through the office of the Senior Vice President/Chief Academic Officer for Academic and Student Services.

System Office Staff has the following responsibilities prior to the CRC meeting:

- (1) Consult with the requesting college to assist in preparation of the request (before and/or after the formal submission of the request).
- (2) Send the request to applicable colleges for a formal vote.
- (3) Prepare an analysis of the request to be transmitted to the CRC.
- (4) Present the requests at the CRC meeting, answering CRC members' questions and providing additional information, as needed.
- (5) Notify colleges of the results of the CRC meeting.
- (6) Coordinate curriculum standard revision by the State Board of Community Colleges or the Senior Vice President/Chief Academic Officer for Academic and Student Services, as appropriate.
- (7) Give course (and curriculum standard) information to the Social Research Assistant to enter into appropriate electronic databases and post the information to the NCCCS website.

System Office staff may submit requests for consideration by the CRC. These requests may include, but are not limited to, compliance issues and editorial revisions that do not require decision by the colleges offering the course.

New Course Approvals

Colleges may submit requests for new CCL course approvals using Form 15-1 in Section 22. "New courses" are courses which are not currently in the CCL. The submission schedule for colleges is identified in Attachment 2. The CRC will review the requests to add new courses to the CCL.

A college will receive official notification from the System Office that its request for a new course has been received and the request will be submitted to the CRC at the next scheduled meeting.

The CRC will approve the appropriate areas of General Education, Major Hours, or Other Required Hours for the new course.

The State Board will act upon new courses that are included in applications for curriculum programs new to the System. The System Office will notify colleges of the State Board actions.

Revision of CCL Courses

Colleges may submit requests for revisions to CCL courses using Form 15-2 in Section 22. The submission schedule for colleges is identified in Attachment 2. The CRC will review the requests to revise CCL courses.

Requests received after the due dates will be acknowledged and placed on the agenda for the next meeting. The revisions are effective one year following the approval by the CRC. Colleges may request earlier implementation. The request along with the rationale should be included with the request.

The proposed revision will be reviewed by all colleges which list the course on an approved program of study, and a **two-thirds majority vote** of colleges that have approval to offer the course is required before the CRC may take action on the proposed course revision. Colleges not responding within the specified time period (usually two weeks) are considered in favor of the request.

Reclassification of Courses

Colleges may submit requests for reclassification of CCL courses using Form 15-3 in Section 22. The submission schedule for colleges is identified in Attachment 2. The CRC will review the requests to reclassify CCL courses. Requests received after due dates will be acknowledged and placed on the agenda for the next meeting. The reclassifications are effective one year following the approval by the CRC. Colleges may request earlier implementation. The request along with the rationale should be included with the request.

The proposed reclassification will be reviewed by all colleges which list the course on an approved program of study, and a **two-thirds majority vote** of colleges that have approval to offer the course is required before the CRC may take action on the proposed course reclassification. Colleges not responding within the specified time period (usually two weeks) are considered in favor of the request.

Curriculum Review Committee Process

The Curriculum Review Committee (CRC) has the responsibility and authority to approve all changes to the Combined Course Library (CCL). The CRC process insures that all requests for changes receive a thorough, timely, and impartial peer review:

Upon review of each request, the CRC has the following options:

- (1) CRC approves request. The System Office staff notifies colleges. New and revised courses are sent electronically to all colleges.
- (2) CRC tables request. The Program Coordinator will consult with requesting college to provide additional information requested by CRC.
- (3) CRC does not approve request. The Program Coordinator will consult with requesting college to clarify the CRC's position and/or to explore alternative ways to meet the objectives of the requested change.

Resubmission of Request

If the college still seeks further review of the request, the following additional review steps may be used:

- (1) Requesting college modifies request based on CRC rationale and resubmits. (There is no limit on the number of times a college may modify and resubmit a request.)

- (2) Requesting college, in consultation with Program Coordinator, prepares a detailed response to the CRC's decision including, when appropriate, additional documentation supporting the need for the change.

Upon additional review of the request, the CRC has the following options:

- (1) CRC approves request. Colleges are notified by the System Office staff of the action. New and revised courses are sent electronically to all colleges.
- (2) CRC does not approve request. Colleges are notified by the System Office staff of the decision.

Appeals Process

If the CRC does not approve a request for change after at least an initial and one additional review, representatives of the requesting college will have the opportunity to present the request in person at a called meeting of the CRC. A college has ten (10) working days from receipt of the CRC's second decision to state in writing its intent to pursue this option. The college submits its intent to the Associate Vice President, Program Services, who will forward the request to the chair of the CRC. The chair of the CRC will arrange a meeting with the college at the earliest mutually convenient time, not to exceed 20 working days from receipt of notification from the Associate Vice President, Program Services. A majority of CRC members must be present to hear and discuss the request with college representatives.

If, after meeting together, the CRC and the requesting college are not able to reach a mutually acceptable resolution, the requesting college may appeal the CRC decision to the Program Committee of the State Board. The request for a hearing must be made in writing to the Associate Vice President, Program Services within ten (10) working days from the date of receiving the CRC's final decision. The positions of both the requesting college and the CRC will be forwarded to the Program Committee.

If, after reviewing the materials for the hearing, the Program Committee agrees to hear the arguments of the CRC and the requesting college, the Program Committee will make a recommendation to the State Board. The decision of the State Board is final.

Archiving and Deleting Courses from the CCL

Any course not offered for a period of three years will be removed from the CCL and archived.

- (1) Colleges will be notified each year of courses that have not been offered for two years. Any course that is not utilized by a college during the subsequent (third) year will be purged at the end of the third year.
- (2) The courses that are purged from the CCL will be given an end term date and permanently stored in the CCL database. The course prefix and number of a purged course remain intact and may not be used for any other course.
- (3) If a college wants to use a purged course, the course will be given a new effective term/date. The course will now begin a new three-year cycle.

**Attachment 1
Curriculum Review Committee
Effective August 2008**

<p>Dr. Jim Burnett President Western Piedmont Community College 1001 Burkemont Avenue Morganton, NC 28655 Phone: (828) 438-6000 FAX: (828) 438-6015 Term Expires December 2009</p>	<p>Dr. Gene C. Couch, Jr. Vice President for Instructional Services Southwestern Community College 447 College Drive Sylva, NC 28779 Phone: (828) 586-4091 FAX: (828) 586-3129 Term Expires December 2009</p>
<p>Dr. Don Ammons Vice President for Academic Affairs Gaston College 201 Highway 321 South Dallas, NC 28034-1499 Phone: (704) 922-6239 FAX: (704) 922-6309 Term Expires December 2009</p>	<p>Mr. Wesley Beddard, Chair Dean of Instruction Beaufort County Community College PO Box 1069 Washington, NC 27889-1069 Phone: (252) 940-6226 FAX: (252) 946-0271 Term Expires December 2009</p>
<p>Ms. Robin McCree Vice President of Instruction Stanly Community College 141 College Drive Albemarle, NC 28001 Phone: (910) 582-7181 FAX: (910) 582-7028 Term Expires December 2010</p>	<p>Dr. Cindy Hess Executive Vice President Craven Community College 800 College Court New Bern, NC 28562 Phone: (252) 638-7204 FAX: (252) 638-4232 Term Expires December 2010</p>

Attachment 1 (Continued)
Curriculum Review Committee
Effective January 2009

<p>Dr. Angela R. Ballentine Vice President of Instruction Vance-Granville Community College PO Box 917 Henderson, NC 27536-0917 Phone: (252) 738-3283 FAX: (252) 430-0460 Term Expires December 2010</p>	<p>Mr. Dewey H. Lewis Vice President for Instruction and Information Resources Coastal Carolina Community College 444 Western Boulevard Jacksonville, NC 28546 Phone: (910) 938-6225 FAX: (910) 455-7027 Term Expires December 2010</p>
<p>Dr. William S. Carver, II President Nash Community College Post Office Box 7488 Rocky Mount, NC 27804-0488 Phone: (252) 443-4011 EXT 229 FAX: (252) 443-0176 Term Expires December 2011</p>	<p>Ms. Althea A. Riddick Vice President of Instruction College of The Albemarle Post Office Box 2327 Elizabeth City, NC 27906-2327 Phone: (252) 335-0821 Ext. 2241 FAX: (252) 335-2011 Term Expires December 2011</p>
<p>Dr. David Shockley Executive Vice President Caldwell Community College & Tech. Institute 2855 Hickory Blvd. Hudson, NC 28638-2397 Phone: (828) 726-2214 FAX: (828) 726-2216 Term Expires December 2011</p>	<p>Ms. Shirley Brown Vice President for Learning McDowell Technical Community College 54 College Drive Marion NC 28752 Phone: (828) 652-0676 FAX: (828) 623-1014 Term Expires December 2011</p>

**Attachment 2
Curriculum Review Committee
Submission Deadlines**

The Curriculum Review Committee will meet twice each calendar year, once during the spring semester and once during the fall semester. The meeting dates and submission deadlines are as follows:

Items Due to System Office	Action by Committee	Implementation Dates
From January 27, 2007 thru July 28, 2007	September 2007	Fall Semester 2008 (2008*03)
From July 29, 2007 thru January 25, 2008	March 2008	Spring Semester 2009 (2009*01)
From January 27, 2008 thru July 28, 2008	September 2008	Fall Semester 2009 (2009*03)
From July 29, 2008 thru January 26, 2009	March 2009	Spring Semester 2010 (2010*01)
From January 27, 2009 thru July 28, 2009	September 2009	Fall Semester 2010 (2010*03)
From July 29, 2010 thru January 26, 2010	March 2010	Spring Semester 2011 (2011*01)
From January 27, 2010 thru July 28, 2010	September 2010	Fall Semester 2011 (2011*03)

NOTE: Requests received after due dates will be acknowledged and placed on the agenda for the next meeting.