

**South Texas College  
College-Wide Curriculum Committee  
Meeting Agenda Packet**

**Meeting Information**

Date and Time: Tuesday, December 7, 2023, at 4:00 pm

Location: Microsoft Teams: [Join Microsoft Teams Meeting](#)

\*Meetings will be recorded for the purpose of the minutes

<b>Time</b>	<b>Agenda Item</b>	<b>Presenter</b>
4:00 – 4:05 p.m.	<ul style="list-style-type: none"> <li>• Call to Order</li> <li>• Housekeeping Rules               <ul style="list-style-type: none"> <li>○ All members, ex-officio members, and guests must sign in with your name and department in the chat window so we can verify attendance and document for the meeting minutes.</li> <li>○ Please keep microphones on <u>mute</u> to minimize background noise and unmute as needed for questions or voting.</li> <li>○ Remember to state your name when presenting an item or making a motion.</li> <li>○ This Committee is a voting committee. <u>Only</u> voting members can make a motion and vote. (Alternates may only vote if the representative is not in attendance.)</li> </ul> </li> <li>• Minutes from Meeting of November 21, 2023</li> </ul>	Dr. Wendi JW Williams
<b>New Business</b>		
4:05 – 4:15 p.m.	<p><b>Information Technology</b></p> <ol style="list-style-type: none"> <li>1. Approval for Proposed Business Applications Occupational Skills Award</li> </ol> <p><b>Justification:</b> The proposed Occupational Skills Awards will consist of three classes that will stack into current certificate, allowing more opportunities to earn micro-credentials.</p>	Angelita Elizondo Teniente

**BUSINESS APPLICATIONS  
OCCUPATIONAL SKILLS AWARD**

2024-2025

TSI EXEMPT

11.0101

<u>1st Semester</u>	<u>COURSE TITLE</u>	<u>LEC.</u>	<u>LAB</u>	<u>EXT</u>	<u>CONT.</u>	<u>CR</u>
ITSC 1409 (11.0101)	Integrated Software Applications	3	3	0	96	4
ITSW 2434 (11.0301)	Advanced Spreadsheets	3	3	0	96	4
ITSE 2409 (11.1002)	Database Programming	<u>3</u>	<u>3</u>	<u>0</u>	<u>96</u>	<u>4</u>
		9	9	0	288	12

Total Contact Hours: 288

Total Credit Hours: 12

See **Appendix A**, p. 6-9, for Supporting Documentation

4:15 – 4:25 p.m.	<p><b>Advanced Manufacturing Technology</b></p> <p>1. Approval for Proposed Manufacturing Technician Occupational Skills Award</p> <p><b>Justification:</b> The proposed Occupational Skills Awards will provide basic knowledge of blueprint reading and an understanding of what tools and equipment are needed even if they are not proficient with the different equipment.</p> <p>2. Approval for Proposed Mechatronics Technician Occupational Skills Award</p> <p><b>Justification:</b> The proposed Occupational Skills Awards will provide basic knowledge of electrical and pneumatic circuits and understanding the use of troubleshooting tools and equipment.</p>	Erika Guerra
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**MANUFACTURING TECHNICIAN  
OCCUPATIONAL SKILLS AWARD**

2024-2025

TSI EXEMPT

15 .0613

<u>1st Semester</u>	<u>COURSE TITLE</u>	<u>LEC.</u>	<u>LAB</u>	<u>EXT</u>	<u>CONT.</u>	<u>CR</u>
DFTG 1325 (15.1301)	Blueprint Reading and Sketching	2	3	0	80	3
MCHN 1338 (48.0501)	Basic Machine Shop I	1	6	0	112	3
MCHN 1320 (48.0501)	Precision Tools and Measurement	<u>2</u>	<u>4</u>	<u>0</u>	<u>96</u>	<u>3</u>
		5	13	0	288	9

Total Contact Hours: 288

Total Credit Hours: 9

**MECHATRONICS TECHNICIAN  
OCCUPATIONAL SKILLS AWARD**

2024-2025  
TSI EXEMPT  
15 .0407

<u>1st Semester</u>	<u>COURSE TITLE</u>	<u>LEC.</u>	<u>LAB</u>	<u>EXT</u>	<u>CONT.</u>	<u>CR</u>
RBTC 1405 (15.0405)	Robotic Fundamentals	3	3	0	96	4
CETT 1409 (15.1201)	DC/AC Circuits	3	3	0	96	4
ELMT 1405 (15.0403)	Basic Fluid Power	<u>3</u>	<u>3</u>	<u>0</u>	<u>96</u>	<u>4</u>
		9	9	0	288	12

Total Contact Hours: 288

Total Credit Hours: 12

See **Appendix A**, p. 10-13, for Supporting Documentation

4:25 – 4:35 p.m.	<p><b>Architecture</b></p> <ol style="list-style-type: none"> <li>1. Replace Language, Philosophy &amp; Culture Elective – Core Curriculum with Social and Behavioral Sciences Elective – Core Curriculum for the Architecture Associate of Science and move Language, Philosophy &amp; Culture Elective for completion after graduation to be core complete.</li> </ol> <p><b>Justification:</b> This change is necessary to comply with the SACSCOC 9.3c standard, which states the general education component must include a course from the following areas: humanities/fine arts, social/behavioral sciences, and natural science/mathematics.</p>	Jose Vela
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Associate of Science Degree  
Field of Study Proposal  
AY 2024-2025  
RECOMMENDED COURSE SEQUENCE

<b>FIRST YEAR - FALL</b>	<b>Credit Hours</b>
ARCH 1311 Introduction to Architecture	3
ARCH 1301 Architectural History I (Creative Arts Elective-Core Curriculum)*	3
ARCH 1303 Architectural Design I	3
ARCH 1307 Architectural Graphics I	3
ENGL 1301 Composition	3

<b>SPRING</b>	<b>Credit Hours</b>
ARCH 1308 Architectural Graphics II	3
ARCH 1304 Architectural Design II	3
MATH 2412 Pre-Calculus Math <sup>1</sup>	4
<del>Language, Philosophy &amp; Culture Elective – Core Curriculum</del>	3
<del>Social and Behavioral Sciences Elective – Core Curriculum</del>	

<b>SUMMER</b>	<b>Credit Hours</b>
ENGL 1302 Composition II – Rhetoric	3
PHYS 1401 College Physics I	4

<b>SECOND YEAR - FALL</b>	<b>Credit Hours</b>
ARCH 1302 Architectural History II	3
ARCH 2603 Architectural Design III	6
PHYS 1402 College Physics II	4

<b>SPRING</b>	<b>Credit Hours</b>
ARCH 2312 Architectural Technology	3
ARCH 2604 Architectural Design IV	6
SPCH 1311 Introduction to Speech Communications	3

**Recommended After Completion of Degree to be Core Complete**  
Students who would like to be Core complete upon transfer should also complete courses from the following Core component areas:

GOVT 2305 Federal Government	3
GOVT 2306 Texas Government	3
HIST 1301 United States History I or HIST 2327 or HIST 2381	3
HIST 1302 United States History II or HIST 2328 or HIST 2382	3
Creative Arts Elective - Core Curriculum*	3
<del>Social and Behavioral Sciences Elective – Core Curriculum</del>	3
<del>Language, Philosophy &amp; Culture Elective – Core Curriculum</del>	

\*Additional Creative Art Elective may be required depending on transferring institution

<sup>1</sup> Prerequisite of MATH 1414 – College Algebra

4:35 – 4:45 p.m.	<p><b>Human Resources</b></p> <ol style="list-style-type: none"> <li>1. Addition of BCIS 1305 – Business Computer Applications as a course option for the Human Resources Associate of Applied Science</li> </ol> <p><b>Justification:</b> The addition of this course would allow students to have a primary and/or secondary course concerning data collection and how to use software applications to organize the data effectively; adding technical competency to the Human Resource AAS.</p>	Sandra Charles-Garza
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South Texas College Human Resources Specialist Associate of Applied Science Degree 2024-2025						FICE Code: 031034 CIP Code: 521001
		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs
<b>First Semester</b>						
ENGL 1301	Composition I	3	0	0	48	3
HRPO 2301	Human Resource Mgmt	3	0	0	48	3
HRPO 2305	Human Resources Information Systems	3	0	0	48	3
BMGT 2303	Problem Solving and Decision Making	3	0	0	48	3
ACNT 1303	Intro to Accounting I	2	2	0	64	3
<b>Total</b>		<b>14</b>	<b>2</b>	<b>0</b>	<b>256</b>	<b>15</b>
<b>Second Semester</b>						
ACNT 1329	Payroll & Business Tax Acc.	2	2	0	64	3
HRPO 1302	Human Res. Training & Dev.	3	0	0	48	3
SPCH 1321	Business & Prof. Communication	3	0	0	48	3
HRPO 1305	Management & Labor Rel.	3	0	0	48	3
HRPO 2303	Employment Practices	3	0	0	48	3
<b>Total</b>		<b>14</b>	<b>2</b>	<b>0</b>	<b>256</b>	<b>15</b>
<b>Third Semester</b>						
	Social/Behavioral Science Elective	3	0	0	48	3
HRPO 2304	Employee Relations	3	0	0	48	3
HRPO 2371	Human Resources Laws	3	0	0	48	3
HRPO 2307	Organizational Behavior	3	0	0	48	3
	*Math/Nat. Science Elective	3	3	0	96	4
<b>Total</b>		<b>15</b>	<b>3</b>	<b>0</b>	<b>288</b>	<b>16</b>
<b>Fourth Semester</b>						
ACCT 2301	Principles of Fin Accounting 2 or BCIS 1305 – Business Computer Applications		4	0	96	3
HRPO 2306	Benefits & Compensation	3	0	0	48	3
HRPO 2288	Internship Human Resource Management	0	0	6	96	2
	Humanities Elective	3	0	0	48	3
	Human Resources Elective**	3	0	0	48	3
<b>Total</b>		<b>11</b>	<b>4</b>	<b>6</b>	<b>336</b>	<b>14</b>
<b>Total Contact Hours:</b>		<b>1136</b>				
<b>Total Credit Hours:</b>		<b>60</b>				
<u>Identifies courses to fulfill minimum 15 credit hour General Education Requirement</u>						
*Students must take a 4 credit hour course in order to fulfill the MATH / Natural Sciences Elective.						

4:45 – 4:50 p.m.

- **Announcements/Adjournment**  
Next Meeting - Thursday, January 25, 2024  
Agenda items are due by Monday, January 22, 2024

Dr. Wendi JW  
Williams

## **Occupational Skills Awards**

An Occupational Skills Award (OSA) is a sequence of courses that meet the minimum standard for program length specified by the Texas Workforce Commission for the federal Workforce Innovation and Opportunity Act <sup>1</sup>(WIOA) program (9-14 SCH for credit courses or 144-359 contact hours for workforce continuing education courses).

An OSA must possess the following characteristics:

- a. The credential is TSI-waived under THECB Rule 4.54b;
- b. The content of the credential must be recommended by an external workforce advisory committee, or the occupation must appear on the Local Workforce Development Board's Demand Occupations list;
- c. In most cases, the credential should be composed of WECM courses only. However, non-stratified academic courses may be used occasionally if recommended by the external committee and if appropriate for the content of the credential;
- d. The credential complies with the Single Course Delivery guidelines for WECM courses; and
- e. The credential prepares students for employment in accordance with guidelines established for WIOA.

Note: Occupational Skills Awards are not considered degrees or certificates but are subjected to performance-based funding through HB8.

<sup>1</sup> Signed into law in 2014 and was intended to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

## **BUSINESS APPLICATIONS OSA**

As a workforce program, the Information Technology advisory committee and Workforce Education Course Manual have identified the following skills related to the courses that make up the proposed Business Applications OSA:

- Use word processing, spreadsheet, database, and/or presentation software
- Integrate applications to produce documents such as flyers, research papers, and business letters
- Create and edit presentations with pictures
- Work with Large Worksheets, Charting and What-If Analysis
- Work with Financial Functions, Data Tables, and Amortization Schedules
- Work with Trendlines, PivotTables, PivotCharts, and Slicers
- Create and design macros
- Use data analysis features
- Develop solutions using linked worksheets
- Develop database applications using a structured query language
- Create queries, forms and reports from database tables
- Implement data integrity
- Optimize query performance
- Create and maintain indexes
- Create documentation

These skills will prepare a Business Applications OSA recipient to be job ready to be gainfully employed in school districts and pretty much any company or organization that is in need of employees who are skilled and knowledgeable in business applications such as word processing and spreadsheets.

These courses are taught following industry best practices and are tied to specific industry certifications:

- Microsoft Office Specialist – Access, Excel, PowerPoint and Word (ITSE 1409 Integrated Software Applications I)
- Microsoft Office Expert – Excel (ITSW2434 Advanced Spreadsheets)
- Microsoft Office Expert – Access (ITSE 2409 Database Programming)

## **Microsoft Office Specialist Jobs**

MOS certifications help qualify you for a variety of positions including:

- Office Manager
- Executive Assistant
- Administrative Assistant
- IT Support Technician
- SharePoint Specialist
- Database Specialist
- Workbook Developer
- Research Analyst
- Project Coordinator

## **Microsoft Office Specialist Salary**

Average earnings for Microsoft Office Specialists and related MCPs (U.S. and Canada):

- MOS Master: \$75,640
- MCSA: Windows 10: \$79,109
- MOS Expert: \$82,551
- MCSA: Office 365: \$83,036

Average Salary by MOS Certification

Source: 2017 IT Skills & Salary Report by Global Knowledge

Sample Jobs Available:

Job Titles	Min. Job Requirements	Salary	Skills/Knowledge
<b>Medical Office Specialist - Oncology Infusion</b>	<ul style="list-style-type: none"> <li>• High School/GED, preferred</li> <li>• Excellent customer service and interpersonal skills</li> <li>• Computer skills required with knowledge of Microsoft Office suite</li> <li>• Good written and verbal communication skills required</li> <li>• MOS Certificate, preferred</li> <li>• Bilingual - English/Spanish, required</li> </ul>	\$11.50 - 14.50 hourly	<ul style="list-style-type: none"> <li>• Minimum of two (2) years receptionist experience required</li> <li>• Billing and insurance verification knowledge preferred</li> <li>• Previous experience in a busy medical office setting is preferred</li> <li>• Previous experience in a teaching facility preferred</li> <li>• Ability to use and learn EMR and practice management software</li> <li>• Medical terminology experience/education, preferred.</li> </ul>
<b>Medical Office Specialist</b>	<ul style="list-style-type: none"> <li>• High School/GED required</li> <li>• Excellent customer service skills</li> <li>• Computer skills required with knowledge of Microsoft Office suite</li> <li>• Good written and verbal communication skills required</li> <li>• Bilingual - English/Spanish, required</li> </ul>	\$15-\$19 hourly	<ul style="list-style-type: none"> <li>• Minimum of one (1) year receptionist experience required</li> <li>• Previous experience in a high-volume medical office setting is preferred</li> <li>• Medical terminology experience/education, preferred</li> </ul>
<b>Secretary Principal (MS) McAllen ISD</b>	<p><b>Education/Certification:</b> High School Diploma or GED Secretarial/clerical training in a business/technical school or college, preferred</p> <p><b>Special Knowledge/Skills:</b> Strong organizational, communication and interpersonal skills; proficiency in use of calculator and office machines; ability to operate computer; knowledge of basic accounting procedures</p> <p><b>Experience:</b> Three (3) to five (5) years in general office work and/or training</p>	<p><b>Hourly Pay Range:</b> Minimum: \$16.31 Midpoint: \$19.65 Maximum: \$22.99</p>	<p><b>MAJOR RESPONSIBILITIES AND DUTIES/ESSENTIAL FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Type correspondence, letters and memos, purchase orders, check requests, forms, etc., and other clerical duties as deemed necessary by immediate supervisor.</li> <li>2. Answer telephones, respond to routine questions, maintain, update and correlate activities on principal's calendar, set appointments or route calls to appropriate persons.</li> <li>3. Perform duties relating to students, such as taking issues as they arise.</li> <li>4. Schedule requested conferences.</li> <li>5. Serve as confidential secretary to principal and assistant principals.</li> <li>6. Maintain activity and budget accounts.</li> <li>7. Make and record deposits.</li> </ol>



			<ul style="list-style-type: none"><li>8. Handle time sheets appropriately for hourly personnel.</li><li>9. Maintain and request repairs of instructional machines, such as duplicators, copiers, typewriters, calculators, etc.</li><li>10. Coordinate all office activities.</li><li>11. Follow McAllen ISD customer service standards.</li><li>12. Perform other duties as assigned by immediate supervisor (primary evaluator).</li></ul>
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## MANUFACTURING FUNDAMENTALS OSA

Our workforce advisory committee identified the following skills that related directly to the manufacturing Fundamentals Level One Technician that earns \$30,000 in the RGV area:

- Read and interpret manufacturing schematics.
- Operate and maintain basic manufacturing equipment.
- Understand and implement quality control in production lines.
- Use precision measurement inspection tools and equipment.
- Keep records of maintenance
- Understand metal composition.
- Understand different manufacturing layouts and processes.

These skills make our Manufacturing Technician OSA recipients job ready in the RGV where they can be gainfully employed in the manufacturing industry that level 1 technicians to train in different manufacturing fields.

### Sample Jobs Available:

Job Titles	Min. Job Requirements	Salary	Skills/Knowledge
<b>Machine Operator - SpaceX</b>	High school diploma or equivalency certificate  1+ years of experience working with machinery in a shop environment	\$18/hr.	-Operate and maintain equipment such as laser cutters, press brakes, water jets, and roller machinery -Assemble basic flight hardware which includes torquing fasteners -Read <b>basic blue prints</b> to ensure parts are made to engineering specifications to meet customer needs -Use <b>basic inspection tools</b> such as <b>calipers, micrometers, thread gauges and radius gauges</b> to verify conformance of hardware -Fabricate complex, tight tolerance parts, using various sheet metal materials that include several types of steel aluminum, pyron, and zotek
<b>Entry level Operator – International Paper</b>		\$13.57 up to \$19.10	- following all safety rules and practices; - learning customer requirements and specifications by <b>reading factory work orders</b> , print cards, and design specifications; - coordinating activities with other machine crew members to efficiently set up and run orders; - maintaining <b>quality and production standards</b> as required by the company; - <b>performing set up functions</b> as directed by the operator; such as removing and attaching cutting dies, zeroing and opening / closing the machine, raising, autosetting, and lowering the prefeeder, setting the stacker and counter-ejector portions of the machine, recovering ink and washing ink filters, installing inks, cleaning, setting, and adjusting the glue application system, and completing paperwork, while continuously balancing work with the operator; - continually <b>monitoring the quality and quantity</b> of production; - using available time to prepare for set ups and runs by obtaining protection sheets, <b>obtaining and assigning tooling, ink, and other supplies</b> , and tearing apart pallet cards; - performing assigned <b>clean up functions</b> , such as blowing down the machine, wiping off shafts, cleaning ink systems, vacuuming and sweeping the machine area, and picking up and assigning miscellaneous scrap;

			<ul style="list-style-type: none"> <li>- performing minor cutting die repairs;</li> <li>- performing <a href="#">quality inspections and tests, and recording findings</a>;</li> <li>- learning press operator duties and responsibilities;</li> <li>- following prescribed practices in all circumstances; and</li> <li>- performing other duties as assigned by supervision.</li> </ul>
<b>Machine Operator Assistant – FOX Packaging</b>		\$10.50/HR	<ul style="list-style-type: none"> <li>- <a href="#">Set up machines (calibration, cleaning etc.)</a> to start a production cycle</li> <li>- Control and adjust machine settings (e.g. speed)</li> <li>- <a href="#">Feed raw material or parts</a> to semi-automated machines</li> <li>- <a href="#">Inspect parts with precision and measuring tools</a></li> <li>- Test operation of machines periodically</li> <li>- Fix issues that might occur during the shift</li> <li>- Check output to spot any machine-related mistakes or flaws</li> <li>- <a href="#">Keep records</a> of approved and defective units or final products</li> <li>- Maintain activity logs</li> </ul>
<b>Advisory Board Members</b>		AVG \$17.50/HR	<ul style="list-style-type: none"> <li>- 3 OSA Classes</li> </ul>

## MECHATRONICS FUNDAMENTALS OSA

Our workforce advisory committee identified the following skills that related directly to the Mechatronics Technician that earns \$31,680 in the RGV area:

- Install, configure, monitor, maintain, and troubleshoot industrial machinery.
- Program, troubleshoot industrial robotics.
- Troubleshoot electrical systems in equipment
- Troubleshoot mechanical systems in equipment
- Troubleshoot fluid power systems in equipment

These skills make our Mechatronics Technician OSA recipients' job ready, especially in the RGV where they can be gainfully employed in manufacturing, hospitals and any company or organization that has industrial machinery that need technical support.

### Sample Jobs Available:

Job Titles	Min. Job Requirements	Salary	Skills/Knowledge
<b>Maintenance Technician: Snelling</b>	<u>Required:</u> High School Diploma or equivalent	\$14- \$18/hr.	<ul style="list-style-type: none"> <li>- follow all safety rules and practices</li> <li>- perform <b>preventive maintenance activities</b> such as lubricating, measuring wear, measuring positions, repositioning components; and observing operations, vibrations, and noise levels;</li> <li>- perform <b>emergency / break down maintenance</b> as necessary to support plant operations;</li> <li>- <b>reference equipment manuals</b> and other technical literature;</li> <li>- contact and working with vendors and subcontractors to achieve desired results;</li> <li>- accurately use measurement and test equipment;</li> <li>- <b>perform electrical, mechanical, pneumatic, hydraulic, steam system, and other repairs and installations</b> as needed;</li> <li>- maintain clean and organized work areas, and cleaning up work areas as part of completing assigned tasks;</li> <li>- accurately and completely prepare and <b>maintaining maintenance records</b> and other paperwork;</li> </ul>
<b>Mechatronics Maintenance Technician</b>	<ul style="list-style-type: none"> <li>- High School Diploma or Equivalent</li> <li>- Minimum 3 years' experience in Industrial Manufacturing processes, equipment and facilities.</li> <li>- Must have knowledge with PLC's, Hydraulics, Pneumatics, CNC Operation.</li> <li>- Ability to interact effectively with all levels of operations</li> </ul>	Up to \$17/hr.	<ul style="list-style-type: none"> <li>- To able to <b>troubleshoot both electrical and mechanical systems</b> and the <b>ability to read schematics</b> to assist with troubleshooting to minimize equipment downtime.</li> <li>- To operate machines controls and manipulate machines <b>manually in order to perform troubleshooting</b> or return machines to operating condition.</li> <li>- To <b>perform intermediate electrical/electronic and mechanical troubleshooting related to manufacturing equipment using multi-meter</b>. Diagnose control circuit logic and motor circuit wiring to determine malfunctioning components.</li> <li>- To have some knowledge to edit and troubleshoot PLC's</li> <li>- To have <b>knowledge in hydraulics and pneumatics</b>.</li> <li>- To determines changes in dimensional requirements of parts by inspecting used parts; using <b>rules, calipers, micrometers, and other measuring instruments</b>.</li> <li>- To ensure the operation of machinery and equipment by completing preventive maintenance (PM's) requirements.</li> <li>- To be able to use and understand equipment manuals.</li> </ul>

			<ul style="list-style-type: none"> <li>- To perform work using safe practices in compliance with O.S.H.A and E.P.A. regulations, such as Tag Out / Lock out procedures.</li> <li>- To keep a clean work area, and make sure all guards, covers and other safety related parts are replaced or installed</li> <li>- To minimize equipment downtime.</li> <li>- To recognize patterns and reoccurring issues, so that problems are diagnosed and solved vs. band aiding problem.</li> <li>- Perform other duties as assigned.</li> <li>- Do you have experience with maintenance repair of Doosan, DMG Mori, Famar or Fanuc Controls?</li> </ul>
<b>Manufacturing Technician – FOX Packaging</b>	- High school or equivalent (Preferred)	\$14-\$19/HR	Set up, test, adjust and maintain industrial machinery or equipment at <b>entry level</b> , using any combination of <b>electrical, electronics, mechanical, hydraulic, pneumatic, or computer technologies</b> .
<b>Advisory Board Members</b>	- High school or equivalent (Preferred)	AVG \$16.50/HR	- 3 OSA Classes