

Department Chair Meeting Minutes
College of Arts and Sciences
October 22, 2013

The meeting was called to order at 8:03 a.m. on Tuesday, October 22, 2013. Dr. Vagn K. Hansen, Dean of the College of Arts and Sciences, presided. Department Chairs present: Ms. Chiong-Yiao Chen, Dr. Paul Kittle, Dr. Brent Olive, Dr. Gregory Pitts, Dr. Yaschica Williams, Dr. Larry Adams, Dr. Claudia Vance, Dr. Francis Koti, Dr. Jeffrey Bibbee for Dr. Christopher Maynard, Dr. Cindy Stenger, MAJ Leslie Relkin for LTC Michael Snyder, Dr. David McCullough, Dr. Brenda Webb, Dr. Richard Hudiburg, Dr. Joy Borah, and Dr. Jerri Bullard. Debbie Tubbs took the minutes.

1. **Approval of Minutes from October 8, 2013.** The minutes were approved by consensus.
2. **Curriculum Change Proposal from the Department of Biology.** Dr. Kittle made a motion to update the pre-health professions advisory information on behalf of Dr. Crews, the pre-health professions advisor. The motion was seconded, opened for discussion and adopted. [Pages 3-13]

Dr. Hansen shared that he will try to ask the University Curriculum Committee exactly which items they need to see and which are editorial in nature. Dr. Kittle agreed but said that he had corresponded with the Chair of the UCC and the Chair agreed that a curriculum proposal was needed.

3. **Dr. Jerri Bullard – Summer School.** Dr. Bullard stated she is trying to be proactive with all colleges and departments to plan for a positive outcome for summer 2014. She asked departments to share their ideas, challenges, and suggestions. Dr. Bullard discussed the workshops planned for February 5th and 6th, 2014, on teaching online during summer terms and encouraged department chairs to share with their faculty the idea of promoting summer school attendance during fall and spring advising sessions. She also encouraged advisors to discuss with advisees the distribution of their financial aid monies over three time periods – fall, spring, and summer. Dr. Bullard provided handouts and information was shared on the net revenue from summer school 2013 (approximately \$670,000). [Pages 14-15]

Dr. Hansen reminded the group of the need for all study abroad courses to be approved by their department chair and dean. He added that since an approval form for our college has not been developed, all professors should use the IPO form.

4. **College of Arts and Sciences Dean's Search.** Dr. Hansen announced that Dr. Melvin Davis, Professor and Dean of Library Services, will Chair the search committee for the next Dean of the College of Arts and Sciences. He expressed support of this choice and shared that Dr. Davis has a Ph.D. in History and also teaches as adjunct in the Department of History and Political Science. Dr. Hansen shared that discussion is continuing regarding organization of our college for the future and it looks as though an associate dean will be added to provide additional support to the dean without adding additional layers between department chairs. It was shared that Faculty Senate will be selecting some members of the search committee. Comments from the department chairs included what the associate dean's duties would encompass [fund-raising?] and the need to study the organization we have to see what is needed in an associate dean.
5. **Department Chair Quartiles/Department Chair Appointment Formula.** Dr. Hansen shared that discussion is continuing on the formula for department chair quartiles. He would like to gather information focused on what makes the department chairs jobs more complex when dealing with this 700 accounts. He shared a handout listing 700 account sub codes and asked department chairs to look at their supply budget lines and report to him by email by Thursday which 700 lines they use most frequently and which are the most time-consuming. He provided the example that it might be more time-consuming to write sixty \$6 checks rather than one check for \$120,000 [prepare purchase orders]. [Page 16]

6. **Conference Room Pictures.** Dr. Hansen stated that he was not going to put back in the conference room the pictures that departments had contributed to represent their area(s). Ms. Chen is storing those pictures in her department and if anyone would like their pictures back, please contact her and let her know.
7. **Curriculum Proposals/Catalog Changes and Lead Time.** Dr. Hansen shared that final work on the catalog changes and formatting issues on those changes and curriculum proposals have led our office to discuss increasing the lead time for Debbie to look over proposals before sending them to department chairs. Debbie expressed how overwhelmed she is at times with numerous curriculum proposals sent to her with formatting changes needed. With the current lead time and pressure to get proposals out to department chairs based on the current timeline, she shared her concern that she is missing things she should be doing as part of her job because she is kept so busy in doing what should be done at the departmental level. She reminded department chairs that with the upcoming training sessions for preparing curriculum proposals and catalog changes, these issues may be resolved. She stressed to department chairs that they should utilize their administrative assistants to prepare/proof curriculum proposals and catalog changes. She stated that from this day forward, any proposals or catalog changes that come in with any clarity or formatting issues will be returned to the administrative assistant to edit. Dr. Hansen agreed to see if the issues are resolved but stated we will discuss this topic again at a future meeting.

Dr. Hansen stated that he wanted to take this opportunity to again address the associate dean position for our college. He indicated the enormous amount of time it consumes in being the dean in Arts and Sciences. He identified substantial growth in our college through the creation of new programs and the addition of new faculty members. He acknowledged that with an associate dean, responses could come quicker, more attention could be paid to departments, and the new dean could first assess his or her strengths and decide ways the associate dean could take some of the burden off this two-person office. He expressed his hope that our college will support an associate dean position.

8. **Report from COAD.** Dr. Hansen reported the following items were among those discussed at the October 14, 2013, COAD meeting:
 - Outdated Course Substitution Workflow Requests
 - Revising Faculty Evaluation/Goal Planning Forms
 - Language in the *Faculty Handbook* regarding department chairs and release time/buy outs for grant work
9. **Other.**
 - Dr. Hansen announced that the large lecture hall in the new Student Commons will be available spring 2014 and the class capacity must be at least 60 to hold classes in this lecture hall.

The meeting adjourned at 9:24 a.m.

Undergraduate Curriculum Committee Curriculum Change Proposal Form

College Name: Arts and Sciences Department Name: Biology

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | |
|--|---|
| <input type="checkbox"/> Proposed New Course(s)–attach one page syllabus | <input type="checkbox"/> Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input type="checkbox"/> *New Major/Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input type="checkbox"/> Revised Major/Option/Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course | <input type="checkbox"/> New/Revised Certificate Program |
| <input type="checkbox"/> Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> Revised Admission Requirement |
| <input type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input checked="" type="checkbox"/> Editorial Change |
| <input type="checkbox"/> Other | |

Will this proposal result in the need for a Revised Faculty Roster Form? Yes ☐ No ☒

If yes, for whom: _____

Will the change require additions or deletions to the Major's Course List? Yes ☐ No ☒

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds. _____

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

The University provides advisory information for the health (and other) professions in its *Catalog*. Dr. Amy Crews, Pre-health Professions Advisor, has submitted new copy for this pre-health professions advisory information in an attempt to conform with current admissions requirements of multiple programs. On behalf of Dr. Crews, the Department of Biology requests approval of these *Catalog* changes.

Proposed Banner Course Title (30 character maximum): _____

The proposed change(s) will be effective beginning: spring semester 2014 year

If Addition of/Change in Course Fee, provide justification: _____

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: _____

October 08, 2013
Date Approved by Department Curriculum Committee

Paul D. Little
Chair's Signature

October 22, 2013
Date Approved by College Curriculum Committee**

Vign K. Hannon
Academic Dean's Signature**

*Proposals within this category require submission and approval by ACHE. Consult the VPAA Office for additional information.

**Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the Undergraduate Curriculum Committee.

Pre-Health Professions

Deleted: Health and Allied Health

1. **Medicine (allopathic and osteopathic), Dentistry, Optometry, and Podiatry.** Most professional schools in these fields require a bachelor's degree for admission. Although some schools permitting early admission do take highly qualified students, most give preference to applicants with four years of preparatory college work. There are common general science and mathematics requirements for admission to these health professions schools. However, there is some variability in required pre-requisites. Students may major in any discipline; some may have additional coursework for health professions school that is not part of their major. Consultation with the Pre-Health Professions Advisor will be necessary to ensure that students have the required coursework for application. Students must excel academically, volunteer extensively, have significant shadowing experience, and score high enough on the appropriate admissions test in order to be competitive for admission.

Deleted: . The University provides a special Health Professions Advisory Committee to oversee and to advise students interested in programs in these fields. For advisors in specific areas, see the Department of Biology.

In 2015, the Medical College Admission Test (MCAT) used for admission to medical and podiatry school, will change substantially. Students who plan to take the MCAT in the 2015 year or later must consult with the Pre-Health Professions Advisor to keep abreast of changes in course requirements for medical school that are reflected in the testing areas for the MCAT.

Medicine, Dentistry, Podiatry

Required Courses:

English Composition (2 semesters)
Principles of Biology (with lab; 2 semesters)
General Chemistry (with lab; 2 semesters)
Organic Chemistry (with lab; 2 semesters)
Physics (with lab; 2 semesters)
Mathematics (2 semesters)*

Optometry

Since admissions criteria for optometry schools vary somewhat from school to school, it is recommended that students interested in applying to optometry school consult each school's and college's website for specific course requirements. Most schools require that you complete the requirements for a bachelor's degree at your institution. Most students major in the natural sciences in college because of the intensive science course requirements; however, students can major in any discipline as long as they complete the pre-requisites for optometry school.

*Specific majors may require specific mathematics courses; consult with the advisor in making course selections.

The majority of optometry schools require the following courses:

Principles of Biology (2 semesters)
General Chemistry (with lab; 2 semesters)
Organic Chemistry (with lab; 1 semester)
Physics (with lab; 2 semesters)
Calculus
Statistics
English Composition (2 semesters)
Psychology (2 semesters)
Social and Behavioral Science (2 semesters)
Biochemistry (1 semester)

Deleted: 1. Medicine, Dentistry, Optometry, and Podiatry. Most professional schools in these fields require a bachelor's degree for admission, and even schools permitting early admission give preference to applicants with four years of preparatory college work. The common general requirements for admission to schools in each field are listed below. However, the requirements may vary somewhat depending upon the specific school. Suitable major areas include the social and behavior sciences, humanities, and biological and physical sciences. In addition to the required coursework, admission to a health professions school requires high scholastic achievement and acceptable scores on the appropriate admissions test. Students interested in these fields should make early contact with the pre-health professions advisor for assistance in scheduling the appropriate coursework and admissions test and for information regarding application to the professional schools.

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Medicine, Dentistry and Podiatry¶

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Required Course¶

English Composition

... [1]

2. **Physician Assistant.** Requirements for admission to a physician assistant program vary among professional schools. The majority of the programs are available at the master's level. Students interested in this field should consult the Pre-Health Professions Advisor at this University and consult the admissions requirements of the schools to which students are interested in applying. No specific major is required, although most students major in a natural science because of the pre-requisite coursework required. In addition to the required coursework, admission to a physician assistant school requires high scholastic achievement and acceptable scores on the Graduate Record Examination (GRE).

Typical required courses include:

English Composition (2 semesters)
 Principles of Biology (2 semesters)
 Human Anatomy and Physiology (2 semesters)
 Microbiology (1 semester)
 General Chemistry (with lab; 2 semesters)
 Organic Chemistry (with lab; 1 semester)
 Mathematics
 Statistics
 Psychology (2 semesters)

3. **Pharmacy.** Students who plan to pursue a program of study that will lead to matriculation to a pharmacy school can do so at this University. Although early admission after two to three years of pre-pharmacy coursework is possible, applicants with a bachelor's degree are more competitive. Pre-pharmacy students typically major in one of the natural sciences (i.e. biology or chemistry). In addition to the required coursework, the successful applicant possesses high academic achievement in coursework and acceptable scores on the Pharmacy College Admission Test (PCAT). Another important characteristic of successful applicants is the completion of the Pharmacy Technician class and subsequent certification. Since each pharmacy school requires different pre-pharmacy coursework, students interested in this field should consult with the Pre-Health Professions Advisor and the individual pharmacy schools' websites for further information.

Typical pre-requisite coursework includes:

Human Anatomy and Physiology (with lab; 2 semesters)
 General Chemistry (with lab; 2 semesters)
 Organic Chemistry (with lab; 2 semesters)
 Calculus I
 Ethics
 Microbiology (with lab; 1 semester)

4. **Veterinary Medicine.** Students who wish to pursue a career in veterinary medicine can do so at this University. Although early admission is possible,

Deleted: Physician Assistant. Requirements for admission to a physician assistant program vary among professional schools. Both bachelor's and master's degree programs are available. Students interested in this field should contact the pre-health professions advisor at this University and consult the catalog of the school offering the physician assistant program. No specific major is usually required. The following courses are usually required before acceptance into a physician assistant program. These courses may be taken as part of your undergraduate degree program or in addition to it. In addition to the required coursework, admission to a physician assistant school requires high scholastic achievement and acceptable scores on the Graduate Record Exam.¶

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Required Course

... [2]

Deleted: Pharmacy. Students who plan to pursue a program to meet requirements for admission to a school of pharmacy can do so at this University. Although early admission after three years of prepharmacy preparation at this university is possible, applicants with a baccalaureate degree are given preference. Prepharmacy students may major in biology with a chemistry minor or major in chemistry with a biology minor. In addition to the required coursework, admission to a school of pharmacy requires high scholastic achievement and acceptable scores on the Pharmacy College Admission Test. Since each pharmacy school requires different supporting coursework, students interested in this field should make contact with the prepharmacy advisor for assistance in scheduling the appropriate coursework and for information regarding other application requirements.¶

Major and minor: Biology major, chemistry minor; or chemistry major, biology minor¶

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Required Course¶

Business Applications of

... [3]

applicants with a bachelor's degree are given preference. There is no specific major required, although most students major in a natural science (biology, chemistry, etc.). In addition to required coursework, the successful applicant will have high scholastic achievement and acceptable scores on the Graduate Record Examination (GRE). Moreover, significant shadowing/work experience with small and large animals is also highly recommended. Students interested in this field should consult with the pre-health professions advisor and individual schools' website for additional requirements.

Typical pre-requisite coursework includes:

English Composition (2 semesters)

Humanities and Fine Arts (12 semester hours)

History, Social and Behavioral Sciences (12 hours; 1 semester of HI, remainder can be other courses)

Mathematics (Pre-calculus Trigonometry or higher)

Principles of Biology (with lab; 2 semesters)

Organic Chemistry (with lab; 2 semesters)

Physics (with lab; 2 semesters)

Biochemistry

Animal Nutrition (not Human Nutrition; must be taken elsewhere as an on-line course)

Science Electives: Comparative Anatomy, Genetics, Embryology, Mammalian or Animal Physiology, Microbiology, Cell Biology, Histology, Parasitology, or Immunology.

5. **Physical Therapy.** Requirements for admission to a graduate program leading to a doctoral degree in physical therapy (DPT) vary among professional schools. Students interested in this field should contact the Pre-Health Professions Advisor at this University and consult the catalog of the graduate school offering the physical therapy program. No specific major is required, although the most common majors nationwide are exercise science and biology. Students applying to graduate programs must have a bachelor's degree from a regionally accredited college or university. In addition to required coursework, students must also demonstrate high scholastic achievement and acceptable scores on the Graduate Record Examination (GRE). Students must also have significant shadowing/work experience with a licensed physical therapist.

The following courses are usually required before acceptance into a physical therapy doctoral degree program. These courses may be taken as part of your undergraduate degree program or in addition to it. Consult the Pre-Health Professions Advisor at this University and each school's website for additional information.

Principles of Biology (with lab; 2 semesters)

Human Anatomy and Physiology (with lab; 2 semesters)

General Chemistry (with lab; 2 semesters)

Physics (with lab; 2 semesters)

Pre-calculus Trigonometry or Pre-calculus Algebra and Trigonometry
Statistics

Deleted: Veterinary Medicine. Students who plan to pursue a program to meet requirements for admission to a school of veterinary medicine can do so at this University. Although early admission is possible, applicants with a baccalaureate degree are given preference. A major in professional biology with a chemistry minor is required. In addition to the required coursework, admission to a school of veterinary medicine requires high scholastic achievement and acceptable scores on the appropriate admission test. Students interested in this field should make contact with the pre-veterinary advisor for assistance in scheduling the appropriate coursework and for information regarding other application requirements.¶

Major and minor: Professional biology major with a chemistry minor¶

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Required Course . Semesters . UNA
Equivalent¶

Business Applications of . 1 . CIS 125¶
Microcomputer Software¶

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Applied Statistics

... [4]

Introductory Psychology and 2 other psychology courses

Deleted: Medical Technology. Students who plan to pursue a program to meet requirements for admission to a program of medical technology can do so at this University. Applicants must have a baccalaureate degree with a major in chemistry. In addition to the required coursework, admission to a school of medical technology requires high scholastic achievement and acceptable scores on the appropriate admission test. Students interested in this field should make contact with the medical technology advisor for assistance in scheduling the appropriate coursework and for information regarding other application requirements.

Major and minor: chemistry major and biology minor

Required Course . Semesters UNA Equivalent
Business Applications of . 1 . CIS 125
Microcomputer Software

Introduction to Statistics

... [5]

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6. **Occupational Therapy.** Requirements for admission to a graduate program in occupational therapy vary among professions schools. Students interested in this field should contact the Pre-Health Professions Advisor at this University and consult individual schools' websites for required coursework. No specific major is required. Students applying to graduate programs must have a bachelor's degree. In addition to required coursework, students must also demonstrate high scholastic achievement and acceptable scores on the Graduate Record Examination (GRE). Students must also have significant shadowing/work experience with a licensed occupational therapist.

Typical pre-requisite coursework includes:

Principles of Biology (with lab; 1 semester)
Human Anatomy and Physiology (with lab; 2 semesters)
Physics (with lab; 1 semester) – may substitute Kinesiology starting in fall 2013
Introductory Psychology plus 2 others (Developmental Psychology, Abnormal Psychology)
Introduction to Sociology (1 semester)
Statistics (1 semester)
Medical Terminology,

7. **Allied Health.** Students may complete one to three years of preparatory coursework required by schools of allied health at this University. Some schools of allied health give preference to applicants with a bachelor's degree. In addition to required coursework, admission to allied health school requires high scholastic achievement. There may also be admission tests that are required. Students interested in a career in an allied health field should contact the Pre-Health Professions Advisor at this University and the website of those schools to which the student will transfer for required coursework and other application information.

Law. Admission to accredited schools of law requires from three to four years of college preparatory work, with preference given to applicants with a bachelor's degree even where the degree itself is not a requirement for admission. Law schools are not specific as to preparatory coursework, but applicants will be expected to present a broad preparation, a good scholas-

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Required Course ... [1]
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Major and minor: Biology major with a minor in a field that supports occupational therapy (psychology is recommended).¶

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Required Course¶
Business Applications of ... [2]

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1. **Medicine, Dentistry, Optometry, and Podiatry.** Most professional schools in these fields require a bachelor's degree for admission, and even schools permitting early admission give preference to applicants with four years of preparatory college work. The common general requirements for admission to schools in each field are listed below. However, the requirements may vary somewhat depending upon the specific school. Suitable major areas include the social and behavior sciences, humanities, and biological and physical sciences. In addition to the required coursework, admission to a health professions school requires high scholastic achievement and acceptable scores on the appropriate admissions test. Students interested in these fields should make early contact with the pre-health professions advisor for assistance in scheduling the appropriate coursework and admissions test and for information regarding application to the professional schools.

Medicine, Dentistry and Podiatry

Required Course	Semesters	UNA Equivalent
English Composition	2	EN 111, 112 or 121, 122
Principles of Biology	2	BI 111, 112
General Chemistry (with lab)	2	CH 111, 111L, 112, 112L
Organic Chemistry (with lab)	2	CH 311, 311L, 312, 312L
Physics (with lab)	2	PH 241, 242 or 251, 252
College Mathematics	2	Choose from among MA 112, 113, 115, 121, 122, 125, 126*

Optometry

Required Course	Semesters	UNA Equivalent
Principles of Biology	2	BI 111, 112
General Chemistry (with lab)	2	CH 111, 111L, 112, 112L
Organic Chemistry (with lab)	1	CH 311, 311L
Physics (with lab)	2	PH 241, 242 or 251, 252
Calculus	1	MA 121 or 125
Statistics	1	MA 147 or 345
English Composition	2	EN 111, 112 or 121, 122
Psychology	2	PY 201 and one other 300-400 level course
Social and Behavioral Science	2	Choose from among courses in HI, SO, EC, PS or additional PY
Microbiology	1	BI 307
Biochemistry	1	BI 441/CH 441

* Work with the advisor in selecting the appropriate math courses. Calculus is recommended by many medical schools.

Physician Assistant. Requirements for admission to a physician assistant program vary among professional schools. Both bachelor's and master's degree programs are available. Students interested in this field should contact the pre-health professions advisor at this University and consult the catalog of the school offering the physician assistant program. No specific major is usually required. The following courses

are usually required before acceptance into a physician assistant program. These courses may be taken as part of your undergraduate degree program or in addition to it. In addition to the required coursework, admission to a physician assistant school requires high scholastic achievement and acceptable scores on the Graduate Record Exam.

Required Course	Se	UNA Equivalent
English	2	EN 111, 112 or
Biology	5	BI 111, 112, 241,
General Chemistry (with lab)	2	CH 111, 111L, 112, 112L
Organic Chemistry (with lab)	1	CH 311, 311L
Mathematics 1	Choose from among MA 112, 113, 115, 121, or 125	
Statistics 1	MA 147 or 345	
Psychology 2	PY 201 and at least one 300-400 level course	

Page 3: [3] Deleted Debbie Tubbs 10/9/2013 12:57:00 PM

Pharmacy. Students who plan to pursue a program to meet requirements for admission to a school of pharmacy can do so at this University. Although early admission after three years of prepharmacy preparation at this university is possible, applicants with a baccalaureate degree are given preference. Prepharmacy students may major in biology with a chemistry minor or major in chemistry with a biology minor. In addition to the required coursework, admission to a school of pharmacy requires high scholastic achievement and acceptable scores on the Pharmacy College Admission Test. Since each pharmacy school requires different supporting coursework, students interested in this field should make contact with the prepharmacy advisor for assistance in scheduling the appropriate coursework and for information regarding other application requirements.

Major and minor: Biology major, chemistry minor; or chemistry major, biology minor

Required Course	S	UNA Equivalent
Business	emes	CIS 125
Applications of Microcomputer Software	ters	
Human Anatomy & Calculus I		BI 241, 242
Physics (with lab)		MA 125
Ethics		PH 241, 242 or PHL 205

Veterinary Medicine. Students who plan to pursue a program to meet requirements for admission to a school of veterinary medicine can do so at this University. Although early admission is possible, applicants with a baccalaureate degree are given preference. A major in professional biology with a chemistry minor is required. In addition to the required coursework, admission to a school of veterinary medicine requires high scholastic achievement and acceptable scores on the appropriate admission test. Students interested in this field should make contact with the pre-veterinary advisor for assistance in scheduling the appropriate coursework and for information regarding other application requirements.

Major and minor: Professional biology major with a chemistry minor

Required Course	Semesters	UNA Equivalent
Business Applications of Microcomputer Software	1	CIS 125
	1	MA 345
Calculus	2	MA 121, 122
Physics (with lab)	2	PH 241, 242 or 251,
Ethics	1	PHL 205

Medical Technology. Students who plan to pursue a program to meet requirements for admission to a program of medical technology can do so at this University. Applicants must have a baccalaureate degree with a major in chemistry. In addition to the required coursework, admission to a school of medical technology requires high scholastic achievement and acceptable scores on the appropriate admission test. Students interested in this field should make contact with the medical technology advisor for assistance in scheduling the appropriate coursework and for information regarding other application requirements.

Major and minor: chemistry major and biology minor

Required Course	Semesters	UNA Equivalent
Business Applications of Microcomputer Software	1	CIS 125
Introduction to Statistics	1	MA 147
Physics (with lab)	2	PH 241, 242 or 251, 252

6. **Physical Therapy.** Requirements for admission to a graduate program in physical therapy vary among professional schools. Students interested in this field should contact the Chair of the Department of Health, Physical Education, and Recreation and consult the catalog and web site of the graduate school offering the physical therapy program. No specific major is required. Students applying to graduate programs must have a bachelor's degree from a regionally accredited college or university. The following courses are usually required before acceptance into a physical therapy graduate program. These courses may be taken as part of the student's undergraduate degree program or in addition to it.

Required Course	Semesters	UNA Equivalent
English Composition	2	EN 111, 112 or 121, 122
Biology	4	BI 111, 112, 241, 242
Chemistry (with lab)	2	CH 111, 111L, 112, 112L
Physics (with lab)	2	PH 241, 242 or 251, 252
Pre-calculus with Trigonometry	1	MA 113 or 115
Statistics	1	MA 147 or 345
Psychology	3	PY 201; choose from among PY 242, 302, 361

Required Course	Semesters	UNA Equivalent
English Composition	2	EN 111, 112 or 121, 122
Biology	4	BI 111, 112, 241, 242
Chemistry (with lab)	2	CH 111, 111L, 112, 112L
Physics (with lab)	2	PH 241, 242 or 251, 252
Pre-calculus with Trigonometry	1	MA 113 or 115
Statistics	1	MA 147 or 345
Psychology	3	PY 201; choose from among PY 242, 302, 361

Requirements for admission to a graduate program in occupational therapy vary among professional schools. Students interested in this field should contact the Chair of the Department of Health, Physical Education and Recreation and consult the catalog and web site of the graduate school offering the occupational therapy program. No specific major is required. Students applying to graduate programs must have a bachelor's degree from a regionally accredited college or university. The following courses are usually required before acceptance into an occupational therapy graduate program. These courses may be taken as part of the student's degree program or in addition to it.

Major and minor: Biology major with a minor in a field that supports occupational therapy (psychology is recommended).

Required Course	Semester	UNA Equivalent
Business		CIS 105
Microcomputer Software		
Human Anatomy & Developmental	2	BI 241, 242
Abnormal Psychology	1	PY 242
Statistics	1	PY 302
Physics (with lab)	1	MA 147 or PH 241

Summer School Discussion

College of Arts and Sciences

October 22, 2013

1. Summer 2013
 - a. Positive outcomes/challenges
 - b. Revenues
 - c. Distribution of revenue to colleges/departments
2. Planning for summer 2014
 - a. Think about alternative formats and time frames
 - i. Internet offerings
 - ii. Intersession
 - iii. Study abroad opportunities for students
 - b. Workshop on teaching online during summer term planned Feb. 5th and 6th, 2014
 - c. Encourage faculty to think about summer offerings during fall advisement and spring advisement
 - d. Distribution of financial aid monies over three time periods-fall, spring, summer
3. Additional comments

**UNA Summer School
Revenue and Expenditures
As Of 10/15/2013**

Account	Title	2012 YTD Activity	2013 YTD Activity	Net Change	%
5010	Tuition-PT UG-Summer	\$ 2,641,166.70	\$ 2,663,205.00	22,038.30	0.8%
5025	Tuition-Grad-Summer	389,946.50	462,576.00	72,629.50	18.6%
5120	Non Resident-Summer	208,836.00	209,853.00	1,017.00	0.5%
Total Revenue		\$ 3,239,949.20	\$ 3,335,634.00	\$ 95,684.80	3.0%
6115	Part Time Faculty	\$ -	\$ -		
6120	Summer Pay Faculty	2,141,635.38	2,198,346.86	56,711.48	2.6%
6127	Overload-Faculty	-	-		
6129	Independent Study	-	-		
6130	Instruct Staff	-	-		
Total Salaries		\$ 2,141,635.38	\$ 2,198,346.86	\$ 56,711.48	2.6%
6300	Benefits Pool	\$ -	\$ -		
6302	Hospital Insurance	-	-		
6303	Cancer Insurance	-	-		
6304	Disability Insurance	-	-		
6306	Life Insurance	-	-		
6309	Supplemental Insurance	-	-		
6313	Social Security	162,259.27	166,280.65	4,021.38	2.5%
6314	Teacher Retirement	209,010.18	215,783.51	6,773.33	3.2%
6318	Admision To Events	-	-	-	
6318	Remission of Fees	48,324.00	61,582.50	13,258.50	27.4%
Total Benefits		\$ 419,593.45	\$ 443,646.66	\$ 24,053.21	5.7%
700	Expense Pool	\$ -	\$ -		
7005	Supplies	-	-	-	
7024	Tuition	6,609.60	16,356.60	9,747.00	
7058	Food Purch Conf/Events		499.50		
7061	Advertising	3,203.45	-	(3,203.45)	N/A
7081	Consultant Services	-	-		
7097	Printing-copying	310.00	-	(310.00)	N/A
7415	Out of State Travel				
7420	Foreign Travel				
7650	PACT Adjustments	-	-		N/A
Total Other Expenses		\$ 10,123.05	\$ 16,856.10	\$ 6,233.55	61.6%
Total Program Expenses		\$ 2,571,351.88	\$ 2,658,849.62	\$ 86,998.24	3.4%
Net Revenue/(Expenditures)		\$ 668,597.32	\$ 676,784.38	\$ 8,187.06	1.2%

Non Summer School expenses charged to Summer School:

Supplies	\$ 4,000.00	\$ -
Food Purch	700.00	-
In State Travel	2,242.55	-
Foreign Travel	3,098.00	6,060.32
	\$ 10,040.55	\$ 6,060.32
Net activity	\$ 658,556.77	\$ 670,724.06

700 Account Subcodes

7005	Supplies	7061	Advertising	7200	Long Distance Charges
7007	Janitorial Supplies	7062	Brochures and Advertising	7295	Miscellaneous Other
7008	Janit Supplies Backcharge	7063	Publications	7410	In State Travel
7014	Computer Supplies-Paper	7067	Telephone	7415	Out of State Travel
7020	Meals	7079	Stipends	7420	Foreign Travel
7021	Rent	7080	Contracted Services	7425	Supervision Travel
7022	Training	7081	Consultant Services	7435	Interviews and Recruiting
7025	Instruction Materials	7087	Computer Software	7501	Non Capitalized Equipment
7028	Consultants	7088	Computer Usage Fee	7502	Equip 2,000-4,999
7029	Facility Rental	7089	Accreditation	7503	Equip 5,000-24,999
7030	Testing	7095	Computer Maintenance	7504	Equip 25,000 and over
7031	Plays and Performances	7096	Safety Inspections	7505	Software Capitalization
7032	Workshop Materials	7097	Printing-Copying	7518	Equipment Repair
7042	Art Gallery	7100	Faculty Development	7519	Equipment Rental
7052	Course Materials	7101	Staff Development	7523	Technology Resources
7057	Food Purchases	7104	Cell Phone Charges	7524	Microfilm-Library
7060	Institu Memberships				