Jefferson Community College
Watertown, New York

Proposed Revisions
to
Animal Management A.A.S. Degree Program

I. Name of Program: Animal Management A.A.S.

SED Program Code: 22243

II. Rationale for Change: The proposed changes are designed to update course content, better identify course content for an external audience/transfer institutions, rearrange course topics in a more logical way, and add internships.

III.

a. Update course content.
   **Rationale:** Feedback from employers and graduates and recommendations from the Five-Year Review (2004) process indicate that certain topics (animal training and enrichment, as an example) are now considered increasingly important. These topics have been incorporated as appropriate. In addition, feedback has indicated that some courses go into greater depth than is necessary. Thus, these courses have been either modified or reduced in credit hours (the three courses of Ornithology, Herpetology, and Mammalogy, for example, have been modified into two new courses, Vertebrate Biology 1 and Vertebrate Biology 2; and BIO 121 Animal Nutrition and BIO 122 Aquarium Science have been reduced from 3 credits to 2 credits).

b. Identify course content for external audiences.
   **Rationale:** Feedback from graduates and employers indicate that the current course titles are non-descriptive of the content taught in the courses. The change in titles for the AMG courses clarifies the course content.

c. Rearrange course topics in a more logical way.
   **Rationale:** Course topics have been rearranged to have the basic information that students need to enter their rotations at clinical sites at the beginning of their program, while placing the more advanced topics later in the degree program.

d. Add new courses with new topics.
   **Rationale:** Four new courses have been added to the curriculum. They are AMG 250 Introduction to Veterinary Science, BIO 223 Animal Behavior, AMG 275 Animal Management Internship 1, and AMG 276 Animal Management Internship 2. Many of our graduates go on to work in veterinary clinics as assistants and several of our graduates have transferred to veterinary technician programs for further study. Therefore, AMG 250 Introduction to Veterinary Science has been added to the degree program. BIO 223 Animal Behavior responds to the recommendation in the 2004 Five-Year Review to formalize the study of animal behavior in core courses. The rationale for the Internships is described below (f).
e. Remove Physical Education courses.
   Rationale: Due to the physical activity already incorporated into the degree program, the physical education courses were removed.
f. Add internship opportunities.
   **Rationale:** According to the last Five-Year Review (2004), exploring possible opportunities to establish student internships was recommended. The addition of two internship courses provides the students with more opportunities to gain hands-on experience.

g. Facilitate transfer into and out of the degree program.
   **Rationale:** Some of our graduates continue their education in 2-year and 4-year programs. Thus, courses are now identified for transfer to other colleges, specifically to SUNY Canton. In addition, transfer into the Animal Management degree program from high school and certificate programs will now be possible.

h. Facilitate General Education coursework
   **Rationale:** Although a career-based A.A.S. program, through careful advising the curriculum continues to allow students to take six general education courses.

IV. **Curriculum Outline of Current and Revised Program:** See Addenda A and B.

V. **Course Outlines for New Courses:** See Addenda C.

VI. **New Faculty:** No new faculty members are necessitated by these changes.

VII. **Additional Costs:** No additional costs are necessitated by these changes.

VIII. **Effective Date of Change in the Program:** Fall 2009
JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES

MINUTES OF MEETING
WEDNESDAY, APRIL 1, 2009

Present: Jody LaLone, Chair  
Michael Crowley  
Lisi Fredriksen  
Steven Haas  
Nathan Holloway  
Doris McLallen  
Michelle Pfaff  
Suzanne Tingley  
Dan Villa

Administrative Staff:
Carole McCoy, President
Sarah Baldwin, VP Administration and Finance
Craig Johnson, VP Community Engagement
Ed Knapp, VP Academic Affairs
Betsy Penrose, VP Students

Guests: Jill Bettinger, Dean for Continuing Education
John Penrose, VP Faculty Association
Frank Doldo, Director of Student Activities
Erika Nappier, President EMS Club and members of the club

The monthly meeting of the Board of Trustees of Jefferson Community College was called to order at 4:06 p.m., on Wednesday, April 1, 2009, in the Board Room (6-220), Jefferson Community College, Watertown, New York, by Board Chair Jody LaLone.

APPROVAL OF MINUTES
On motion made by Suzanne Tingley and seconded by Michael Crowley the minutes of the March 4, 2009 meeting were unanimously approved.
PRIVILEGE OF THE FLOOR
Board Chair LaLone offered the privilege of the floor. Erika Nappier, President of the EMS Club, presented the attached request to honor Mark Davis, a Jefferson EMS student who was slain this winter while on a call as a volunteer EMS responder. The EMS Club is raising funds to create an endowed scholarship in Mark’s name and would like to name the EMT Lab on campus in his honor and to erect a monument to EMS service and to Mark in a visible area on campus. EMS Club members Randy Fuller, Nick Rodriguez and Craig Velizio also spoke in favor of the proposal which would recognize Mark’s dedication and commitment to emergency medical services.

Following the presentation, Trustees discussed the proposal, and requested Vice President for Students, Betsy Penrose, to work with Erika Nappier and the club to formulate details for the plaque and monument that would be in keeping with College and Foundation policies on naming opportunities.

REPORT FROM THE JCC FOUNDATION
Michelle Pfaff offered a report from the JCC Foundation noting:
• Lucia Bliss will be starting as the Foundation’s Executive Director and College Development Officer on April 13.
• A memorial scholarship has been started in the name of Donald J. (Dutch) Grant.
• Jefferson Rehabilitation Center has been named as the co-recipient for the 2009 Mayor’s Ball.
• The Alumni Phon-a-Thon is being conducted as a letter campaign this year and Trustees are asked to be generous in their support for this annual fundraising initiative.
• The Foundation has offered financial assistance to allow Assistant Professor Todd Vincent to travel to Malawi this summer.
• JCC is joining Empire State College in an event scheduled for May 7 to honor T. Urling and Mabel Walker for their support for higher education.

PRESIDENT’S REPORT
14. President McCoy introduced Jill Bettinger, Dean of Continuing Education, who gave an overview of the non-credit programs offered by the Continuing Education Division (attached).
15. President McCoy outlined the process for building the 2009-2010 operating budget and noted that New York State aid is projected to be restored to last year’s levels and that the campus is projecting a slight increase in enrollment.
16. President McCoy noted that in conjunction with efforts of First Presbyterian Church and other community supporters, Jefferson Community College – with the financial assistance of the Foundation – will send Todd Vincent, Assistant Professor of Biology and President of the College Senate, to visit Malawi this summer. Todd will explore possibilities for future faculty, student and cultural exchange with members of the University of Malawi.

17. President McCoy offered kudos to Dan Dupee, Charlene Moser, Jeff Moore and Don Horton for their hard work which has culminated in the implementation of Banner payroll. For the first time ever, the College will issue its own payroll later this week.

18. President McCoy noted the plethora of activities and events on campus during the month of March, including: a celebration of Dr. Seuss’ birthday, JLI Education Day, Holocaust survivor Nesse Godin, Jefferson Singers spring revue, JCC Rock Band rock-n-roll recess, Local Government Day, guest speaker John Zogby, annual photography contest, casino night for students, SUNY Day for high school juniors, speaker Gustav Nieber, POLIS speaker series on ‘Diploma v. Debt’. Upcoming events for April include: North Country Reads, Dionysian Players presents ‘You’re a Good Man Charlie Brown’, Administrative Professionals Day program, Humanities Night, Phi Theta Kappa All New York Academic Award celebration and the Chancellor’s Awards for Student Excellence.

BUDGET AND PLANNING COMMITTEE
Committee Chair Dan Villa reported on the Budget and Planning Committee meeting held just prior to the full Board meeting. Following review and on motion made by Dan Villa, seconded by Michelle Pfaff, the Board unanimously approved the following budget amendment:

RESOLUTION NO. 122-09: 2008-2009 BUDGET AMENDMENT
US DOL Community-Based Job Training Grant

WHEREAS, the College has received notification of funding from the United States Department of Labor through the Community-Based Job Training Grant (CBJTG) in the amount of $1,991,950 over three years to build a regional healthcare workforce; and
WHEREAS, the grant also includes non-federal funding through community partnerships committed through in-kind services, as well as outlay of expenditure in the amount of $206,000 over three years; and

WHEREAS, the funding year does not coincide with the College’s fiscal year, and funding for the 2008-2009 portion of the grant is not included in the 2008-2009 adopted College budget.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves the operating budget amendment:

**INCREASE REVENUE:**
DOL CBJTG Grant – Federal Revenue 3011-2560-5410 $45,825  
Total Revenue Increase $45,825

**INCREASE EXPENDITURE:**
DOL CBJTG – Professional Part-Time 3011-2560-6102 $ 3,750  
DOL CBJTG - Instructional Equipment 3011-2560-7005 $33,825  
DOL CBJTG – Operating Supplies 3011-2560-7110 $ 2,500  
DOL CBJTG - Employee Benefits 3011-2560-7221 $ 750  
DOL CBJTG – Travel 3011-2560-7250 $ 5,000  
Total Expenditure Increase $ 45,825

Committee Chair Dan Villa presented the financial statements for the month ending February 28, 2009. On motion made by Dan Villa, seconded by Suzanne Tingley, the Board unanimously accepted the financial statements as presented.

**ACADEMIC AND EDUCATIONAL SERVICES**  
Committee Chair Suzanne Tingley reported on the Academic and Educational Services Committee meeting. She presented the five-year review of the Humanities and Social Science AA, the College’s largest program, noting that recommendations from the last five-year review have been addressed. Following discussion and on motion made by Suzanne Tingley, seconded by Michelle Pfaff, the Board unanimously approved the five-year review for the

**RESOLUTION NO. 120-09: APPROVAL OF FIVE-YEAR REVIEW LIBERAL ARTS**
HUMANITIES AND SOCIAL SCIENCE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the attached five-year review for the Liberal Arts: Humanities and Social Science AA degree program.

FACILITIES COMMITTEE
Committee Chair Mike Crowley noted that the Facilities Committee met on March 26 and heard the presentation of the EMS Club, an update on dorms, an update on rental revenue from the modular building, and an outline of capital projects for 2009 as well as current capital dollars available. He noted that the sum of $4.1 - $4.6 million has already been approved for capital projects with an additional $1.4 million in NYS funds which will require a local match and is designated for the McVean Center. Projects on the table for the current year include: infrastructure improvements to gas and sewer lines, window replacement for the modular building and the Melvil Dewey building, improvements to the McVean locker rooms, roof repair and/or replacement for McVean and Jules buildings and improvements to parking lots and road repair. He further stated that the Committee also received an update on the status of planning for a Higher Education Center and that the Committee will begin meeting monthly.

OTHER BUSINESS
President McCoy presented the following resolution to amend the contract approval policy. The resolution was moved by Michelle Pfaff and seconded by Suzanne Tingley. Following discussion the Board voted against approval of the following resolution (Tingley and Pfaff in favor, all others opposed).

RESOLUTION NO. 121-09: CONTRACT APPROVAL POLICY
(AMEND RESOLUTION No. 128-89)

WHEREAS, consistent with section 6306 subdivision 7 of the Education Law and by resolution No. 128-89 dated August 9, 1989, the Jefferson Community College Board of Trustees delegated to the College President the authority to approve and execute contracts relative to the daily operating needs of the College with provision for the ratification of Contracts by the Board of Trustees; and
WHEREAS, in the normal operation of College business many contracts are facilitated through the purchasing process, which is regulated by purchasing policies approved by the Board or regulated through State laws and which are tacitly approved by the Board through the College’s approved operating budget; and

WHEREAS, many of the contracts executed by the President are not monetary in nature, but commit the College to specific performance, such as clinical experience agreements and educational or articulation agreements, or involve contracts for the Center for Community Studies, which also come forward to the Board as operating budget amendments;

WHEREAS, the Board wishes to streamline the contract approval process to reflect actual business practices and to allow the Board to focus on those contracts which materially affect College policies, major facility improvements or program development,

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby delegates to the College President or the President’s designee the authority to approve and execute contracts relative to the daily operating needs of the College. The board should ratify those contracts involving extraordinary expenditures, capital improvements, new initiatives and programs and those which impact College policies.

SCHEDULE OF MEETINGS
Budget and Planning Committee – Wednesday, May 6, 2009 at 3:30 p.m.
Full Board - Wednesday, May 6, 2009 at 4:00 p.m.
Academic and Educational Services Committee – Wednesday, May 6, 2009 at 3:30 p.m.

ADJOURNMENT
On motion made by Suzanne Tingley, seconded by Steven Haas, the Board adjourned at 5:50 p.m.

Respectfully submitted,

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Karen A. Carr
Secretary to the Board