

Curriculum Committee Meeting Minutes
March 25, 2010
LRC-201

Present: Sonja Barnes, Frances Cade, Ann Clark, Judy Gerhart, Sean Maher, Mike Martin, Bo Myers, Jim Niessner, Judy Oleks, and Nancy Thorpe. Absent: Marlys Palmer, LuAnn Fisher. Guests: Ellen Smith, Margaret Spivey, Theresa Marks and Melanie Rowland.

Item #1. Program Modifications GDT Letter of Recognition. The pre-requisites on GDT-114 changed and impact the Computer Graphic Artist and Graphic Production Specialist LOR. Thus GDT-114 will be removed and GDT-112 added. The Letter in Page Layout Specialist will be inactivated due to the number of hidden pre-requisite credits. The Committee endorses these program changes and inactivating the Page Layout Specialist LOR. **Board of Trustees notification needed.**

Item #2. Program Modifications – Industrial Tech Degree and Certificates. The Science Gen Ed requirement has changed to be PHY-201 or PHY-112 with an * added to explain the transfer course is PHY-201. The Certificate in Industrial Tech needs to replace PHY-131 with PHY-112 and add MAT-114 as an option for the Mathematics course. In the Facilities Maintenance Certificate replace MAT-101 with MAT-114. The Committee endorses these program changes to the Industrial Technology Degree and the two Certificates.

Item #3. Program Modifications – Mechanical Engineering and Computer-Aided Degrees. The Science Gen Ed requirement has changed to be PHY-201 and 202 and INT-101 was added to the Program Requirements for the Mechanical Engineering Degree. The change to the Computer – Aided Degree program allows the student to select PHY-201 as the Science Gen Ed requirement and increases the number of Elective credits to maintain 64 credit requirements for completion. The Committee endorses these program changes to the Mechanical Engineering Degree and the Computer-Aided Degree programs.

Item #4. New Course Proposal – SOC-106. The Behavioral and Social Science/Business division proposes a new 3-credit course, SOC-106 Race and Ethnic Relations in the United States. The course will be added to the Program Requirements of the AA.SOC degree. The Committee supports the new course, SOC-106.

Item #5. Program Modification AA.SOC. This proposal modifies the degree program in Sociology by adding the SOC-106 Race and Ethnic Relations and removing SOC-105 Juvenile Delinquency in the Program Requirement. The SOC-105 course will be added to the Electives listing. The Committee endorses the program changes to the Sociology Degree.

Item #6. New Course Proposal – DEN-112. The Health Sciences division proposes a new 3-credit course, DEN-112 Orthodontics for the Dental Assistant. This course will not be part of the Dental Assistant program. Students taking the course have more skills and would be more marketable. Students who have 1-year employment experience in a dental office and hold an RHS Certificate may also enroll in this course by contacting the Dental Assisting Program

Coordinator. It was suggested by the Committee to change the course number to 245 indicating a higher level course. The Committee supports the new course, DEN-245.

Item #7. Program Modification Certificate Administrative Assistant. This Certificate needs to be modified due to the inactivation of IST-103. The proposal seeks to add WEB-101 and remove IST-103 from the Program Requirements. This will also increase the credits required to complete to 21. The Committee endorses the program changes to the Administrative Assistant Certificate.

Item #8. Program Modification – Psychology Degree. This proposal will allow students more flexibility and choices for meeting Program Requirements. The student will have to take PSY-201 and then select 3 additional Psychology courses from the list of 6 Psychology courses. If a student wishes to take additional Psychology courses, they would be counted in the Electives area. There was discussion about the Education Psychology course and its pre-requisites. The Committee endorses the program changes to the Psychology Degree.

Item #9. Program Modification – Medical Assisting AAS Degree. The Health Sciences Division is redesigning the AAS in Medical Assisting. There are several course modifications and new courses proposals (see Items 12-19). The Committee suggested the Mathematics Gen Ed allow students to take either MAT-101 or MAT-114 and to provide a list of suggested courses to fulfill the elective requirement. The Committee endorses the program changes to the Medical Assisting Degree.

Item #10. Program Modification – Medical Assisting Certificate. The Health Sciences Division is redesigning the Certificate in Medical Assisting. The Certificate needs to ladder to the AAS degree program. Some of the core courses need to be redesigned and new courses are proposed (see Items 12-19). The Committee endorses the program changes to the Medical Assisting Certificate.

Item #11. Program Modification – Medical Coding and Reimbursement Specialist Certificate. The Health Sciences Division is redesigning the Certificate in Coding and Reimbursement. The Certificate needs to ladder to the AAS degree program. Some of the core courses need to be redesigned and new courses are proposed (see Items 12-19). The Committee endorses the program changes to the Medical Coding and Reimbursement Specialist Certificate. **This program modification may need MHEC approval due to the increase in credits.**

Item #12. New Course Proposal – MAP 108. The Health Sciences division proposes a new 4-credit course, MAP-108 Medical Record Analysis and Coding. Topics to be covered in this course are currently scattered throughout various MAP courses. This course will return the focus of medical coding back to medical record analysis and medical and procedural coding. The Committee supports the new course, MAP-108.

Item #13. New Course Proposal – MAP 110. The Health Sciences division proposes a new 3-credit course, MAP-110 Introduction to Health Science Professions and Technology. This course will assist student to understand the comprehensive nature of healthcare. Topics covered include health career exploration, professionalism, time management, teamwork and effective

communication concepts. In addition students will receive an introductory review of future course content such as infection control legal and ethical responsibilities, human growth and development, preparing for the world of work, and the history and trends of health care systems. The Committee supports the new course, MAP-110.

Item #14 Course Modification – MAP-205. The prerequisites on this course need to change so that the new courses in the Medical Assisting are incorporated. The proposal seeks to remove MAP-101 and replace it with MAP-110. The Committee supports the change to MAP-205.

Item #15. New Course Proposal – MAP 208. The Health Sciences division proposes a new 3-credit course, MAP-208 Advanced Coding. This advanced course builds upon CPT, ICD 9, HCPCS coding skills acquired in previous course. Emphasis is place on coding of specialty medical areas. The Committee supports the new course, MAP-208.

Item #16. Course Modification – MAP-210. The prerequisites on this course need to change so that the new courses in the Medical Assisting are incorporated. The proposal seeks to remove MAP-101 and replace it with MAP-110. The Committee supports the change to MAP-210.

Item #17. New Course Proposal – MAP 211. The Health Sciences division proposes a new 3-credit course, MAP-211 Coding Simulation & Certification Preparation. This course will tie together all concepts from prior coding classes through real work simulations of medical coding and billing scenarios designed to test the ability of the student to proceed to national certification as a professional coder. The Committee supports the new course, MAP-211.

Item #18. New Course Proposal – MAP 217. The Health Sciences division proposes a new 4-credit course, MAP-217 Medical Assistant Externship. Currently the Externship experience is done in two separate courses for a total of 160 uncompensated hours. Creating this one course, still 160 hours, the students receive a more comprehensive learning experience by completing all medical assistant related activities at one location within one term. The Committee supports the new course, MAP-217.

Item #19. Course Modification – PLB-105. The prerequisites on this course need to change so that the new courses in the Medical Assisting are incorporated. The proposal seeks to remove MAP-101 and replace it with MAP-110. The Committee supports the change to PLB-105.

Item #20. Notification of new experimental course. The Health, Physical Education and Leisure Studies division will be offering PED-230 Concepts of Exercise Programming in Fall 2010.

When any item listed above was supported, there was a motion, a second and a vote following. All items supported received unanimous votes.

Items tabled to April meeting include: Courses: EDU-211, PSY-203, ART-110; Programs: Technician Specialist I LOR; Dental Hygiene; Medical Office Administration Certificate. Next meeting is April 22, 2010 in LRC-201 beginning at 2:30 pm.