

Curriculum Committee Meeting Minutes – final meeting for the 09-10 year.
April 22, 2010
LRC-201

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

Item #1. Course Modification- EDU-211 prerequisite change. The Education faculty proposes to add a prerequisite of EDU-101 or EDU-103 to the Introduction to Special Education course (EDU-211). The education sequences need to have students enter the program through a common entry level course to ensure proper sequencing of classes and that students possess the necessary entry requirements for field of teaching before being placed in classrooms. The Child Care Professional Certificate requires EDU-211 but neither EDU-101 nor EDU-103. The Committee asks that the Education faculty examine the impact of EDU-211 prerequisite change on this Certificate. Item sent back to Division.

Item #2. Course Modification - PSY-203 prerequisite change. The Education faculty proposes to add a prerequisite of EDU-101 or EDU-103 to the Educational Psychology course (PSY-203). The education sequences need to have students enter the program through a common entry level course to ensure proper sequencing of classes and that students possess the necessary entry requirements for field of teaching before being placed in classrooms. The Division will add EDU-101 and EDU-103 to the list of electives for the AA.PSY degree program. The Committee supports the change to PSY-203.

Item #3. Course Modification- ART-110. The Art and Humanities division proposes adding ART-110 Portraiture to the inventory of courses at HCC. This course has been running as an experimental course for three semesters. It is a quality professional level course with rigorous content and it is a course that will transfer to other institutions. The discussion focused on the change in requisites. The paperwork submitted has added a co-requisite of ART-103. What will be the impact on enrollments in the course with this additional co-requisite? Also what is the name of the course Portrait Drawing (from paperwork) or Portraiture (from catalog)? The Committee supports the addition of ART-110 to HCC courses, pending resolution of these two it issues.

Item #4. Program Modification Letter – Technician Specialist The proposal from the TCS division seeks to inactivate the Letter of Recognition – Technician Specialist I. This LOR contains embedded courses and adding these courses would surpass the credits allowed for a LOR. By taking three additional courses a student would complete the Certificate. A question was raised is there a plan for students currently in the program to complete the program. The Committee supports inactivating the Letter of Recognition – Technician Specialist I. **Board of Trustees notification needed.**

Item #5. Program Modification Certificate-Medical Office Administration The Health Sciences division proposes to inactivate the Certificate – Medical Office Administration. Physician offices are looking for employees who are cross-trained in both front office duties and back office clinical duties. This Certificate only provides education in the front office area. A better fit for meeting employment needs would be the Certificate in Medical Assisting. A question was

raised is there a plan for students currently in the program to complete the program. There is plan in place to have students complete this program and communication with these students has begun. The Committee supports inactivating the Certificate-Medical Office Administration. **Board of Trustees and MHEC notification needed.**

Item #6. Course Modification PLB-105 prerequisite change The Health Sciences division proposes the following prerequisite changes –removing MAP-101 and replace with MAP-110; adding IST-102; keep MAP-102. The addition of IST-102 will improve student success. MAP-110 substitution is a result of this new course replacing MAP-101. The Committee supports the change to PLB-105.

Item #7. Program Modification Certificate-Phlebotomy This proposal requests to update the curriculum for this Certificate with the new MAP-110 course and to add IST-102 as a program requirement. This modification will better prepare students for the clinical class. The Committee supports the change to the Certificate-Phlebotomy program.

Item #8. Course Modification WEB-101 prerequisite change This proposal from the TCS division requests changing the prerequisites. Typing skills are lacking with students currently taking WEB-101. Requiring a prerequisite of IST-101 will assist students taking WEB-101 by enhancing their typing skills. The Committee supports the requisites change to WEB-101.

Item #9. New Program A.A.S. Dental Hygiene The Health Sciences division has developed a new program of study – A.A.S. in Dental Hygiene. This is program will be a restricted admission program. On the paperwork submitted, BIO-116 was listed as meeting the General Education Science requirement. No documentation has been received on having BIO-114 listed as a Science General Education course. It was suggested that the BIO-114 be moved to the Program Requirements, since only one science course is required for the AAS degree. Another discussion point was the addition in the Mathematics General Education listing to include the option to take MAT-114. The next discussion point was the Microbiology course requirement. Currently the prerequisites on BIO-205 are 8 credits of Biology or 4 credits of Biology and 4 credits of Chemistry. This program as proposed is maxed to the 70 credit limit for the AAS degree. There is no room for any additional credits/courses to be added. The Committee suggested that Prof. Karstaedt be contacted to see if there would be any way to adjust the prerequisites on BIO-205 i.e. students would take the first four DHY courses and BIO-116 this combination of courses would satisfy the prerequisites. The Committee supports the AAS in Dental Hygiene pending resolution of the Microbiology prerequisite situation. **Board of Trustees, MHEC, et al notification needed.**

Item #10. New Course Proposal – BIO-116 The Mathematics and Science division has developed a course for the Dental Hygiene Program. It is a 1-semester, 4-credit with laboratory Biology course to meet the needs of the Dental Hygiene Human Anatomy and Physiology program requirement. It was recommended that the prerequisites on BIO-114 match those on the BIO-103 course. No documentation has been provided for this course to meet General Education Science Requirement. The Committee supports the proposal of adding the BIO-114 Human Anatomy and Physiology for Allied Health Sciences course.

Item # 11. New Course Proposals for the Dental Hygiene Curriculum The Health Sciences Division proposes 19 new DHY courses totaling 41 credits in support of the AAS in Dental Hygiene program. Clarification was requested regarding the title of the “Clinical” courses.

These courses are not clinical as currently used by Nursing where students travel to an independent facility to complete the clinical hours required. The courses more closely resemble HCC lab courses in the Health Sciences and Nursing divisions. The Committee supports the addition of the Dental Hygiene courses pending approval of the AAS in Dental Hygiene by accrediting agencies.

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

Next meeting is Sept. 9, 2010 beginning at 2:30 pm.