

Curriculum Committee Minutes



Meeting Date		Meeting Time & Location	
February 1, 2010		2:30pm – Building 27, Room 120	
Chair	Co-Chair	Recording Secretary	
Dr. Barbara Peterson, Instructor, Human Services Program	Dr. Dave Howard, Counselor, Counseling/Advising	Jamie Palermo Curriculum Coordinator	
Members Present			
Barbara Peterson, Chair Dave Howard, Co-Chair, Counseling Mike Mixdorf – Health, Justice and Human Services Susan Schneider – Business Darlene Rompogren – EAP/LRC Robert Hijiya – Humanities Greg Ferencko – Math Rebecca Sliger – Science		Bernie Comeau – Social/Behavioral Sciences Charlene Gore – Professional Technical Rachel Goon – Library Rosalie Robinson – ABE Colleen Spezia – ad hoc Steve Ashpole – ad hoc Julie Benson – ad hoc Jamie Palermo – Curriculum Coordinator	
Guests Present			
Kim Rzeszewicz Ruth Ann Mikels Elizabeth Thurman Annalee Rothenberg			
Agenda Items			
1. Approval of minutes – December 7, 2009.			
2. Approval of agenda – Addition of two AAS degree completion petitions and a Pre-Nursing Degree update.			
3. DELETED Courses FRSH-091 FRSH-092 FRSH-093 FRSH-094 HIM-150 HIM-222 SPCH-105 Motion was made by Robert Hijiya to approve the deletion of these courses, and was seconded by Mike Mixdorf. <u>Motion unanimously carried to DELETE these courses.</u>			
4. NEW Courses BUS-122 Continuous Improvement Elizabeth Thurman and Annalee Rothenberg spoke on behalf of this new BUS course. Motion was made by Rachel Goon to approve this new BUS course, and was seconded by Dave Howard. <u>Motion unanimously carried to approve this new course.</u>			

5. UPDATED Courses

[BIOL&-260](#) **General Microbiology (Description, CWLO)**

Prior to the meeting Ruth Ann Mikels had revised the course objectives. Also, due to the incorrect number of quarterly hours total listed, the course proposal form has been updated. Please click on the link above to see the changes. Motion was made by Dave Howard to approve this updated BIOL course, with changes, and was seconded by Rosalie Robinson. **Motion unanimously carried.**

[HIM-110](#) **Health Care Delivery Systems (Description, CWLO)**

[HIM-140](#) **Beginning ICD-9-CM Diagnostic Coding (Prerequisite, CWLO)**

[HIM-142](#) **Finance Reimbursement and revenue Cycle (Description, CWLO)**

[HIM-145](#) **Healthcare Statistics and Research (Prerequisite, Description, CWLO)**

[HIM-160](#) **Pathophysiology (Prerequisite)**

[HIM-170](#) **Introduction to CPT Coding (Title, Description, CWLO)**

[HIM-175](#) **Clinical Classification Systems (Description, CWLO)**

[HIM-200](#) **Introduction to E/M Coding (Title, Credit, Prerequisite, Description)**

[HIM-210](#) **HIM Revenue Cycle-2 (CWLO)**

[HIM-215](#) **Information and Communication Technologies (CWLO)**

[HIM-220](#) **Intermediate ICD-9-CM Coding (Prerequisite, CWLO)**

[HIM-253](#) **HIM Capstone (Credit, Prerequisite, Description, CWLO)**

Char Gore spoke on behalf of these courses. HIM-145 states the prerequisite is changing, but that prerequisite already changed on 6/1/09. Char explained for HIM-253 that 3 different capstone courses have been consolidated into 1 larger course that will be taught by either one or two instructors. In the past, the 3 capstone classes collided with each other and caused more havoc than good. Corrections to the HIM-253 course proposal form have been made and can be seen by clicking on the link above. Motion was made by Rachel Goon to approve these updated HIM courses, with corrections, and was seconded by Mike Mixdorf.

Motion unanimously carried.

[HIST-244](#) **The 1960's (Title, Prerequisite, Description, CWLO)**

[HIST-249](#) **America and the Rise to Globalism (CWLO)**

Motion was made by Dave Howard to approve these updated HIST courses, and was seconded by Rachel Goon. **Motion unanimously carried.**

[MATH&-107](#) **Math in Society (Prerequisite)**

[MATH&-146](#) **Introduction to Statistics (Prerequisite)**

[MATH-147](#) **College Algebra for Business and Economics (Prerequisite, CWLO)**

[MATH-170](#) **Math for Elementary School Teachers 1 (Prerequisite)**

[MATH-171](#) **Math for Elementary School Teachers 2 (Prerequisite)**

The prerequisites are changing for these courses to accommodate the creation of MATH-095 and the removal of MATH-097 and MATH-099 from last month. Motion was made by Rachel Goon to approve these updated MATH courses, and was seconded by Rosalie Robinson. **Motion unanimously carried.**

[PHYS-114](#) **General Physics I (Title, Credit)**

[PHYS-115](#) **General Physics II (Title, Credit)**

[PHYS-116](#) **General Physics III (Title, Credit)**

[PHYS-121](#) **Engineering Physics – Mechanics (Credit, Prerequisite)**

[PHYS-122](#) **Engineering Physics – electricity and Magnetism (Credit)**

[PHYS-123](#) **Engineering Physics – Waves, Optics, and Thermodynamics (Credit)**

Motion was made by Dave Howard to approve these updated PHYS courses, and was seconded by Rachel Goon. **Motion unanimously carried.**

6. OTHER Committee Business

a. **Online Course Proposal Form – Barbara Peterson**

Barbara asked for input from the committee regarding changes to the course proposal form. The process is moving forward to put this form online.

b. **Curriculum Alignment Project – Kim Rzeszewicz**

Kim distributed a handout of data to the committee. This project will include looking at the sequencing of courses as well. The accreditation committee will address the issue of curriculum in 2014. Another taxonomy can be used, but Bloom's Revised Taxonomy is well-known, widely used, and simple. Smaller programs that have only 1-2 faculty are concerned with the magnitude of this project as they have no ability to spread the workload. Kim said this has been addressed.

c. **AAS Degree Completion Petition**

[Ryan David Watson](#) – Motion was made by Rosalie Robinson to accept this petition from Ryan David Watson for Associate in Arts & Sciences degree completion in winter of 2010, and Susan Schneider seconded the motion. **Motion carried with two abstentions: Robert Hijiya and Bernie Comeau.**

[Elaina M. Trammell](#) – Motion was made by Greg Ferencko to accept this petition from Elaina M. Trammell for Associate of Arts & Sciences degree completion in winter of 2010, and was seconded by Rebecca Sliger. **Motion carried without no abstentions.**

d. **Pre-Nursing Degree Update** – Julie Benson discussed allowing higher-level biology classes that incoming students take count toward BIOL-160 as it makes no sense to require these students to take a lower-level biology course when they have successfully completed the higher-level course.

e. **MATH-095/MATH-097/MATH-099** – Tim Stokes recommended that Jamie Palermo go through the coursebank to determine what other courses are affected by the MATH course changes, in order to make the changes all at once across the board. The list will be distributed to the appropriate departments for approval before submitting to the committee for approval, with the Math department overseeing the process. Motion was made by Rosalie Robinson to approve this course of action, and was seconded by Rebecca Sliger. **Motion unanimously carried.**

2009-2010 – Curriculum Committee Meeting Dates

(Meetings are held on the first Monday of the month, at 2:30pm in 27-120, **unless otherwise noted**)

Meeting Dates	Packet Due Dates
February 1, 2010	January 19, 2010
March 1, 2010	February 16, 2010
April 5, 2010	March 15, 2010
May 3, 2010	April 19, 2010
June 7, 2010	May 24, 2010