

Curriculum Committee
Minutes



Meeting Date		Meeting Time & Location	
Monday April 6, 2015		2:30 pm Board Room Building 12	
Chair	Vice-Chair	Recording Scribe	
Barbara Peterson	Phil Hunter	Darlene Rompogren	

Agenda Items

1. Members Present: Barb Peterson, Kim Rzeszewicz, Greg Ferencko, Carroll Ferguson, Sherry Cmiel, John Falskow, Colleen Spezia, Dave Howard, Darlene Rompogren, Mary Jane Oberhofer, Tracey Brooks, Mike Mixdorf, Kim Lee, Phil Hunter, Sean Van Dommelen, Jeff Calkins, Betsy Abts. **Guests present:** Anthony Culanag, Yi Li

2. Minutes from 3/2/15 meeting: Motion to approve by Dave Howard, seconded by Sherry Cmiel. Minutes approved with two changes: In section 9a, HUM 120 repeatability of 1 means that this course can be taken only once for credit, not twice; also, it was not Phil Hunter who seconded the motion to approve this course.

3. Additional agenda items: None

4. TABLED Courses

ART 147 Introduction to Digital Photography

ART 247 Intermediate Digital Photography

ART 297 Folio Preparation

John Falskow withdrew Art 297 from the agenda and moved to approve Art 147 & 247, with a second by **Tracey Brooks**. These are both performance skills courses. **Motion carried.**

ARAB 121 Arabic I

Motion: **John Falskow**. Second: **Tracey Brooks**.

CHIN 121 Chinese I

Motion: **John Falskow**. Second: **Dave Howard**.

JAPN 121 Japanese I

Motion: **John Falskow**. Second: **Tracey Brooks**.

Barb Peterson noted that previous questions about these courses have all been addressed. John and other Humanities faculty worked to find commonalities among languages not using the European alphabet so that general course learning outcomes could be developed for all of the world language courses. Phil Hunter mentioned that the course proposal form for JAPN 121 did not appear in Curricunet. Kim Rzeszewicz said that she would look into it, noting that she and Barb Peterson looked at the proposal and

saw no problems with it. It was further noted that the Chinese course does not need to specify Mandarin Chinese. **Motion carried.**

5. NEW Courses

BIOL 243 Current Advances in Human Anatomy and Physiology

Motion: **Phil Hunter**. Second: **Mike Mixdorf**. This is a new optional third quarter of Anatomy & Physiology for students needing more than ten credits of A & P. It focuses more on an applied pathophysiology context to enhance what students learn in BIOL 241 and 242. **Motion carried.**

HIT 173 Data Analytics

HIT 179 Ethical Issues in Health Information Technology Seminar

HIT 279 Ethical Issues in Healthcare Leadership

Motion: **Mike Mixdorf**. Second: **Tracey Brooks**. HIT 173 is now aligned with Information Governance regarding data analytics. HIT 179 is a new one-credit course on hot topics in the Health Information field, with different topics each quarter (repeatability: 2). Kim Rzeszewicz noted that the new CTC Link system will make it possible to identify the different revolving topics on students' transcripts. **Motion carried.**

6. DELETED Courses

HIT 142 Physician Reimbursement and Revenue Cycle

HIM 187 Physician Practice Management Clinical

HIM 299 Individual Study in HIM

MO 139 Introduction to Disease Process

MO 140 Medical Transcription I

MO 147 Medical Reimbursement

MO 190 Medical Office Professional Practice Experience

Motion: **Phil Hunter**. Second: **Mike Mixdorf**. Most of these courses are being deleted because they are no longer being offered; MO 147 is no longer being offered because its content has been put into HIT 151. **Motion carried.**

7. UPDATED Courses

BIOL& 241 Human Anatomy and Physiology 1

BIOL& 242 Human Anatomy and Physiology 2

BIOL& 260 General Microbiology

Motion: **Phil Hunter**. Second: **Dave Howard**. In response to Heather Cushman's request that all three of the above Biology courses be considered together, Phil Hunter amended his motion to include BIOL 241, 242, and 260. BIOL 241 and 242 are being changed to 5 instead of 6 credits because most colleges offer them as 5-credit courses. For BIOL 260, the outcomes are being updated to align with national standards for biology education. **Motion carried.**

HIT 105 Comprehensive Medical Terminology

HIT 110 Health Care Delivery Systems

HIT 125 Record Content and Standards I

HIT 126 Health Information Technologies

HIT 130 Medical Terminology I
HIT 131 Medical Terminology II
HIT 145 Healthcare Statistics
HIT 165 Pharmacology for Health Information Technology
HIT 175 Data Quality and Performance Improvement
HIT 176 Advanced Outpatient Coding
HIT 186 Outpatient Coding Clinical
HIT 195 Health Law and Ethics
HIT 220 Inpatient Coding
HIT 221 Intermediate Coding
HIT 225 Record Content and Standards II
HIT 230 Revenue Cycle
HIT 235 Health Records In Alternative Care
HIT 242 Leadership and Management I
HIT 245 Advanced Coding and Compliance
HIT 250 Inpatient Coding Professional Practice Experience
HIT 254 HIT Capstone
HIT 255 HIT Professional Practice Experience

Motion: **Phil Hunter**. Second: **Mike Mixdorf**. These courses are being updated to reflect the name change to Health Information Technology by the accrediting association. There have also been some numbering changes. While the implementation dates for some of these courses are far in the future (fall 2017), Kim Rzeszewicz suggests that we do them now, noting that new students will need the new objectives and current students will continue to need the old objectives. Tod Treat noted that the committee could approve these now but with a pending implementation date since we can't change or remove courses that students are going to be enrolled in; the catalog is considered a legal document, so it needs to be accurate.

Motion carried.

MO 110 Medical Office Procedures
MO 143 Medical Office Professional Development and Ethics
MO 159 Introduction to Outpatient Procedure Coding

Motion: **Phil Hunter**. Second: **Mike Mixdorf**. These Medical Reimbursement Certificate courses are being separated out from the rest of the Health Information courses.

Motion carried.

8. DEGREES and/or CERTIFICATES

NONE

9. OTHER BUSINESS

a. CAP status: The Curriculum Alignment Project is approaching completion. About 45 courses will be coming to the Curriculum Committee in May, with the remaining 50 coming in June.

b. Curriculum Committee Mission Statement: Barb Peterson noted that as we move forward, the Curriculum Committee will have a smaller role in looking at minor course changes (this can be done by faculty), so the Committee will now look at PLO's, DLO's, and certificates, and we need a mission statement that reflects this. Kim R. noted that another question we need to

discuss is how the Assessment Steering Committee interacts with the Curriculum Committee. The Curriculum Committee is responsible to make sure students are living up to all three levels of outcomes at the Course, Program, and Degree levels. Thus, our Mission statement should reflect these two pieces: the mission of the Curriculum Committee and the relationship between CC and the Instructional Assessment Committee. John Falskow volunteered to draft a mission statement and put it on a shared site so that the committee members can all contribute to it.

c. Discussion Courses with same name/number – different focus: Postponed to a later meeting.

d. Program accreditation issue related to curriculum: Postponed until Char Gore can be here.

e. Degree/certification Approval Process: Already discussed earlier.

f. Degree Qualifications Profile: This is related to the articles that Barb Peterson occasionally sends out to the Committee members. Jeff Calkins noted that Lumina think tanks have been criticizing the student loan program, and some think tanks have been associated with anti-union legislation. He will forward the articles on this to Barb Peterson, who will forward them to the rest of the CC members.

Meeting adjourned at 4:00.

Minimal submission date	Proposals thru CCNet	CC meet
April 16, 2015	April 27, 2015	May 4,
May 14, 2015	May 22, 2015	June 1,