

Curriculum Committee
Minutes



Meeting Date		Meeting Time & Location	
Monday December 7, 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, Dave Howard, Mike Mixdorf, Char Gore, Mary Jane Oberhofer, John Falskow, Greg Ferencko, Phil Hunter, Craig Cowden, Sherry Cmiel, Tracey Brooks, Wendy Fordham, Colleen Spezia, Carroll Ferguson, Sean Van Dommelen, Kim Rzeszewicz, Tod Treat, Darlene Rompogren. **Guests Present:** Tanya Erzen, Shea Bower, Rebecca Jayasundara, Jim Carroll, Wendy Larsen, Lee Sledd, Carla Carey, Allison Muir.

2. Minutes from 11/2/15 meeting: Since the November minutes were not sent out to the CC members in time for today's meeting, Barb will send them out in time for the next meeting, during which the CC members will look at both November's and December's minutes.

3. Additional agenda items: NONE

4. TABLED Courses: NONE

5. Provisional Approval (Update): NONE

6. DELETED Courses

BUS 116 Records & Information Management

HIM 240 ICD-10-CM/PCS Coding

HIM 241 Data Quality and Performance Improvement

HIM 242 Health Information Management & Leadership

HIT 140 Beginning Diagnostic Coding ICD-9

HIT 220 Inpatient Coding

HSP 252 Advanced Prevention Strategies

NURS 161 LPN to ADN Articulation (Bridge - Entering Level III) Theory

NURS 162 LPN-ADN Articulation (Bridge - Entering Level III) Clinical

NURS 163 LPN TO ADN Articulation (Bridge - Entering Level III) Lab

Motion: Dave Howard. **Second:** Char Gore. The motion was approved without discussion.

7. NEW Courses

ABE 019 Navigating College - ABE/ESL

Motion: Char Gore. **Second:** Mike Mixdorf. Rebecca Jayasundara explained that ABE 019 was designed to increase support for new students just getting started in the ESL program. **Motion carried.**

AESL 061 Integrated Digital English Acceleration 1 (I-DEA 1)

AESL 062 Integrated Digital English Acceleration 2 (I-DEA 2)

AESL 063 Integrated Digital English Acceleration 3 (I-DEA 3)

Motion: Char Gore. **Second:** Sherry Cmiel. Wendy Larsen explained that all three of the above courses are taught as a combined class, but three separate courses are needed since funding is tied to each level. These courses are specially funded by the Gates Foundation, which requires that they be 18 credits. **Motion carried.**

HIM 310 Data Governance

HIM 320 Healthcare Privacy, Confidentiality, and Security

HIM 330 Revenue Cycle Management

HIM 340 Data Quality Management and Performance Improvement

HIM 350 Health Information Systems Analysis and Design

HIM 410 Healthcare Compliance

HIM 420 Human Resource Management and Leadership

HIM 430 Data Analytics

HIM 440 Organizational Management in Healthcare

HIM 450 HIM Professional Practice Experience

HIM 455 HIM Capstone

Motion: Tracey Brooks. **Second:** Sherry Cmiel. These are the courses for the Bachelor of Applied Science in Health Information Management Degree. Char Gore explained that the prerequisite for all of these courses is the RHIT credential and college level statistics. There is no specific order that they have to be taken in because the pre-requisite for all of them is the RHIT credential. In order to sit for the RHIT credential students have to complete similar educational programs to include an Associate of Applied Science from a CAHIIM accredited institution. The outcomes for these HIM courses are directly tied to the HIM Program governing body's (AHIMA) bachelor level competencies. From here on, all courses prefixed HIT for Associate's-level courses and HIM for Bachelor's-level courses. Students have to apply and be admitted to the program before they can take these courses. **Motion carried.**

HUMDV 093 College Readiness

Motion: Char Gore. **Second:** Craig Cowden. Tracey Brooks explained that the Department of Corrections created this course to help inmates transition into college upon their release. This is a DOC state-mandated course. **Motion carried.**

MO 115 Medical Scribe

Motion: Wendy Fordham. **Second:** Phil Hunter. Char Gore explained that this full-online course is part of a planned Medical Scribe certificate program. **Motion carried.**

8. UPDATED Courses

ABE 070 Reading and Writing for the Sciences: Health Science

ABE 071 Reading and Writing for Occupational Education

ABE 072 Reading and Writing for Social Studies: Washington State History

ABE 073 Reading and Writing for Social Studies: Contemporary World Issues

ABE 074 Reading and Writing for the Sciences: Biology

ABE 075 Reading and Writing for Social Studies: US History

ABE 077 Reading and Writing for the Sciences: Environmental Science

ABE 078 Reading and Writing for Social Studies: World Cultures

ABE 079 Reading and Writing for Social Studies: US Government and Civics

Motion: Phil Hunter. **Second:** Char Gore. Allison Muir explained that this update was to bring all of these courses in line with CTCLink requirements, plus some other minor revisions, mainly to course prerequisites. **Motion carried.**

DMS 101 Sonography Lab I

DMS 102 Sonography Lab II

DMS 103 Sonography Lab III

DMS 105 Ultrasound Cross-Sectional Anatomy

DMS 110 Pathophysiology I

DMS 111 Pathophysiology II

DMS 120 Abdominal Sonography

DMS 121 Small Parts and Superficial Structures Sonography

DMS 122 Gynecology and Obstetrics I

DMS 123 Gynecology And Obstetrics II

DMS 124 Introduction to Vascular Sonography

DMS 125 Advanced Sonography

DMS 130 Ultrasound Physics and Instrumentation I

DMS 131 Ultrasound Physics and Instrumentation II

DMS 140 Patient Care and Scope of Practice

DMS 150 Introduction to Clinicals

DMS 151 Ultrasound Clinical I

DMS 175 DMS Orientation

DMS 250 Ultrasound Clinical II

DMS 251 Ultrasound Clinical III

DMS 252 Ultrasound Clinical IV

DMS 260 Ultrasound Seminar and Critique II

DMS 270 Sonography Registry Review

DMS 299 Clinical Independent Study

Motion: Char Gore. **Second:** Mike Mixdorf. Shea Bower explained that these updates are the result of the 5-year review process. Minor changes included revised wording to better reflect the scaffolding of information taught in these courses. **Motion carried.**

EAP 154 Advanced Composition and Reading

Motion: Char Gore. **Second:** Sherry Cmiel. Darlene Rompogren explained that this update was the result of the 5-year review process; the update consisted of minor changes in wording. **Motion carried.**

HIT 126 Health Information Technologies

HIT 221 Intermediate Coding

HIT 230 Revenue Cycle

HIT 245 Advanced Coding and Compliance

Motion: Wendy Fordham. **Second:** Tracey Brooks. Char Gore explained that there is no lab attached to these courses because they are all online only. **Motion carried.**

HSP 107 Behavioral Health and Wellness

HSP 112 Best Practices in Human Services

HSP 113 Advanced Helping Strategies

HSP 117 Ethics and Professional Development

HSP 121 Survey of Addictions and Pharmacology

HSP 126 Cultural Competencies for Human Services

HSP 130 Recovery Education

HSP 212 Systems and Case Work

HSP 217 Advocacy in Human Services

HSP 224 Dynamics of Family Violence

HSP 225 Treatment Trends for Domestic Violence

HSP 230 Co-occurring Disorders Assessment and Treatment

HSP 241 Working with Youth and Families

HSP 251 Prevention Strategies

HSP 262 Loss and Grief through the Lifespan

HSP 265 Aging and Adult Services

HSP 281 Leadership Development

HSP 282 Program and Proposal Development

Motion: Sherry Cmiel. **Second:** Char Gore. Jim Carroll explained that these updates are all a result of the 5-year review process. There were some minor changes in prerequisites, and the sequencing was changed to ensure that more students complete the program successfully. **Motion carried,** with HSP 281 tabled until the next CC meeting because the course number needs to be changed since it is different from the old HSP 281 and has a repeatability of 1.

MATH 085 Introduction to Elementary Algebra

Motion: Char Gore. **Second:** Phil Hunter. Greg Ferencko explained that the update was to make MATH 85 consistent with changes in ABE prerequisites. **Motion carried.**

NURS 212 Nursing IV: Caring for the Client with Acute/Complex I Problems – Clinical

Motion: Char Gore. **Second:** Tracey Brooks. Wendy Fordham explained that this update was to change the prerequisite (NURS 211) to a co-requisite.

PE 108 Beginning Weight Training

PE 122 Beginning Bowling
PE 201 Sport Specific Conditioning
PE 233 Advanced Basketball
PE 236 Intermediate Volleyball
PE 241 Baseball Techniques
PE 285 Coaching Theory

Motion: Sherry Cmiel. **Second:** Tracey Brooks. Krista Fox explained that these updates were made to correct the erroneous changes in credits that happened when these courses were put into CTCLink. All PE courses are one credit except PE 100, which is 2 credits. All PE courses will be published in the online catalog. **Motion carried.**

PLST 253 Civil Procedure II

Motion: Char Gore. **Second:** Sherry Cmiel. This update was to change the credits from the mistakenly-entered 5 to the correct 3 credits. **Motion carried.**

SMG 101 Effective Supervision

Motion: Mike Mixdorf. **Second:** Wendy Fordham. This is the second of five SMG courses being done as part of the 5-year review process for the Leadership Development Program. SMG 101 is the foundation course for the program; it was changed from 3 to 5 credits. **Motion carried.**

9. DEGREES and/or CERTIFICATES

NEW - Bachelor of Applied Science in Health Information Management

Motion: Phil Hunter. **Second:** Wendy Fordham. Char Gore explained that this is the Bachelor of Applied Science degree in HIM. Entry into the HIM BAS will be open only to Registered Health Information Technician (RHIT) certificate holders who have also taken a statistics course. Students will generally enter into the degree in the Fall and follow a suggested path to completion, however courses can actually be completed in any order because the baseline information for all courses comes from the education received in the Associate Degree Program required to sit for the RHIT credential. In addition to the HIM prefix courses, students will need to complete an additional 5 credits of Communication in ENGL 301 Professional Writing and Communication in Healthcare, 10 credits of humanities, 5 of those credits at the 100-200 level and 5 credits in PHIL 401 Biomedical ethics, 10 credits of Social Science, 5 of those credits at the 100-200 level and 5 credits in PSYCH 301 Fundamentals of Research for Healthcare, and 15 additional credits at the 100-200 level from the approved distribution list. Members were provided with the suggested order for curriculum as well as course outcomes for curriculum. As this program will also seek CAHIIM accreditation, all courses for this degree were created to meet the requirements of the bachelor level competencies for the AHIMA. **Motion carried.**

NEW - Medical Scribe

Motion: Tracey Brooks. **Second:** Craig Cowden. This certificate uses classes that are already being taught at TCC. **Motion carried.**

10. Program Course Review for Content (5 year review-for information only-no action needed)

Diagnostic Medical Sonography

Human Services Professional

Barb Peterson noted that these programs, along with EAP, have completed their 5-year reviews, so no further review is needed on any of the classes in these programs.

11. Other Business

A. FEPPS –ENGL&101, LS10, MATH&107, BIOL&100, HUM285, ENGL&220, PE100

The Freedom Education Project of Puget Sound is a non-profit that wants to offer the above listed courses to be taken by women incarcerated at WCCW. The courses will be taught by qualified faculty from local colleges: Alison Stromdahl and Jim Liner for ENGL&101, Lizz Zitron for LS 101, Matthew Junge for MATH& 107, Rebecca Harris and Leonard Jones for BIOL& 100, Stuart Smithers and Nadya Zimmerman for HUM 285, Devon Hodges for ENGL& 220, and Debbie Leavel and Cari Collins for PE 100. All of the syllabi for these courses have been approved by the appropriate deans and/or chairs, and the courses will be taught beginning in Winter Quarter 2016. **Motion to recommend for transcription:** Sherry Cmiel. **Second:** Char Gore. **Motion carried.**

B. IASC joint meeting – Barb

There will be a joint meeting of the Curriculum Committee and the Instructional Assessment Steering Committee on Jan. 25, 2016. The purpose of the meeting is to discuss how CC and IASC can work together in the future. At the conclusion of the joint meeting, the CC members will stay for an extra thirty minutes to make decisions about the Course Proposal checklist, which Barb will send out to the CC members for review before the meeting.

C. Proposal checklist – Barb

This document shows the approval criteria for a course coming before the CC. The CC members should review the draft of the checklist for discussion at the February meeting. Barb will email the draft to the CC members before the next meeting.

D. Future review process for proposals – Barb and Kim

The new draft of the Course Proposal approval processes shows two new options for courses with minor or no changes being made to them, the idea being that such courses will not need to go through the full approval process but will instead go through a shorter, less involved process. Barb will email the draft out to the CC members in January.

E. Other

There being no further business, the meeting was adjourned at 4:00.

Proposal submit date	Proposals thru Curricunet	Agenda Published	CC meeting
January 15	January 22	January 25	February 1, 2016

February 12	February 26	February 29	March 7, 2016
March 14	March 18	March 28	April 4, 2016
April 15	April 21	April 25	May 2, 2016
May 23	May 27	May 31	June 6, 2016