

Curriculum Committee Minutes



Meeting Date		Meeting Time & Location	
June 1, 2009		2:30pm (time change) – 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 Janet Olejar – Health, Justice & Human Services Tim R. Keely – Business Robert Hijiya – Humanities Greg Ferencko, Math Tim B. Keely – Science		Bernard Comeau – Social/Behavioral Sciences Jeff Bonnell – Professional Technical Rachel Goon – Library Rosalie Robinson – ABE Colleen Spezia – ad hoc Julie Benson – ad hoc Jamie Palermo – Recording Secretary	
Guests Present			
Jennifer Sipert Erika Bowles Rich Weidman David Endicott			
Agenda Items			
<p>1. Approval of minutes – May 4, 2009. The typographical error to Rachel Goon’s name has been corrected on the minutes under #6. Motion was made by Jeff Bonnell to approve the April minutes with corrections, and seconded by Rosalie Robinson. <u>Motion unanimously carried.</u></p>			
<p>2. Approval of agenda</p>			
<p>3. TABLED Courses from previous meetings</p> <p>ABE-034 ABE Math – Level 4 (Description, Objectives) ABE-042 ABE Reading and Writing – Level 2 (Description, Objectives) ABE-043 ABE Reading and Writing – Level 3 (Description, Objectives) GED-035 GED Basic Math (Description, Objectives) GED-036 GED Advance Math (Description, Objectives)</p> <p>Rosalie spoke on behalf of these courses. Motion was made by Rosalie Robinson to approve these updated ABE/GED courses, and was seconded by Rachel Goon. <u>Motion unanimously carried.</u></p>			
<p>4. DELETED Course</p> <p>CU-173 QuickBooks</p> <p>Motion was made by Dave Howard to approve the deletion of this CU course, and was seconded by Jeff Bonnell. <u>Motion unanimously carried.</u></p>			

5. NEW Courses

[WRITE-095](#) Tools for Reading and Writing

David Endicott spoke on behalf of this course, and explained that after submitting the course to the committee, he'd had a discussion with his department and they decided it would be best if this course prefix changed from ENGL-092 to WRITE-095. This change can be seen in the link above. Motion was made by Rachel Goon to approve this new WRITE course, and was seconded by Robert Hijiya. **Motion unanimously carried.**

[IT-112](#) Help Desk Operations

Erika Bowles spoke on behalf of this course. This course was recommended by the program advising committee to help students understand help desk operations and procedures. Motion was made by Rachel Goon to approve this new IT course, and was seconded by Rosalie Robinson. **Motion unanimously carried.**

[LOG-104](#) Warehousing & Inventory management Applied

Erika Bowles spoke on behalf of this course. It was discussed and agreed that the prerequisite should be corrected to include "Assess at College level English" and adding "LOG-103 to be taken concurrently", which can be seen in the link above. Motion was made by Rachel Goon to provisionally approve this course pending a new submission, and was seconded by Rosalie Robinson. **Motion unanimously carried – also, due to receiving the corrected new submission, this course has moved from provisionally approved to approved.**

6. UPDATED Courses

[ACCT-145](#) Payroll and Business Taxes (Prerequisite)

[ACCT-165](#) Accounting with Peachtree (Prerequisite)

[ACCT-175](#) Accounting with QuickBooks (Prerequisite)

Motion was made by Rachel Goon to approve these updated ACCT courses, and was seconded by Rosalie Robinson. **Motion unanimously carried.**

[DMS-102](#) Sonography Lab II (Credit Hour)

[DMS-125](#) Advanced Sonography (Title)

[DMS-151](#) Clinical Sonography II (Credit Hour)

Motion was made by Dave Howard to approve these updated DMS courses, and was seconded by Jeff Bonnell. **Motion unanimously carried.**

[HIM-110](#) Health Care Delivery Systems (Credit Hour, Prerequisites, Description, Course Objectives)

[HIM-125](#) Health Data Structure, Content, and Standards (Prerequisite, Description)

[HIM-142](#) Finance Reimbursement and Revenue Cycle (Finance Reimbursement and Revenue Cycle)

[HIM-145](#) Healthcare Statistics and Research (Prerequisite)

[HIM-150](#) Pharmacology for Health Professionals (Description)

[HIM-170](#) CPT Coding (Prerequisite, Course Objectives)

[HIM-175](#) Clinical Classification Systems (Prerequisite, Description, Course Objectives)

[HIM-195](#) Healthcare Privacy, Confidentiality, Legal and Ethics (Prerequisite)

[HIM-200](#) Professional Coding and Practice (Description, Course Objective)

[HIM-215](#) Information and Communication Technologies (Course Objectives)

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

[HIM-222](#) Health Records in Alternate Care Settings (Prerequisite)

[HIM-245](#) Advanced ICD-9-CM & CPT Coding (Description)

Motion was made by Dave Howard to approve these updated HIM courses, and was seconded by Jeff Bonnell. **Motion unanimously carried.**

HIM-210 HIM Revenue Cycle-2 (Credit Hour, Course Objective)

Due to the missing course objectives, this course has been TABLED. Rich Weidman said that it would be okay to be resubmitted in Fall. Motion was made by Dave Howard to TABLE this updated HIM course, and was seconded by Jeff Bonnell. **Motion unanimously carried to TABLE this course.**

IT-210 Operating Systems II (Description)

IT-261 Administration of Networks (Prerequisite)

Motion was made by Rachel Goon to approve these updated IT courses, and was seconded by Jeff Bonnell. **Motion unanimously carried.**

LOG-103 Warehousing & Inventory Management (Credit Hour)

Erika Bowles spoke on behalf of this course. Due to changes made and approved for LOG-104, it was decided the prerequisite for this course needed to change as well, along with the credit hour change. The correction can be seen by clicking on the link above. Motion was made by Dave Howard to approve this updated LOG course, with corrections to the prerequisite, and was seconded by Jeff Bonnell. **Motion unanimously carried.**

MATH-170 Math for Elementary School Teachers 1 (Prerequisite)

MATH-171 Math for Elementary School Teachers 2 (Prerequisite)

Motion was made by Rachel Goon to approve these updated MATH courses, and was seconded by Rosalie Robinson. **Motion unanimously carried.**

PHIL-299 Independent Study in Philosophy (Prerequisite, Desc., Distribution, Course Objectives)

Motion was made by Rachel Goon to approve this updated PHIL course, and was seconded by Rosalie Robinson. **Motion unanimously carried.**

PSYC-205 Introduction to Personality (Prerequisite)

Motion was made by Rachel Goon to approve this updated PSYC course, and was seconded by Dave Howard. **Motion unanimously carried.**

7. OTHER Committee Business

- a. **Service Learning – Barbara Peterson** – Barbara proposed making a notation of some sort on course proposal forms for those courses that are service learning courses. But because only certain sections of a course may be a service learning course, it was decided that this wouldn't work. Jamie commented that the secretaries who enter the quarterly schedule information could always put this information in the course note that appears in the online schedule. Barbara is going to write up a recommendation to the Deans and present it at the IA meeting so they can consider approving the process for this.
- b. **Position Assignments – Barbara Peterson** – Rachel Goon, Robert Hijiya, Bernie Comeau have all agreed to serve on the CC for another term. Pam Costa will become Bernie's backup. Jeff Bonnell is retiring and Kim Lee will replace him. Kim will not have completed the Tenure process by the time Fall quarter begins, so Janet Olejar will cover for Kim during Fall and Kim will pick up her term beginning Winter 2010.
- c. **Online Course Proposal Form – Jamie Palermo/Dave Howard** – Jamie talked about the creation of the online course proposal form and asked the committee for their input as to what should remain on the form, what should come off, what needs to be added, etc. She will email all and ask for their input once the committee has had a chance to think about it.