# CURRICULUM COMMITTEE MEETING REPORT

Mark Bergeson, Humanities
Renee Carney, eLearning Manager
Dave Cordero, Natural Science, Health & Engineering
Dawn Draus, Math
Kristy Enser, Instruction Office Manager
Troy Farnham, Library & Archives
Brendan Glaser, Dean for Workforce and Continuing Education
Kyle Hammon, Dean of Instructional Programs, and Chair
Karen Joiner, Chair, Dean of Instruction, Director of Nursing Programs
Lynn Lawrence, Registrar
Mary Leach, Language & Literature
Chad Meadors, Advising and Testing
Charlotte Persons, Transitional Studies
David Rosi, Business & Information Technology
Courtney Shah, Social Sciences
Maggie Stuart, Interim Dean of Instructional Programs, Director of Library Services
Larry Woodriff, Industrial Technology
Sue Yarbrough, Nursing & Allied Health
ASLCC Student Representative

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| To: | Committee Members | Copies to: |
| From: | Karen Joiner | Library |
| Subject: | Minutes from October 12, 2011 Meeting | Laura Brener |
| Date: | October 13, 2011 | Meghan Averett |

The Curriculum Committee met Wednesday, October 12 at 3 p.m. in LIB 103.

**Members Present:**  Mark Bergeson, Renee Carney, Dave Cordero, Dawn Draus, Kristy Enser, Troy Farnham, Kyle Hammon, Karen Joiner, Lynn Lawrence, Mary Leach, Chad Meadors, David Rosi, Courtney Shah, Maggie Stuart, Larry Woodriff, and Sue Yarbrough

**Also Attended:**  Laura Brener, Roy Staples (for Charlotte Persons), and Brad Benjamin (fulfilling a tenure track requirement), and Fran Nelson, Recorder

Karen opened the meeting at 3:05 with approval of the agenda and introductions. The first order of business was the proposed revision to the Curriculum Committee Guidelines & Procedures.

- Membership is more clearly defined by delineating Voting Members and Resource Members (non-voting).
- Meeting dates for the academic year are established.
- Duties and Responsibilities were rephrased to reflect current practices.
- Serving on the committee for a 3-year term as stated in II.A.1) shall not be binding to one individual as long as someone from each department is represented at the meetings.

*Dave Cordero made a motion to approve; Sue Yarbrough seconded.  Motion carried.*
*Effective fall 2011*

| Proposals from Linda Cullom presented by David Rosi: | | |
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| **1.**  revise prerequisite | **BTEC 161,** Intro to ICD-9 Coding in the Medical Office Part 1 | 4 cr, 33 lec, 22 lab |

**Discussion:**
Many students take BTEC 181 (Medical Terminology) **and** BTEC 161 (Intro to ICD-9 Coding for the Medical Office) at the same time.  Adding or concurrent enrollment in BTEC 181 and deleting ~~or instructor permission~~ will avoid having to use the Prerequisite Waiver form.  Prerequisite will now read:  BTEC 181 with grade C or better or concurrent enrollment in BTEC 181.

**Resolution:**
*Dave Cordero made a motion to approve; Courtney seconded.  Motion carried.*
*Effective winter 2012.*

| 2. | revise certificate | **Medical Billing & Coding Specialist-COP** (Quantitative Skills Requirement) | 54-56 credits |
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**Discussion:**
Delete MATH 105 as an option in the Quantitative Skills Requirement since BUS 104 is a higher level of math and is not comparable to MATH 105.  Total credits are not affected.

*Resolution:*
*Kyle made a motion to approve; Dave Cordero seconded.  Motion carried.*
*Effective fall 2011.*

**Tabled Items:**

| 3. | update program prerequisite: | **Basic Office Skills II-COC** Program Prerequisite now reads: BTEC 100 may be necessary before being accepted into the program depending on level of competency in word processing and other computer skills. Total credits (19) are unchanged. |
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| 4. | update program prerequisite: | **MEDICAL ASSISTING–COP** Program Prerequisite now includes:  BTEC 100 may be necessary before taking BTEC 101, depending on the student's level of competency in word processing and other computer skills. Total credits (61) are unchanged. |
| 5. | update program requirements: | **ADMINISTRATIVE SUPPORT–COP** Program Requirement now includes: BTEC 100 Computer Keyboarding or proficiency (0-3 cr) Total credits (48-52) are unchanged. |

**Discussion:**
These items will be returned to the department level for discussion and decision on making these changes will be determined at a later date.  The Business and Technology department will work with their dean to verify the process to ensure wording is consistent re the BTEC 100 requirement.

*Resolution:*
*David Rosi, Liz Engel, and Brendan Glaser will resolve.*

**Discussion Item - ACTION:**

Computer Literacy of students was discussed. Students may be underprepared for tasks that involve computer skills, such as typing an assignment, and there is not currently a standard assessment of computer skills in use on campus. Members were asked to discuss this with their respective departments and report back at the November meeting.

The meeting adjourned at 3:35.  The next meeting is scheduled for Wednesday, November 09 @ 3:00 in LIB 103.