

SUMMARY REPORT

Edison State College CURRICULUM COMMITTEE
FRIDAY, FEBRUARY 26, 2010, at 1:00 pm in Taeni Hall, S - 117

Action Item # 1

Proposal: Deborah Howard, Health Information Management Program Director, proposed the following new, non-experimental courses: *HIM 1140 Essentials of Pharmacology* (two credits) Summer 2010; *HIM 2210 Healthcare Information Systems* (three credits) Fall 2010; *HIM 2214C Healthcare Statistics* (three credits) Summer 2010; *HIM 2253 Basic CPT - 4 Coding* (three credits) Summer 2010; *HIM 2283 Advanced Coding & Reimbursement* (two credits) Fall 2010; *HIM 2510 Quality Management in Healthcare* (two credits) Fall 2010; *HIM 2816 Professional Practice Experience II* (two credits) Fall 2010; *HIM 2934 HIM Review* (one credit) Fall 2010; *HIM 2940 Professional Practice Experience III* (two credits) Fall 2010.

Explanation: These AS courses are degree core requirements for the *Health Information Management Program*. Professor Sabine Maetzke noted that Hodges University has a similar program and inquired whether the time frame is similar. Director Howard responded that the time frames are different. Hodges University has rolling enrollment, and Edison State College has a stricter course sequence, but the courses at Edison State are similar to those at Hodges University. At Edison State, year one is pre-*HIM*, and year two is cohort. Also the program's advisory committee wanted advanced coding, which Hodges does not have. Professor Jennifer Grove had concerns about *HIM 2816*. She did not find the last three topics of Section III of the syllabus under Section I. Professor Grove recommended another subsection. Professor Grove was also concerned that there should be faculty endorsement for modalities, but Director Howard point out that she (Deborah Howard) is the only *HIM* faculty. Professor Grove also observed that for course *HIM 2940*, sections I & III of the syllabus did not match. Professor Grove had questions about *HIM 2253* regarding Units II & VI. Director Howard explained that Units II & VI are applications of Unit I. Professor Maetzke asked if *HIM* accreditation can transfer to other states. Director Howard explained that there is a nationally recognized accreditation and national exam, the RHIT exam. According to Director Howard, informatics is a path for *HIM* graduates. It was pointed out that the co-requisites on the proposals and syllabi for *HIM 2940* and *HIM 2934* do not match. There was a discussion involving Professor Don Ransford, Academic Services Manager Pam Mangene, and Kevin Shriner about listing all prerequisites in a course syllabus, which could be quite lengthy. Professor Sabine Maetzke asked about transfer students needing to see all prerequisites. Director Howard said that if a student is coming from another program, there is similarity in all *HIM* programs due to national standards, and Director Howard also performs a thorough transcript review. Professor Ransford commented on addressing the sequencing of prerequisites. Professor Ransford also remarked that, regarding the third column in the syllabi, it is best to be prudent about how many are going to be filled in. Professor Grove asked if the Curriculum Committee still looks at the third column, and Chair Conwell replied, "No, that's the SAC committee's job for new courses."

Recommendation: On a Voice Vote, the Proposal was Accepted with Minor Corrections.

Status:

Approved for

Action Item # 2

Proposal: HIM Program Director Deborah Howard proposed the following changes to the degree prerequisites in the **A.S. Health Information Management Program:** 1. *Changing program co-requisites to prerequisites to comply with proper sequencing in HIM coursework;* and 2. *Addition of HAS 1100 Orientation to Healthcare and HIM 1430 Principles of Disease.* She also proposed the following degree requirements changes to the **HIM Program:** 1. *Deletion of BSC 1080 Human Biology, BSC 1093C Anatomy & Physiology I, and BSC 1094C Anatomy & Physiology II. Replace with BSC 1084C Anatomy & Physiology;* and 2. *Addition of HIM 2210 HealthCare Information Systems.* The applicable date would be Fall 2010.

Explanation: These changes enable the **Health Information Management Program** to meet the American Health Information Management Association's curriculum standards, which include specific courses and sequencing. Director Howard explained that in the **HIM** cohort the students work well if together and that students need English and microcomputers out of the way. Pam Mangene asked if *HAS 1100* should be the prefix *HSA*, but that is how the system prints it. Professor Don Ransford had concerns about course *BSC 1084C*; Director Howard said that course is used currently for paramedics.

Recommendation: On a Voice Vote, the Proposal was Accepted.

Status:

Approved for

Action Item # 3

Proposal: Associate Dean Theo Koupelis proposed changes to the course description, learning outcomes, and other changes to *BSC 1005: Introduction to Biological Sciences*. The applicable date would be Summer 2010.

Explanation: These changes address the need for an introductory biology course that covers concepts from *BSC 1010* and *BSC 1011*. The topics of evolution and ecology have been added. Ray Medhurst asked if we are changing the class curriculum, and proposal presenter Dr. Mary Lewis said, "Slightly." Academic Services Manager Pam Mangene inquired whether the changes could be made for Fall 2010. Dr. Robert Beeson saw no problem with making the changes for Summer 2010, and the changes would be reflected in the Fall Catalog.

Recommendation: On a Voice Vote, the Proposal was Accepted.

Status:

Approved for

Action Item # 4

Proposal: The Criminal Justice, Crime Scene, and Paralegal Faculty proposed a new, non-experimental, elective, three-credit course, *PLA 2765 Constitutional Law*. The applicable date

would be Fall 2010.

Explanation: This course was developed at the strong urging of the Edison State College Paralegal Program Advisory Committee to ensure that paralegal studies students and other students have the opportunity to gain a firm grounding in the basic foundations of the U.S. legal system, which is the U.S. Constitution. Professor Gayle Wetzel asked if three outcomes were needed for every credit hour, and Pam Mangene stated that there was no need for three outcomes per credit hour. Proposal presenter Department Chair Mike Nisson and Curriculum Committee Chair Mary Conwell agreed to flesh out the Learning Outcomes in the syllabus to reflect Section III of the syllabus. Professor Grove wondered why the proposal had not been verified with the VPAA office. Chair Conwell replied that the VPAA office had not verified the proposal when she was filling out the proposal form, and that she (Chair Conwell) was simply being honest on the form.

Recommendation: On a Voice Vote, the Proposal was Accepted with Minor Corrections.

Status:

Action Item # 5

Proposal: Pat Newell, Dean of Academic Success Programs, proposed changes to the course number, course title, course description, and course learning outcomes for the following two courses: *SLS 1301 Career & Educational Exploration* and *SLS 1350 Employability Preparation*. The applicable date would be Fall 2010.

Explanation: These courses are open to all students, which makes the *SLS* prefix (*Student Life Skills*) more appropriate than the *GEB* prefix (*General Elective Business*). Dean Newell explained that students drop out of college because they have no goals, and these two courses improve student retention. Professor Ransford inquired about associated fees. Regarding assessments, Dean Newell explained that computerized assessment like Myers Briggs would be used. Professor Grove asked if the assessments were different from what SOAR uses, and Dean Newell said that they were different. Professor Ransford asked who was being targeted, and Dean Newell said the one-credit course was targeted to SOAR and first-year experience. Professor Amanda Pollitt observed that these courses could lighten students' DLA load. Professor Lisa Rice asked if these courses will be offered at all campuses. Dean Newell mentioned that she wants to switch the courses from online to ground. The *SLS* prefix gives broader flexibility as to who could teach the courses. The instructor could have a master's degree in a variety of subject fields. Dr. Kevin Kennedy will be teaching these courses initially.

Recommendation: On a Voice Vote, the Proposal was Accepted.

Status:

Action Item # 6

Proposal: Dean Pat Newell proposed a prerequisite change from *None* to *Testing into ENC*

1101 or ENC 9020 with a "C" or better and/or REA 9003 with a "C" or better and/or EAP 1620 and EAP 1640 with a "C" or better for the following courses: EUH 1000 Western Tradition I; EUH 1001 Western Tradition II; HUM 2211 Studies in Humanities: Ancient World Through Medieval Periods; HUM 2235 Studies in Humanities: Renaissance Through Age of Reason; HUM 2250 Studies in Humanities: Romantic Era Through Present; HUM 2510-Humanities Through the Arts; HUM 2930 Studies in Humanities: Great Human Questions; HUM 1950 Humanities Study Tour; HUM 2950 Humanities Study Tour; WHO 1012 History of World Civilization to 1500; WHO 1023 History of World Civilization 1500 to 1815; WHO 1030 History of World Civilization 1815 to Present. The applicable date would be Fall 2010.

Explanation: Students with English/reading deficiencies may not enroll in English, humanities, or other courses that require communication skills beyond the student's skill levels. Dean Newell explained the statutory basis for the proposal. Professor Grove asked why the *Ethics* course was not on the list. Dean Newell said because *Ethics* is not a writing-intensive course. Professor Grove noted that faculty endorsement was missing and asked if it was needed. Dean Newell and Chair Conwell said no, because it is mandated by statute. Dean Newell did inform the Committee that the proposal had oral endorsements from Professor Marti Ambrose and other faculty. Professor Amanda Pollitt expressed concern about putting so many prerequisites that students cannot get a full schedule for financial aid. Students need 12 credits with a GPA of 2.0 or above for financial aid.

Recommendation: On a Voice Vote, the Proposal was Accepted.

Status:



NOTE: Action Item # 7 was originally included in the February Agenda in an Addendum as "8. Action item." It was reviewed by the Curriculum Committee immediately after Action Item # 3.

Action Item # 7

Proposal: Associate Dean Theo Koupelis proposed changes to course prerequisites and course credits for *MCB 2010C Microbiology*. The course prerequisite changes are from: Minimum of a "C" in BSC 1080 for students who wish to enroll in a **Health Professions** program of studies at Edison State College or minimum of a "C" in BSC 1010 for students seeking to leave Edison State College and enroll in **Health Professions** degrees elsewhere to: Minimum of a "C" in BSC 1010 AND BSC 1010L OR testing. The course credits change is from five (5) to four (4). The applicable date would be Summer 2010.

Explanation: The appropriate prerequisite for *MCB 2010C* is *BSC 1010* and its lab component because effective Summer 2010, *BSC 1080* will no longer be offered. The credit hours change will benefit the **Health Sciences** programs. The number of contact hours remains at five (5), and students still receive the same amount of instructional time. Professor Don Ransford and Chair Conwell voiced concerns that the syllabus given to the Curriculum Committee needs to reflect the proposed changes and the proposal form. Associate Dean and presenter Dr. Mary Lewis remarked that a certain number of credits are allowed in. Vice-chair Professor Grove objected to

the Addendum. Chair Conwell responded that while it is important to follow protocol and procedure for the good of the Curriculum Committee, the good of the overall institution will sometimes require minor deviation from procedure.

Recommendation: On a Voice Vote, the Proposal was Accepted with Minor Corrections.

Status:

Information Item



To alleviate attrition, the Honors Scholar Program will go from 18 credit hours to 12 credit hours upon the Honors Scholar Program Advisory Committee's recommendation. This change was facilitated by Dr. Edith Pendleton, Dean of Learning Resources and Undergraduate Research, with the support and agreement of Dr. Steve Atkins, Vice President of Student and Academic Affairs, and Dr. Robert Beeson.

Respectfully submitted,

Mary Conwell, J.D.

Chair of Curriculum Committee