



Notice of Regularly Scheduled Meeting
March 17, 2015 - Tuesday
3:00 PM
MS 125

Call to Order 3:00 pm

Members Present:

Ms. Cheryl Aschenbach, Chair
ASB Representative
Ms. Elizabeth Elam
Ms. Lisa Gardiner
Mr. Kory Konkol
Mr. Chad Lewis
Mr. Cory McClellan
Ms. KC Mesloh
Ms. Susan G. Mouck
Ms. Fran Oberg
Ms. Toni Poulsen
Dr. Tammy Robinson, Interim Vice President of Academic Services/Athletic Director
Ms. Alison Somerville, Articulation Officer, Vice Chair
Ms. Stephney Stuart

Guests:

Ms. Josetta Mata
Ms. Natalia McClellan

Staff:

Ms. Susan Kelley, Instructional Services Technician

1. **Agenda Approval (Gardiner/Elam: MSCU with revision to move Action items T&U to discussion)**
2. **Approve Meeting Minutes: March 3, 2014 meeting (Elam/McClellan: MSC with Gardiner and Somerville abstaining)**
Information only: February 3, 2014 Approved Minutes
3. **Action taken by Curriculum Subcommittee**
 - A. **HUS-28 Human Services and Mal-Adaptive Behavior**
Added another required textbook:
Peck, M. Scott. The Road Less Traveled. 2003 ed. ISBN: 978-0743243155 (original 1988 version is also acceptable but harder to obtain through online booksellers)
Effective: Fall 2015
4. **Action**

A. Associate in Science Degree in Biology for Transfer (Mesloh/McClellan: MSCU)

Approved new AS-T in Biology:

Total Units for the Associate in Science Degree: 60 Units

Required Core Courses: 32 Units

Course No.	Course Title	Units
BIOL 1	Principles of Molecular and Cellular Biology	4
BIOL 4	Principles of Evolutionary, Organismal, and Ecological Biology	5
CHEM 1A	General Chemistry I	5
CHEM 1B	General Chemistry II	5
MATH 1A	Analytical Geometry and Calculus I	5
PHYS 2A	General Physics I	4
PHYS 2B	General Physics II	4

Completion of either the STEM GE or IGETC Option

Remaining Units to Total 60 Units may be selected from electives. Courses must be numbered 1 – 49.

Student Learning Outcomes for the AS-T in Biology

Upon completion of the Associate in Science in Biology for Transfer the student will be able to:

1. Apply the scientific method by stating a question; researching the topic; determining appropriate tests; performing tests; collecting, analyzing, and presenting data; and finally proposing new questions about the topic.
2. Apply critical thinking to the examination of the principles of biology, chemistry, and physics using proper laboratory techniques and procedures.
3. Demonstrate a basic understanding of the language, laws, theories and processes that are essential to the understanding of the structure of matter and how the structure determines its physical and chemical properties.
4. Describe the structure and function of molecular and cellular components and explain how they interact in a living cell.
5. Describe how cells interact to develop tissues and organs and how these contribute to a functional organism.
6. Demonstrate an understanding of the mechanisms driving evolution and describe similarities and differences of the major taxonomic groups.
7. Describe how organisms interact with one another, and to their environment and are able to explain interactions at the population and community levels.

Effective: Fall 2015

B. HO 70 Introduction to Administrative Medical Assisting I (Mesloh/McClellan: MSCU)

Approved New Course.

Catalog Description:

This course is designed to provide specific information and skills training required for front office administrative medical assistants. The course covers administrative and clerical functions of an office assistant including patient reception, scheduling appointments, telephone procedures, medical records management, office management, professional conduct and effective communication.

Student learning outcomes:

Upon completion of this course, the student will be able to:

1. Demonstrate the ability to perform typical administrative duties in a medical setting.

2. Analyze access and prepare medical records.
3. Access and prepare a variety of professional reports.
4. Demonstrate effective communication with family, patients, physicians and other clinical site staff regarding the client's health status at a level consistent with an entry-level administrative medical assistant.

2.0 units 34 hours lecture

Scheduled: Fall

Effective: Fall 2015

Changed HO 3 from a corequisites to a prerequisite and added ENGL 105 as a recommended preparation.

C. HO 70 Introduction to Administrative Medical Assisting I (Mesloh/McClellan: MSCU)

Approved adding HO 3 Medical Terminology as a prerequisite and ENGL 105 or equivalent assessment placement as recommended preparation.

Effective: Fall 2015

D. HO 70 Introduction to Administrative Medical Assisting I (Mesloh/McClellan: MSCU)

Assigned HO 70 to the discipline of Health Care Ancillaries.

Effective: Fall 2015

E. HO 71 Introduction to Administrative Medical Assisting II (Poulson/Elam: MSCU)

Approved New Course.

Catalog Description

This course introduces and instructs Allied Health students in the use of accounting systems for medical and dental offices (including the pegboard and computerized accounting systems) and health insurance procedures. Emphasis is placed on medical accounting terminology, ledgers, methods used in payroll accounting, preparation of account charts and correct completion of benefit and claim forms. This course also prepares students to work with insurance forms in medical offices, hospitals and other clinical settings and in the proper use of procedural and diagnostic coding utilizing the most current editions of Physicians Current Procedural Terminology and International Classification of Diseases.

Course Student Learning Outcomes

Upon completion of this course, the student will be able to:

1. Complete an accounting cycle and compile financial statements given general medical office transactions.
2. Prepare accurate insurance forms

2.0 units 34 hours lecture

Scheduled: Fall

Effective: Fall 2015

Changed HO 3 from a corequisite to a prerequisite, added HO 70 as a prerequisite, and added ENGL 105 and MATH 103 as recommended preparation.

F. HO 71 Introduction to Administrative Medical Assisting II (Poulson/Elam: MSCU)
Approved adding HO 3 Medical Terminology and HO 70 Introduction to Administrative Medical Assisting I as a prerequisite and ENGL 105 and MATH 103 or equivalent assessment placement as recommended preparation.
Effective: Fall 2015

G. HO 71 Introduction to Administrative Medical Assisting II (Poulson/Elam: MSCU)
Assigned HO 71 to the discipline of Business and Health Care Ancillaries
Effective: Fall 2015

H. HO 82 Principles of Infection Prevention and Sterile Technique (Stuart/Oberg: MSCU)

Approved New Course

Catalog Description

This course provides an overview and application of current Occupational Safety and Health Administration (OSHA) policies and regulations and Standard Precautions related to infection prevention in the clinical setting. This course is designed to meet OSHA and blood-borne pathogen prevention for medical assisting and other allied health students who have potential exposure to infectious material such as blood, urine and other body fluids. The evolution of asepsis and infection prevention is presented as a basis for understanding the need for protection in health care and service environments. The application and use of personal protective equipment (PPE), medical and surgical aseptic hand washing techniques, disposal of biohazard material and other related topics is explored and practiced. This course also covers the differences between disinfection and sterilization. Students sterilize instruments, materials and equipment using a variety of methods and set-ups to maintain and work in a sterile field.

Course Student Learning Outcomes

Upon completion of this course, the student will be able to:

1. Protect patients and medical staff from the risk of infection using the principles of infection control

1,5 units

17 Hours Lecture; 24 Hours Laboratory

Scheduled: Spring

Effective: Fall 2015

Change HO 3 from a corequisite to a prerequisite, HO 84 and HO 85 as a corequisite and ENGL 105 as a recommended preparation.

I. HO 82 Principles of Infection Prevention and Sterile Technique (Stuart/Oberg: MSCU)

Approved adding HO 3 Medical Terminology as a prerequisite, HO 84 Introduction to Patient Care and HO 85 Diagnostic Testing as a corequisite, and ENGL 105 or equivalent assessment placement as a recommended preparation.

Effective: Fall 2015

J. HO 82 Principles of Infection Prevention and Sterile Technique (Stuart/Oberg: MSCU)

Assigned HO 82 to the discipline of Health Care Ancillaries

Effective: Fall 2015

K. HO 84 – Introduction to Patient Care (Konkol/ McClellan: MSCU)

Approved New Course

Catalog Description

This course provides clinical medical assisting students with the fundamentals of patient care in the clinical setting. Students practice the communication skills needed to obtain patient information, as well as instruct and educate patients. Students apply the principles of medical documentation to record information obtained from patient interviews, measuring vital signs, procedures performed or other pertinent patient information as an entry in the patient's medical record. Correct body mechanics needed to assist, move and position patients are presented and students practice positioning patients, preparing trays, measuring a patient's vital signs and assisting with general and specialized clinical procedures performed in the medical setting and within the "Scope of Practice" for the Clinical Medical Assistant.

Course Student Learning Outcomes

Upon completion of this course, the student will be able to:

1. Demonstrate patient care appropriate to an entry-level clinical medical assistant in a health care setting.
2. Demonstrate the ability to provide appropriate patient education.

2.0 units

17 Hours Lecture; 51 Hours Laboratory

Scheduled: Spring

Effective: Fall 2015

Change HO 3 from a corequisite to a prerequisite, added HO 82 and HO 85 as a corequisite; and ENGL 105 as recommended preparation.

L. HO 84 – Introduction to Patient Care (Konkol/ McClellan: MSCU)

Approved adding HO 3 Medical Terminology, HO 54 – Structure and Function of the Human Body; and HO 120 Cardiopulmonary Resuscitation or current CPR Certification as a prerequisite, HO 82 – Principles of Infection Control and Sterile Technique; HO 85 Diagnostic Testing as a corequisite; and ENGL 105 or equivalent assessment placement as recommended preparation.

Effective: Fall 2015

M. HO 84 – Introduction to Patient Care (Konkol/ McClellan: MSCU)

Assigned HO 84 to the discipline of Health Care Ancillaries

Effective: Fall 2015

N. HO 85 – Diagnostic Testing (Oberg/ Poulson: MSCU)

Approved New Course

Catalog Description

This course presents the principles of diagnostic testing to students interested in medical assisting in a clinical setting. Students are introduced to the various types of medical laboratories and methods of quality control for specimen collection, transport, and testing while they learn to screen patients for various diagnostic tests and to follow-up test results. Emphasis is placed on the application of laboratory safety practices in accordance with Standard Precautions and Occupational Safety & Health Administration (OSHA) regulations. Students use common laboratory equipment to perform Clinical Lab Improvement Act (CLIA) approved tests for medical assistants, including

hematology, chemistry, immunology and microbiology tests, urinalysis, and respiratory function testing and result analysis. Topics also include the principles of radiological tests, such as X-rays, computerized axial tomography (CT) scanning and magnetic resonance imaging (MRI).

Course Student Learning Outcomes

Upon completion of this course, the student will be able to:

1. Demonstrate the ability to perform typical entry-level clinical medical assisting diagnostic laboratory procedures safely in accordance with Standard Precautions and OSHA regulations.

1.0 unit

51 Hours Laboratory

Scheduled: Spring

Effective: Fall 2015

Changed HO 3 as a corequisite to a prerequisite, added HO 84 as a corequisite, and added ENGL 105 and MATH 103 as recommended preparation.

O. HO 85 – Diagnostic Testing (Ober/ Poulson: MSCU)

Approved adding HO 54 – Structure and Function of the Human Body and HO 3 – Medical Terminology as a prerequisite; HO 82 Principles of Infection Prevention and Sterile Technique and HO 84 Introduction to Patient Care as a corequisite; and of ENGL105 and MATH 103 or equivalent assessment placements as a recommended preparation.

Effective: Fall 2015

P. HO 85 – Diagnostic Testing (Ober/ Poulson: MSCU)

Assigned HO 85 to the discipline of Health Care Ancillaries

Effective: Fall 2015

Q. HO 88 – Phlebotomy (Poulson/Gardner: MSCU)

Approved New Course

Catalog Description

This course prepares students to perform venipunctures, capillary punctures, and basic blood lab test expected of entry-level medical assisting positions in clinics and other health care settings consistent with health care regulations in California. With successful completion of this course, including 50 successful venipunctures and 10 successful skin punctures, the student will be eligible to sit for the exam to become a Certified Phlebotomist Technician I with the State of California.

Course Student Learning Outcomes

Upon completion of this course, the student will be able to:

1. Perform venipunctures and capillary punctures on adults, children and infants consistent with Department of Health Services and OSHA standards.

3.5 units

40 Hours Lecture; 51 Hours Clinical Laboratory

Scheduled: Spring

Effective: Fall 2015

Increased the laboratory hours and units to meet the requirements for the Certified Phlebotomist Technician I exam. CPT I needs 40 hours lecture, 40 hours clinical and a certain number of needle sticks before taking the exam. Cheryl will look into what is required for Nevada's exam and will change at a later date if needed.

R. HO 88 – Phlebotomy (Poulson/Gardner: MSCU)

Approved adding HO 54 Structure and Function of the Human Body as a prerequisite.
Effective: Fall 2015

S. HO 88 – Phlebotomy (Poulson/Gardner: MSCU)

Assigned HO 88 to the discipline of Licensed Vocational Nursing
Effective: Fall 2015

5. Discussion

T. Certificate of Accomplishment in Administrative Medical Assistant (moved to Discussion)

Approve Certificate of Accomplishment in Administrative Medical Assisting.
8.0 – 8.5 units

Course	Title	Units
HO 3	Medical Terminology	3.0
HO 70	Introduction to Administrative Medical Assisting I	2.0
HO 71	Introduction to Administrative Medical Assisting II	2.0
HO 49A or 49	Work Experience	1.0
HO 120	Cardiopulmonary Resuscitation (CPR) Or current certification	0.5

Effective: Fall 2015

Still needs some paperwork. HO 120 was added to the certificate. We do have SLOs. Move to action at next meeting.

U. Certificate of Accomplishment in Clinical Medical Assisting (moved to discussion.)

Approve Certificate of Accomplishment in Clinical Medical Assisting.
14 – 14.5 units

Course	Title	Units
HO 3	Medical Terminology	3.0
HO 54	Structure and Function of the Human Body	3.0
HO 82	Principles of Infection Prevention and Sterile Technique	1.5
HO 84	Introduction to Patient Care	2.0
HO 85	Diagnostic Testing	1.0
HO 88	Phlebotomy	3.5
HO 120	Cardiopulmonary Resuscitation (CPR) Or current certification	0.5

Effective: Fall 2015

Units were changed because of the change in units in HO 88. It was pointed out that we need to make sure that HO 82 outline reflects spring scheduling for the course. Move certificate to action at next meeting.

A. Certificate of Achievement in Medical Assistant

Proposal of a new Certificate of Achievement in Medical Assistant

19.0 - 19.5 Units

Course	Title	Units
HO 3	Medical Terminology	3.0
HO 54	Structure and Function of the Human Body	3.0
HO 70	Introduction to Administrative Medical Assisting I	2.0
HO 71	Introduction to Administrative Medical Assisting II	2.0
HO 49A or 49	Work Experience	1.0
HO 82	Principles of Infection Prevention and Sterile Technique	1.5
HO 84	Introduction to Patient Care	2.0
HO 85	Diagnostic Testing	1.0
HO 88	Phlebotomy	3.5
HO 120	Cardiopulmonary Resuscitation (CPR)	0.5
	Or current certification	

Combined the two Certificate of Accomplishments to create this Certificate of Achievement. The CA has enough units so that students will be eligible to receive financial aid. We will combine the SLOs of the COAs for this CA. We should also create an AS for Medical Assisting and make the CA the core course. Cheryl and KC will look into electives for the AS.

B. WT 51 Blueprint and Symbol Reading for Welders (page 108)

Proposal of a new course WT 51 Blueprint and Symbol Reading for Welders
 Blueprint reading is a standard that is widely used and recognized in the welding industry and is a necessity for employability. Besides industry demand, there is a need to stay competitive with surrounding community colleges that already offer a similar course. The welding advisory committee also recognizes the need and supports a blueprint reading course.

Catalog Description

This course is an introduction to blueprint and symbol interpretation practices commonly used in the welding and metal fabrication industries. This course will cover drawing types, symbols, views, dimensions and tolerances. This course will further develop the student’s range of thinking required to assemble simple components and complex assemblies from welding prints.

Course Student Learning Outcomes

1. Interpret technical information used on industrial working and assembly drawings.
2. Analyze and decipher complex welding symbols listed as defined by the American Welding Society (AWS)

2 units 34 hours lecture

The industry demands that we offer this course each semester. Kory would like to add this course as a core requirement in the WT certificates starting this fall. Move to action next meeting.

6. Future Dates

Curriculum/Academic Standards Meeting Schedule for First and Third Tuesdays at 3:00 PM in the MS 125

Note: Additional meetings may be scheduled as needed.

Spring

April 21 & May 5

7. Information

Reminder: The following instructional programs are due. Curriculum Review (course outlines) should be done early in the process.

Instructional Program Reviews Due

Agriculture – May 2014
Human Services-Sept 2015
History/Social Science/Sociology/Psychology/Anthropology-Sept 2015
Work Experience-Sept 2015
Fire Technology- Sept 2015
Gunsmithing-Sept 2015
Welding-Sept 2015
Vocational Nursing-Sept 2015

Any Person Having Business Not on the Agenda

Stephney stated that Dr. John Taylor asked that faculty ask publishers if they could receive a complimentary textbook for each course being offered so the library would have at least one copy for each course. Cheryl stated that this would be a division chair discussion and she would add it to the next agenda.

Adjournment (Konkol/Stuart @ 3:29 pm)

Future Agenda