



Lassen Community College
Curriculum and Academic Standards

Notice of Regularly Scheduled Meeting
March 31, 2015 - Tuesday
3:00 PM
MS 125

Called to Order @ 3:02 pm

Members Present:

Ms. Cheryl Aschenbach, Chair
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
Ms. Alison Somerville, Articulation Officer, Vice Chair
Ms. Stephney Stuart

Members Absent:

Ms. Elizabeth Elam
Dr. Tammy Robinson, Interim Vice President of Academic Services/Athletic Director
ASB Representative

Staff:

Ms. Susan Kelley, Instructional Services Technician

1. **Agenda Approved (Poulsen/Gardiner MSCU)**
2. **Approved Meeting Minutes: March 17, 2015 meeting (Lewis/Gardiner MSCU)**
Information only: March 3, 2015 Approved Minutes
3. **Action taken by Curriculum Subcommittee**
4. **Action**
 - A. **AA/AS GE Area B Social and Behavioral Science (Mesloh/Somerville MSCU)**
Approved adding AGR 2- Agriculture Economics, to our Area B in the General Education of the AA/AS degrees. It is in the social science areas of CSU GE and IGETC.
Effective: Fall 2015
 - B. **Remove interactive TV from courses (McClellan/Poulsen MSCU)**
Approved removing all reference to ITV in course outlines including “this course has been approved to interactive television” from course description and

from methods of delivery. Courses affected: BUS 10, 18, 19, 22, 25, 34A, 34B, CD 16, 22, 28, 30, 31, CARS 151, HO 54, & PSY 31. We do not offer ITV as a distance education delivery option anymore.

Effective: Fall 2015

C. History 16 US History (Gardiner/Somerville MSCU)

Approved change in course objectives and assignments to be consist with C-ID descriptor.

Effective: Fall 2015

Agreed that it was acceptable to include a specific assignment in an outline. However, the following statement was suggested as an insert before the title of the assignment. "An example of an assignment that demonstrates critical thinking:"

D. Certificate of Accomplishment in Administrative Medical Assistant (Mesloh/Poulsen MSCU)

Approved 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

Student Learning Outcomes:

Upon completion of the Certificate of Accomplishment - Administrative Medical Assistant, the student will be able to:

- 1 Demonstrate the ability to perform typical administrative duties in a medical setting, including financial transactions and insurance billing.
- 2 Interpret medical records, articles, and texts for diagnosis, treatment, laboratory, and x-ray information.

Effective: Fall 2015

There was discussion about whether to include HO 120 in the certificates or not because of the option to take the course or provide current certification, and it was agreed that it should be included in the certificates in order to capture all the work a student is required to do for completion.

E. Certificate of Accomplishment in Clinical Medical Assistant (Mesloh/Poulsen MSCU)

Approved 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

Program Student Learning Outcomes

Upon completion of the Certificate of Accomplishment - Clinical Medical Assistant, the student will be able to:

- 1 Demonstrate the ability to utilize knowledge of the structure and function of the eleven major body systems and entry-level clinical medical assisting skills to provide appropriate patient care and education in a clinical setting.
- 2 Demonstrate the utilization of appropriate aseptic technique under a variety of clinical conditions.
- 3 Demonstrate the ability to perform typical entry-level clinical medical assisting diagnostic laboratory procedures safely in accordance with Standard Precautions and OSHA regulations.
- 4 Interpret medical records, articles, and texts for diagnosis, treatment, laboratory, and x-ray information.
- 5 Perform venous and capillary punctures on adults, children and infants consistent with Department of Health Services, APIC and OSHA standards.
- 6 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 clinical medical assistant. Maintain strict adherence to all HIPPA, Privacy and Compliance regulations for all patient related communications

Effective: Fall 2015

F. Certificate of Achievement in Medical Assistant (Poulsen/Oberg MSCU)

Approved Proposal of a new Certificate of Achievement in Medical Assisting
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) Or current certification	0.5

Student Learning Outcomes:

Upon completion of the Certificate of Achievement in Medical Assistant, the student will be able to:

- 1 Demonstrate the ability to perform typical administrative duties in a medical setting, including financial transactions and insurance billing.
- 2 Interpret medical records, articles, and texts for diagnosis, treatment, laboratory, and x-ray information.

- 3 Demonstrate the ability to utilize knowledge of the structure and function of the eleven major body systems and entry-level clinical medical assisting skills to provide appropriate patient care and education in a clinical setting.
 - 4 Demonstrate the utilization of appropriate aseptic technique under a variety of clinical conditions.
 - 5 Demonstrate the ability to perform typical entry-level clinical medical assisting diagnostic laboratory procedures safely in accordance with Standard Precautions and OSHA regulations.
 - 6 Interpret medical records, articles, and texts for diagnosis, treatment, laboratory, and x-ray information.
 - 7 Perform venous and capillary punctures on adults, children and infants consistent with Department of Health Services, APIC and OSHA standards.
 - 8 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 clinical medical assistant. Maintain strict adherence to all HIPPA, Privacy and Compliance regulations for all patient related communications
- Effective: Contingent on approval by the Chancellor's Office

We need to work on putting together an AA degree to submit to the Chancellor's Office at the same time. We also need to get the program approved by the Chancellors office before we can offer the CA & the AA degree. We are limited to the amount of stand-alone courses without program approval.

G. WT 51 Blueprint and Symbol Reading for Welders (McClellan/Mesloh MSCU)

Approved 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
Effective: Fall 2015

H. Inactivate 49A courses in all disciplines and remove from GE area and all degrees and certificates (Stuart/Mesloh MSCU)

Approve inactivation of AJ 49A, AGR 49A, ART 49A, AT 49A, BUS 49A, CD 49A, FS 49A, GSS 49A, HO 49A, HUS 49A, JOUR 49A, WT 49A, WE 1A, WE 2A.

Reducing Work Experience courses to one course per discipline will streamline the enrollment process and thus lessen enrollment errors and effort required to correct enrollment errors, and enhance ability to monitor 16 unit repeatability.

Effective: Fall 2015

Having only the 49 courses will help to get the students into the correct courses and help in tracking the units the student takes. All students will do online soft skills only once.

5. Discussion

Lisa is revising the 49 work experience courses; revisions will be submitted at the next meeting for approval. Lisa submitted an example of the changes to be made in the 49 courses. Changes included adding an expanded online orientation, minor changes in content and objectives, a textbook and possibly including hybrid delivery.

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

Adjournment Poulsen/Stuart @ 3:26

Future Agenda