



Notice of Regularly Scheduled Meeting
January 20, 2015 - Tuesday
3:00 PM
TECC (HU102)

Call to Order @3:02

Members Present:

Ms. Cheryl Aschenbach, Chair
Ms. Elizabeth Elam
Mr. Kory Konkol
Mr. Chad Lewis
Mr. Cory McClellan
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

Members Absent:

ASB Representative
Ms. Lisa Gardiner
Ms. KC Mesloh
Ms. Susan G. Mouck

Guest:

Mr. Dave Trussell
Ms. Natalia McClellan

Staff:

Ms. Susan Kelley, Instructional Services Technician

1. **Agenda Approval (Poulsen/McClellan: MSCU)**
2. **Approved Meeting Minutes: December 16, 2014 meeting (Oberg/Elam: MSC with one abstaining Lewis)**
Information only: December 02, 2014 Approved Minutes
3. **Action taken by Curriculum Subcommittee**
 - A. **AGR 51 Horsemanship**
Approved review for IPR with no recommended change.
 - B. **AGR 116 Pesticide Update**
Approved review for IPR with no recommended change.
 - C. **AGR 122 Rodeo Clinic**
Approved review for IPR with no recommended change.

D. BIOL 32 General Life Science

Approved change in textbook from 7th to 8th addition.

Revise textbook to: Campbell, Neil, Martha Taylor, Eric Simon, Jean Dickey, Kelly Hogan and Jane Reece, *Biology Concepts & Connections*, 8th edition, 2014, Pearson ISBN 978-0-321-88532-6

Effective: Fall 2015

4. Action

A. AA Degree General Studies: Emphasis in Natural Science (McClellan/Poulsen: MSCU)

Approved adding Biol 32L to core courses.

Effective: Fall 2014

B. AA Degree University Studies: Emphasis in Natural Science (McClellan/Poulsen: MSCU)

Approved adding Biol 32L to core courses.

Effective: Fall 2014

C. AGR 12 Animal Health and Disease (Somerville/Elam: MSCU)

Approved change in Discipline to Animal Production

Course was assigned to wrong the Discipline.

Effective: Fall 2015

D. AGR 42 Farm Surveying, Irrigation and Drainage (Poulsen/Lewis: MSCU)

Approved remove "this course has been approved for open entry/open exit" from catalog description, changes in objectives and content.

When course was reactivated it was changed from 1-4 units repeatable 3 times, to 3 units take one time.

Effective: Fall 2015

E. ART 4B Intermediate Photography (Poulsen/Konkol: MSCU)

Approved change in course content and method of evaluation to remove reference to color. Color printing in the darkroom has become obsolete with the advent of digital photography.

Effective: Fall 2015

F. ART 4C Advanced Photography(Poulsen/Konkol: MSCU)

Approved change in prerequisite skills, course content and method of evaluation to remove reference to color. Color printing in the darkroom has become obsolete with the advent of digital photography.

Effective: Fall 2015

G. ART 4D Portfolio Photography(Poulsen/Konkol: MSCU)

Approved change in prerequisite skills and course content to remove reference to color. Color printing in the darkroom has become obsolete with the advent of digital photography.

Effective: Fall 2015

H. FS 8 Wildland Fire Suppression (McClellan/Konkol: All apposed)

Approved Change course to repeatable. This course prepares firefighter for the Pack Test (Work capacity test). Firefighter must certify annually.

Effective: Spring 2015

Did not feel the evidence presented was a mandated statute or code. Dave has 10 students who wish to take course again. Have current students audit class for now. Develop a 1A, 1B, and 1C non-credit refresher course. Dave will know how many students will be in fall program on Feb. 12.

I. HUS 48.03 Creating a Spirit of Nonviolence (McClellan/Poulsen: MSCU)

Inactivated course. Not being offered anymore.

Effective: Spring 2015

J. HUS 48.05 Everyday Enlightenment (McClellan/Poulsen: MSCU)

Inactivated course. Not being offered anymore.

Effective: Spring 2015

K. HUS 48.06 Creating a Spirit of Nonviolence Advanced (McClellan/Poulsen: MSCU)

Inactivated course. Not being offered anymore.

Effective: Spring 2015

L. MATH 40 Elementary Statistics (Somerville/Stuart: MSCU)

Approved change of course description, students learning outcomes, course objectives, and course content to align with C-ID.

Course description:

~~Descriptive and inferential statistics. A first course in modern statistical practice utilizing basic probability, binomial and normal distributions, estimation of population parameters, hypothesis testing, linear regression and correlation.~~ **The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance; chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education.** This course has been approved for online delivery.

Effective: Fall 2015

Why did the course content change to a table? Ross Stevenson said he used a copy of Butte's course outline that has been approved by the C-ID already and that is what they had.

M. PEAC 34 Golf Skills (Poulsen/McClellan: MSCU)

Approved change in Catalog Description, Course Objectives, Course Content, Expected Outside Assignments, Method of Evaluation, Text and Supplies (Fee) Discipline/Assignment.

Catalog Description:

~~Instruction in the fundamental skills of golf. Selection and proper use of equipment will be stressed. Rules and etiquette on the course will be covered. Designed for those students unfamiliar with the fundamentals of the discipline.~~

Development of sufficient proficiency in golf to recognize and enjoy the game as a lifetime activity; includes U.S.G.A. rules and etiquette and the fundamental mechanics involved in the use of irons and woods. Each student must purchase a 5-play card (45 total holes of golf) from Diamond Mountain Golf Club at the prevailing rate. The registration fee includes an unlimited number of range balls during the scheduled class times.

Effective: Fall 2015

5. Discussion

A. HO 3 Medical Terminology

Modify course description, course objectives and methods of evaluation. Changes to course outline to better meet the requirements for medical assisting courses.

Catalog Description:

~~Basic medical terms with emphasis on word analysis, construction and application to the health occupation professions. This course is appropriate for nursing students and other health occupation students. This course has been approved for interactive television delivery.~~

This course covers basic medical terminology and the vocabulary of medical specialties. Special emphasis is on the use of prefixes and suffixes, and non-technical explanations of medical terms and descriptions of anatomy, physiology, and pathology. Students learn to utilize medical terminology as it applies to the structure of the human body, common laboratory tests, radiological and operative procedures, as well as basic pharmacology.

A few typos need correcting. There is a strike out in course content K that seems to indicate the section should be deleted, but the actual content is not stricken. Check with Cherie to clarify what was intended.

B. HO 70 Introduction to Administrative Medical Assistant I

New course proposed. LCC CIMP notes interest in expanding health occupations/allied health programs and courses. This course as a stand-alone course initiates the development of certificates of accomplishment, which will lead to a proposed certificate of achievement program in medical assisting. The course also meets workforce needs.

Should we add keyboarding as a prerequisite to the course or maybe to the certificates?

C. HO 71 Introduction to Administrative Medical Assistant II

New course proposed. LCC CIMP notes interest in expanding health occupations/allied health programs and courses. This course as a stand-alone course initiates the development of certificates of accomplishment, which will lead to a proposed certificate of achievement program in medical assisting. The course also meets workforce needs.

D. HO 82 Principles of Infectious Control and Sterile Technique

New course proposed. LCC CIMP notes interest in expanding health occupations/allied health programs and courses. This course as a stand-alone course initiates the development of certificates of accomplishment, which will lead to a proposed certificate of achievement program in medical assisting. The course also meets workforce needs.

E. HO 84 Introduction to Patient Care

New course proposed. LCC CIMP notes interest in expanding health occupations/allied health programs and courses. This course as a stand-alone course initiates the development of certificates of accomplishment, which will lead to a proposed certificate of achievement program in medical assisting. The course also meets workforce needs.

Course content needs to be refined & clarified before course can go to action.

F. HO 85 Diagnostic Testing

New course proposed. LCC CIMP notes interest in expanding health occupations/allied health programs and courses. This course as a stand-alone course initiates the development of certificates of accomplishment, which will lead to a proposed certificate of achievement program in medical assisting. The course also meets workforce needs.

G. HO 88 Phlebotomy

New course proposed. LCC CIMP notes interest in expanding health occupations/allied health programs and courses. This course as a stand-alone course initiates the development of certificates of accomplishment, which will lead to a proposed certificate of achievement program in medical assisting. The course also meets workforce needs.

The question was asked whether this class is different than HO 46 IV Therapy and Blood Withdrawal (Phlebotomy). Nursing faculty assure us it's a different course because HO.46 focuses on IVs while the proposed HO 88 focuses only on drawing blood.

H. Certificate of Accomplishment – Administrative Medical Assistant (Front Office)

Proposal of a new certificate of Accomplishment

Certificate of Accomplishment – Administrative Medical Assistant

Required Core Courses: 8 Units

Course No.	Course Title	Units
H0 3	Medical Terminology	3
HO 70	Administrative Medical Assisting I	2
HO 71	Administrative Medical Assisting II	2
HO 49A	Introduction to Health Occupations Work Experience	1

Program 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.

I. Certificate of Accomplishment – Clinical Medical Assistant (Back Office)

Proposal of a new certificate of Accomplishment.

**Certificate of Accomplishment – Clinical Medical Assistant
Required Core Courses: 12.5 - 13 Units**

Course No.	Course Title	Units
H0 3	Medical Terminology	3
HO 54	Structure and Function of the Human Body	3
HO 120	Cardiopulmonary Resuscitation (CPR)	0.5
Or	CPR Certification	
HO 82	Principles of Infection Control and Sterile Technique	1.5
HO 84	Introduction to Patient Care	2
HO 85	Diagnostic Testing	1
HO 88	Phlebotomy	2

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 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.

The LVN & HO advisory committee met on January 15 and they were very excited about the courses and certificates. They had a few additions and word changes to add to the course outlines.

- *Dr. John Taylor, librarian, would like to speak to MA faculty to see if there will be addition textbooks ore resources needed in the library.*
- *Maybe we should add keyboarding to the certificates.*

6. Future Dates

7. Curriculum/Academic Standards Meeting Schedule for First and Third Tuesdays at 3:00 PM in the TECC

Note: Additional meetings may be scheduled as needed.

Spring

February 3

March 3 & 17

April 21

May 5

8. 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-May 2015

History/Social Science/Sociology/Psychology/Anthropology-May 2015

Work Experience-May 2015

Fire Technology- May 2015

Gunsmithing-May 2015

Welding-May 2015

Vocational Nursing-May 2015

Any Person Having Business Not on the Agenda

Cheryl and Alison attended a CTE Curriculum Academy jointly sponsored by the Chancellor's Office and the Academic Senate for California Community Colleges. The seminar focused on CTE program and curriculum development with the intent to help the Doing What Matters personnel (Deputy Sector Navigators, Sector Navigators, and Technical Assistance Providers) better understand community college curriculum processes and college curriculum and CTE faculty better understand the role of the DWM staff. Alison and Cheryl both found the information interesting, particularly the introduction to Doing What Matters for Jobs and the Economy staff.

Adjournment (Konkol/Stuart @ 4:02pm)

Future Agenda