

CURRICULUM ADVISORY BOARD
Meeting Minutes
2-3-06

MEMBERS PRESENT: Craig Leverette – Chair, Bill Ardis, Arlene Bakner, Serena Butler, Matt Coulter, Kathy Mixson, Elizabeth Pannell, Luke Sides, Joanne Stevens

NON-MEMBERS PRESENT: Leslie Cannon, Vickie Dobbs, Karen Murph, Linda Robertson – recorder

PRESENTATIONS:

Business & Computer Science -

New courses are being added in Office Systems Technology to replace some of the existing courses. There is no change in content, certification or overall requirements for the students.

Per WECM, HITT 2245 replaces HITT 1371. The number of credit hours changes from three to two and will be reflected in the certificate.

Per WECM, MRMT 1307 replaces POFM 1331. MRMT 1307 contains the same course content as POFM 1331, and there are no changes in course requirements.

Per WECM, POFM 1300 replaces POFM 1353. There is no change in course content or credit hours.

Per WECM, MRMT 2333 replaces POFM 2313. There is no change in course content or credit hours.

Per WECM, POFM 2317 is being terminated. The three semesters of hands-on transcription was recommended to be reduced to two semesters. It was recommended that Medical Transcription II and Medical Transcription III be combined as Medical Transcription II. However, a third semester of preparation is necessary for covering advanced surgery and medical specialties transcription. We are asking for approval of MRMT 2371 to cover this third semester. The American Association for Medical Transcription (AAMT) is now recommending enhanced technology instruction with shortcut and text-expansion options. Graduates need this productivity instruction and skill development to be prepared for capstone course work experience productivity requirements. AAMT is asking that courses include more technology training; therefore, text expanders and shortcut software used in the area workplace will be added to Medical Transcription III.

Per WECM, HPRS 2321 replaces POFM 1321. There is no change in course content or credit hours.

Medical Coding and Billing Specialization and Medical Transcription Specialization have been revised with the course changes.

Motions:

The motion was made and seconded to accept the terminations and additions of courses. All were in favor.

The motion was made and seconded to accept the revised Medical Coding and Billing Specialization and the Medical Transcription Specialization. All were in favor.

The next meeting will be February 17th.