

CURRICULUM ADVISORY BOARD
Meeting Minutes
4/13/07

MEMBERS PRESENT: Elizabeth Pannell - Chair, Bill Ardis, Will Brannon, Matt Coulter, Kathy Mixson, Traci Ramsey, Jey Venkatesan

MEMBERS NOT PRESENT: Serena Butler, Luke Sides, Gary Hodge

NON-MEMBERS PRESENT: Vickie Dobbs, Karen Murph, Linda Robertson

The meeting was held at Preston Ridge Campus and was called to order by Elizabeth Pannell, chair.

PRESENTATIONS:

Communications and Humanities

ARAB 1411, 1412 are new credit classes being offered. Measurable student outcomes were discussed. The term "understand" in the measurable student outcome on the syllabus literally means that the student can understand the language. Discuss means to literally "discuss in Arabic". More measurable clarification is requested and it was suggested that "discuss in Arabic" be added to the syllabus.

The New Associate of Science in Technical Communications and Knowledge Management, which was tabled at the last CAB meeting, was presented with substantial revisions. The redesign minimizes the transfer difficulty. The course of study includes a strong liberal arts core curriculum as well as an additional course in mathematics required for the Associate in Science degree, and four courses in the concentration. There are no special admissions requirements for this the Associate in Science degree, and four courses in the concentration.

BUSI 2304 is being added to the Associate in Science in Technical Communications and Knowledge Management program.

Health Sciences & Emergency Services

Dental Hygiene – The proposed changes would balance the dental hygiene student load., with the fall semester requiring nine DHYG semester hours and spring eleven DHYG semester hours. DHYG 1301 would become a co-requisite of DHYG 1304 when offered during the same semester. Measurable student outcomes were also revised on the syllabus.

The prerequisite for DHYG 1319 was changed to DHYG 1331. Presently, it is listed in the catalog incorrectly. The other prerequisite should remain the same.

Health Information Technology – Health Information Technology Associate Program was presented by Dr. Merry McBryde Foster. The courses required for this program are HITT 1342, 2249, 2339, 2343, 2381. This program will give an advantage of fitting the other programs into this program. With the Office Information Technology Certificate already in place, it will provide the interest for this program. This program was developed from the national curriculum from CAHIM. Dr. Merry presented the curriculum plan for this program.

Business, Information, and Engineering Technologies

In the Medical Coding and Billing Specialization, courses were added or revised to fulfill recently updated guidelines from AHIMA for AHIMA accreditation and also to be used as part of the new Health Information Technology AAS. Following are proposed course additions/revisions:

POFM 1300, HPRS 2321 and HITT 2346 have been revised to meet the requirements for the new AAS in Health Information Technology and also to fulfill recently updated guidelines from AHIMA.

HITT 1311 and HITT 1342 are new courses being added to meet the AHIMA guidelines. It was requested that "Totally On-Line" be replaced with "Lecture /Discussion" in the Course Format section of the syllabi. HITT 1301 was recently added as an introductory course to meet AHIMA guidelines. It is now being revised to be used as a required course in

the new Health Information Technology AAS.

Fine Arts

Music – The prerequisites for MUSI 2183 and MUSI 2184 and MUAP 2284 and MUAP 2384 are now the same on the course transmittal form and the syllabus. Discussion took place as to the learning outcomes. It was agreed to send this request back to the division to determine if they want duplicate prerequisites and co-requisites.

MOTIONS:

The motion was made and seconded to approve the new Arabic courses with the stipulation that the revisions be made. All were in agreement.

The motion was made and seconded to accept the Technical Communication and Knowledge Management Program. All were in favor.

The motion was made and seconded to approve the dental hygiene revisions. All were in agreement.

The motion was made and seconded to approve the proposed Medical Coding and Billing Specialization courses with the suggested changes. All were in favor.

The motion was made and seconded to table the music courses for further clarification. All were in agreement.

The next meeting is scheduled for May 4 at 1:30 p.m. Lunch will be provided.

The motion was made and seconded to adjourn. All were in favor.