

UNDERGRADUATE CURRICULUM COMMITTEE MINUTES

Date: February 2, 2011

Present: Carl Castles
 Brian Gurney
 Richard Pierce
 Becky Lyons
 Mark Jacobson
 Cindy Dell
 Mick Ender
 Vern Gagnon (ex-officio)

Absent: Gary Acton
 Cheryl Young-Pelton

Guests: Jane Hansen
 Brent Roberts



The meeting was called to order at 4:00 p.m. in the Missouri room.

The December 1 & 16 meeting minutes were accepted as presented.

I. ITEMS – FIRST READING

Item 34 LS 125 Research in the Information Age. Change course description

- Motion by Brian Gurney, seconded by Mark Jacobson to approve Item 34 on first reading.

Brent Roberts, Director of the Library, stated they have been teaching this course, which is part of Gen Ed, for four years now. The course description change will hopefully clarify what the course is about for students. This course is offered online and face-to-face, with 30 in the online sections and 25 in the face-to-face. They fill every section.

- Motion carried.

- Motion by Mark Jacobson, seconded by Brian Gurney to waive second reading of Item 34.

- Motion carried.

Item 36 Certificate of AS in Medical Coding and Insurance Billing. Modification of an existing program.

Item 36.a AHMS 201 Essentials of Pathophysiology. New course.

Item 36.b AHMS 299 Capstone Project. New course.

- Motion by Brian Gurney, seconded by Mick Ender to approve Items 36 through 36.b on first reading.

Jane Hansen, Director of the Medical Coding and Insurance Billing program, stated that students really need an understanding of disease and the disease process, or they end up pulling out a dictionary or searching the internet to understand the codes. In response, they are adding a pathophysiology course to the program. They are also adding a capstone course to expand students' knowledge of the field, including resume writing, interviewing, and job shadowing. To include these new courses in the program, two courses are being removed (AHMS 175 Medical Law and Ethics and AHMS 252 Computerized Medical Billing) and replaced with one course that covers the content and already exists (AHMS 220 Medical Office Procedures). Students in other programs do take AHMS 252 and 175, so the courses will not be deleted.

The question was raised as to how the online students will do job shadowing in the capstone course. Ms. Hansen noted that she will work with health professionals which she knows across the state to connect students and also receive feedback on the students' work. Currently, there are no out-of-state online students in the program. About 15 to 20 students per semester will be taking the capstone.

Ms. Hansen stated that she and one experienced part-time instructor will staff the program. Vern Gagnon, Interim Dean of the COT, noted that with fewer students taking AHMS 252 and 175, they can be offered less often, reducing Ms. Hansen's load.

- Motion carried.

- Motion by Brian Gurney, seconded by Richard Pierce to waive second reading of Items 36 through 36.b.

- Motion carried.

The meeting adjourned at 4:15 p.m.

rjrm