Curriculum Advisory Committee
Meeting Notes

DATE: Dec. 4, 2013 LOCATION: BMC-207			
✓	Richard Abend, ESL		Laura Mock, CurricUNET Specialist
✓	Bill Easton, Library	✓	Beth Penney, Humanities
✓	Sunshine Giesler, Chairperson	✓	Tom Rebold, Business and Technology
✓	Michael Gilmartin, Administration		Vacant, Academic Senate
✓	Elizabeth Harrington, Articulation Officer		Vacant, Creative Arts
✓	He Seon Ihn, Curriculum/Scheduling/Catalog Technician		Vacant, Life Science
	Lynn Iwamoto, Physical Science		Vacant, Physical Education
✓	LaRon Johnson, Student Services		Vacant, Student Representative
✓	Laura Loop, Nursing		

Meeting Chaired by: Sunshine Giesler
Notes Submitted by: Elizabeth Harrington

Agenda Item	Discussion / Comments	Action
Announcements	No announcements.	No announcements.
Comments from Visitors	No visitors' comments.	No visitors' comments.
Approval of Minutes: 11/20/13	No corrections noted.	Motion to approve: Richard Seconded: Laura L. Motion Approved
Discussion Agenda	No Discussion Agenda Items.	No Discussion Agenda Items.

Consent Agenda	• Change ENGL 40 American Literature I course number to ENGL 40A (same title) • Change ENGL 41 American Literature II course number to ENGL 40B (same title)	Motion to approve: LaRon Seconded: Beth Motion Approved
MEDA 100	MEDA 100 (*Introduction to Health Careers*) is being revised as part of Program Review. **Correction noted:** **Lecture Content,** replace "accross" with "across"	Motion to approve with correction: Bill Seconded: Beth Motion approved.
MEDA 105	MEDA 105 (*Medical Terminology*) is being revised as part of Program Review. **No corrections noted.**	Motion to approve: Laura L. Seconded: LaRon Motion approved.
MEDA 110	MEDA 110 (*Medical Office Management*) is being revised as part of Program Review. **No corrections noted.**	Motion to approve: Bill Seconded: Laura L. Motion approved.
MEDA 112	MEDA 112 (*Medical Office Computer Applications*) is being revised as part of Program Review. **No corrections noted.**	Motion to approve: Laura L. Seconded: Beth Motion approved.
MEDA 113	MEDA 113 (*Medical Procedure Coding*) is being revised as part of Program Review. **No corrections noted.**	Motion to approve: Bill Seconded: Laura L. Motion approved.

MEDA 114	MEDA 114 (*Medical Insurance Management*) is being revised as part of Program Review. **Corrections noted:** **Catalog Description,** delete "diagnostic and". **Schedule Description,** delete "diagnostic and".	Motion to approve with corrections: Laura L. Seconded: Elizabeth Motion approved.
MEDA 116	MEDA 116 (*Medical Linguistics and Transcription*) is being revised as part of Program Review. **No corrections noted.**	Motion to approve: Beth Seconded: Laura L. Motion approved.
MEDA 118	MEDA 118 (*Pharmacology and Human Diseases*) is being revised as part of Program Review. Sunshine will confirm with the department that Content Item III is correct as written. **Correction noted:** **Lecture Content,** revise Content Item III as directed by department, if necessary.	Motion to approve with correction: Laura L. Seconded: Bill Motion approved.
MEDA 120	MEDA 120 (*Medical Assisting Clinical Techniques I*) is being revised as part of Program Review. **No corrections noted.**	Motion to approve: Bill Seconded: Laura L. Motion approved.
MEDA 121	MEDA 121 (*Medical Assisting Clinical Techniques II*) is being revised as part of Program Review. **Corrections noted:** **Requisites,** ANAT 5, change from Corequisite to Pre/Corequisite.	Motion to approve with corrections: LaRon Seconded: Laura L. Motion approved.
MEDA 122	MEDA 122 (*Medical Assisting Clinical Techniques III*) is a new course which will provide students the opportunity to apply medical theory in direct patient care as they prepare for externships and for taking the national medical assisting certification exam. This course is being added as a requirement to the Medical Assisting Associate in Science (Career Technical Degree program). **Corrections noted:** **Requisites,** MEDA 118, change from Corequisite to Pre/Corequisite; and, delete prerequisites for MEDA 120, MEDA 105, and ANAT 5.	Motion to approve with corrections: LaRon Seconded: Beth Motion approved.

MEDA 130	MEDA 130 (*Medical Assisting Externship*) is being revised as part of Program Review. The committee recommends that the requirements listed in the Non-Course Limitation requirement should be published in the Catalog and Schedule, and that the list also be revised for clarity. **Corrections noted:** **Requisites,** revise to be more concise.	Motion to approve with corrections: Beth Seconded: Richard Motion approved.
Medical Assisting Associate in Science **Program Revision**	The Medical Assisting Associate in Science program is being revised as part of Program Review. Consideration of the program is tabled pending clarification of program requirements. **Corrections noted:** **Course Blocks,** arrange courses in alphanumeric order by department.	Tabled
Medical Assisting Certificate of Achievement **Program Revision**	The Medical Assisting Certificate of Achievement program is being revised as part of Program Review. Consideration of the program is tabled pending clarification of program requirement with regard to the Advisory of MATH 261. **Corrections noted:** **Course Blocks,** arrange courses in alphanumeric order by department.	Tabled
Medical Insurance and Coding Specialist Certificate of Achievement **Program Revision**	The Medical Insurance and Coding Specialist Certificate of Achievement program is being revised as part of Program Review. The committee was unclear whether this is a new program or if this program is intended to replace the Medical Office Procedures Certificate of Achievement program. Consideration of the program is tabled pending clarification. **Corrections noted:** **Course Blocks,** arrange courses in alphanumeric order by department.	Tabled
Medical Insurance and Coding Specialist Associate in Science **Program Revision**	The Medical Insurance and Coding Specialist Associate in Science program is being revised as part of Program Review. The committee was unclear whether this is a new program or if this program is intended to replace the Medical Office Procedures Associate in Science program. Consideration of the program is tabled pending clarification. **Corrections noted:** **Course Blocks,** arrange courses in alphanumeric order by department.	Tabled

| Medical Office Administration Certificate of Achievement

Program Revision | The Medical Office Administration Certificate of Achievement program is being revised as part of Program Review. Consideration of the program is tabled pending clarification of program requirements.

Corrections noted:
Course Blocks, arrange courses in alphanumeric order by department. | Tabled |
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| Medical Office Administration Associate in Science

Program Revision | The Medical Office Administration Associate in Science program is being revised as part of Program Review.

Corrections noted:
Course Blocks, arrange courses in alphanumeric order by department. | Motion to approve with corrections: LaRon
Seconded: Richard

Motion approved. |
| **Next meeting:** 3:00 p.m., Dec. 10, 2013, BMC-207 | | |