

MEETING OF THE CURRICULUM COMMITTEE
3:00 P.M., February 16, 2012
Library 407

Stephanie Hayes called meeting to order at 3:05 PM after a quorum was reached.

Voting Members in Attendance: Jay Malmstrom, Terri Walker, Jennifer Halpin, Markus Smith, Al Heitkamper, Tonya Kymes, Lisa Adkins, Kim Kyker, Julie Rice-Rollins, Jim Schwark, Susan Tabor, Barbara Gowdy, Liz Largent

Absent Voting Members: Germain Pichop, Brent Noel, Chaingjiang Zhu,

Non-voting Members in Attendance: Stephanie Hayes, Catherine Kinyon

Ex-Officio Members in Attendance: Rachel Butler, Harold Case

Absent Ex-Officio Members: Greg Gardner, Marion Paden

Others in Attendance: Sarah Steffes, Jenean Jones

Approval of Minutes: Approval of minutes from February 2nd meeting

General Education Update: No business.

Curriculum Proposals-Business

Presenters: Jenean Jones and Ms. Lisa Adkins

Ms. Jones and Ms. Adkins propose the modification of the General Office Support Certificate. The proposed modification is a result of change in the prerequisites in AOT 2663, Career Education/Internship. The course is a capstone class and students will need to have successfully completed a minimum 9 AOT credit hours with a "C" or better. To accomplish this, the major courses are in the first semester and AOT 2663 Career Education/Internship will be in the second.

Motion to approve the modification of the curriculum pattern for General Office Support Certificate was made by Jay Malmstrom and seconded by Jennifer Halpin.

For; 10 Against; 0 Motion Carried

Motion to approve the modification of AOT 2669 Career Education/Internship was made by Jennifer Halpin and seconded by Julie Rice-Rollins.

For; 10 Against; 0 Motion Carried

Ms. Jones and Ms. Adkins propose several modifications to the Medical Transcriptor Certificate. They proposed a name change from *Medical Transcriptor Certificate* to *Medical Office Administration*. They proposed the modification of AOT 2033 Medical Coding by increasing its hours from 3 to nine hours (AOT 2039 Medical Coding). They proposed the addition of a new course, AOT 2253 Medical Office Procedures to the certificate. They proposed that all students in the certificate program will now be required to maintain a "C" or better in all required coursework. Lastly, they proposed the certificate curriculum will be modified by the deletion of APPM 1313 Mathematics for Health Careers, AOT 2313 Intermediate Word Processing Applications, AOT 2413 Medical Machine Transcription, EMS 1123 Pharmacology, and three credits of faculty approved major electives from the pattern to be replaced with AOT 2253 Medical Office Procedures, AOT 1313 Computer Keyboarding, AOT 2473 Office/Accounting Spreadsheet Applications and the six additional hours with AOT 2039 Medical Coding.

Motion to approve the Medical Transcriptor Certificate curriculum pattern change was made by Terri Walker and seconded by Jennifer Halpin.

For; 12 Against; 0 Motion Carried

Motion to approve the modification of AOT 2033 Medical Coding to AOT 2039 Medical Coding made by Jim Schwark and seconded by Susan Tabor

For; 12 Against; 0 Motion Carried

Motion to approve the addition of AOT 2253 Medical Office Procedures was made by Julie Rice-Rollins and seconded by Jim Schwark.

For; 12 Against; 0 Motion Carried

Motion to approve a "C" grade or better for all courses in the Medical Transcriptor Certificate program was made by Jim Schwark and seconded by Markus Smith.

For; 12 Against; 0 Motion Carried

Motion to approve the program name change was made by Terri Walker and seconded by Kim Kyker.

For; 12 Against; 0

Meeting adjourned at 3:25 PM