Meeting Minutes  
UAS Curriculum Committee  
March 28, 2014


C. Hay-Jahans called the meeting to order at 3:00 pm in the Hendrickson Annex Chancellor’s conference room.

Agenda: (tape count 3:20 – 3:44)  
Chairman Hay-Jahans amended the agenda by removing Proposal 14-29 BA Elementary Education. There were no objections.

Minutes from 03-14-2014: (tape count 1:50-3:19)  
Minutes from the last meeting are posted in the shared drive at \berling\AY 13-14\Curriculum Committee\Minutes. C. Urata moved to approve the minutes of the March 14, 2014 meeting as amended. E. Hill seconded. The minutes of the meeting were approved as amended.

Second Readings:  
14-38 ENVS 212 New Course Proposal - Category B (tape count: 3:52-6:58)  
E. Hill moved to pass second reading. Seconded by C. Urata. The proposal passed through second reading without objection.

14-39 GEOG 212 New Course Proposal - Category B (tape count 7:05-15:52)  
The committee clarified that the prerequisite description is correctly written. B. Wilkes moved to pass second reading. Seconded by A. Staack. The proposal passed through second reading without objection.

15-01 GEOG S210 Temperate Rainforest Ecosystems - New Course Category A (tape count 16:20-17:43)  
C. Urata moved to pass second reading. Seconded by E. Hill. The proposal passed through second reading without objection.

15-03 MINL 130 HECLA Mining Academy – New Course Category B (tape count 17:58-23:10)  
Jan confirmed that the lab information was adequately resolved. The committee confirmed that pass/fail grading would be added to the course text. C. Urata moved to pass second reading as amended. Seconded by B. Wilkes. The proposal passed through second reading without objection.
15-02 MINL 120 Intro to Mining Occupations & Operations – New Course Category B (tape count 23:12-23:48)

C. Urata moved to pass second reading. Seconded by B. Wilkes. The proposal passed through second reading without objection.

15-09 Occupational Endorsement in Fisheries – New Program Category A (tape count 24:30-39:05)

A. Staack moved to pass second reading of proposals 15-04 – through -09 with the changes as indicated. Seconded by A. Jones. The proposals passed through second reading without objection.

15-04 FT S211 Fisheries Management Techniques New Course Category B
(tape count 36:19-39:05)

15-05 FT S273 Fundamentals of Fisheries Biology, Curriculum Change Category B
(tape count 36:19-39:05)
The committee added ‘or with instructor permission’ to the prerequisite.

15-06 FT S272 Fisheries Management, Law and Economics, Curriculum Change Category B
(tape count 36:19-39:05)
The committee added ‘or with instructor permission’ to the prerequisite.

15-07 FT S111 Fisheries Management Techniques Lab, New Course Category B
(tape count 36:19-39:05)
The committee confirmed that pass/fail grading would be added to the course catalog text.

15-08 FT S210 Field Methods/Safety in Fisheries Technology, Curriculum Change Category B
(tape count 36:19-39:05)

The name of the course is Quantitative Methods in Healthcare. The committee proposed several changes to the text. N. Chordas moved to pass second reading as amended. Seconded by B. Wilkes. The proposal passed through second reading without objection.

First Readings:

15-13 HS S114 – Anatomy and Physiology New Course Category B (tape count 51:40-1:10:42)
The committee asked for the following changes:

- Change the prerequisite to HS S135 - pass with a C- or higher grade
- Course description to include that this course is only applicable to the Medical Assistant Certificate
- Proposal edited to include that this course is designed as a one-semester course overview

A. Jones moved to pass first reading as amended, seconded by E. Hill.
15-12 HS S142 Clinical Procedures I New Course Category B (tape count 1:10:51-1:17:25)
This is a lecture and lab course on clinical duties performed by medical assistants in outpatient facilities required for the Medical Assistant certificate program. Content aligned with CAAHEP. Changes: This is a 4 credit course and 3+3, Lab hours changed to 75. Prerequisite: HS 116 (instead of HS 114). The catalog description should be similar to text used for HS 105. *N. Chordas moved to pass first reading as amended, seconded by A. Staack.*

15-15 HS 242 Clinical Procedures II, New Course Category B (tape count 1:17:35-1:22:45)
This course is designed as a lecture and lab course on clinical competencies required for both the medical assistance certificate program and for the AAS degree in medical assisting at UAA and UAF. Content aligned with CAAHEP. The committee agreed to change the grading criteria to C- or higher. *E. Hill moved to pass first reading as amended, seconded by A. Staack.*

15-14 HS133 Administrative Procedures I New Course Category B (tape count 1:23-1:25:40)
This course is designed as a lecture course on administrative procedures for both the Medical Assistant certificate program and the AAS degree in Medical Assisting at UAA or UAF. Content aligned with CAAHEP. The committee agreed to change the grading criteria to C- or higher. *A. Jones moved to pass first reading as amended, seconded by E. Hill.*

15-16 HS S233 Administrative Procedures II New Course Category B (tape count 1:25:53-1:30)
This distance course focuses on procedures required by a medical assistant related to daily processes in the medical office. It is a continuation of Administrative Procedures I. Content aligned with CAAHEP. The committee agreed that the following changes needed to be made to the proposal:
- Academic or Technical Prerequisite: change to HS135 or permission of instructor
- Grading Criteria: change to C- or higher
*B. Wilkes moved to pass first reading as amended, seconded by N. Chordas.*

15-10 Medical Assistant Certificate New Program Category A (tape count: 1:30:10-1:53)
This is a medical terminology course with an emphasis in Health Sciences. Specific courses are required in order to meet CAAHEP standards. The committee asked that the following changes be made to the proposal:
- #1 Program Outline: change the name of Math 116 to Quantitative Methods in Healthcare throughout proposal.
- Grading Criteria: change to C- or higher
- #4 - Catalog text to be the same language as HS 105
- #5 Projected Enrollments & Schedule for Implementation: Add information from feasibility study on industry support and projected enrollment.

The Committee determined a process so the outlying committee members could have an opportunity to review and comment on the final changes to the proposals. *A. Staack moved to pass first reading subject to revised changes being submitted, seconded by N. Chordas.*
Relevant Business: (tape count 1:53)
Committee was pleased to have Chris Hay-Jahans continue to serve as committee chair for next academic year.

Other: (tape count 1:54:51-1:56:50)
Membership changes for new academic year, so far:

- Career Ed: TBA
- Education: Alberta Jones will serve another term
- Humanities: Andrea Dewees replacing Nina Chordas
- Library: Bethany Wilkes will serve another term
- Management: Anselm Staack will serve another term
- Natural Science: Chris Hay-Jahans will serve another term as chair
- Social Sciences: Bill Urquhart replacing Erica Hill
- Ketchikan: Urquhart will serve a dual purpose?
- Sitka: TBA

Next meeting date: April 11, 2014

Meeting Schedule for AY 13-14 (Third Friday of the month)
April 11th and 18th (if needed). 3:00 pm and are held in the Novatney Conference Room.

The meeting adjourned at 5:00 PM.