Meeting Minutes
UAS Curriculum Committee
February 20, 2015


Guests: D. Sexton and L. Gordon

Chair C. Hay-Jahans called the meeting to order at 3:03 pm in the Novatney conference room.

Agenda: (tape count: 3:20)
The agenda was accepted as presented.

Minutes from 01-16-2015: (tape count 4:5 – 5:05)
Draft minutes from the last meeting are posted in the shared drive at dir \berling\AY 14-15\Curriculum Committee\Minutes. A. Staack moved to approve the minutes of the January 16, 2015 meeting as amended. The minutes of the meeting were approved as presented without objection.

UGCC Composition: (tape count 5:20 – 10:59)
C. Hay-Jahans discussed the desire to include a chair position on the UGCC membership, separate from a being a unit representative, so that the unit representative would not have to split attentions between running the meeting and participating as a unit representative – running the risk of having a conflict of interest. Every unit could have a representative, and the chair would vote only to break ties (After-Note: It turns out that if this change is made the Chair will not vote at all, even to break ties). A couple of the members didn’t see the need to make any changes. Some agreed that it might promote more active participation from all departments. A. Staack commented that a conflict just needs to be declared. C. Hay-Jahans said that Faculty Senate is reviewing the idea. During the discussion, C. Hay-Jahans said his department is reviewing workloads and asked if the committee would want him to remain as chair for next academic year. The Curriculum Committee unanimously supported C. Hay-Jahans to continue as chair for AY 15-16.

Second Reading:
C. Hay-Jahans reported that this proposal has been brought before Faculty Senate. B. Hegel noted that all the changes requested by the committee from the previous meeting had been made. A program proposal will be presented to add this course. C. Hay-Jahans said he would talk to the natural sciences faculty. (After-Note: Turns out this is not necessary since the proposal already went through Faculty Senate and since the curriculum change involves only adding an elective to the GEOG curriculum.) A.
Staack moved to pass second reading. Seconded by B. Wilkes and A. Jones. The motion passed by unanimous consent. 1:32:10

C. Hay-Jahans reported that this has been brought before Faculty Senate. A. Staack moved to pass second reading. Seconded by B. Wilkes. The motion passed by unanimous consent.

The committee made a change to the catalog text to read “. . . for at least two 1-week durations (from one, 2-week).”  P. Dalthorp moved to pass second reading with the amendment to 15-20. Seconded by A. Staack. The motion passed by unanimous consent.

15-50 HNRS 201 Orientation to the Honors Program – Category B New Course Proposal (tape count 1:42:00 – 1:42:05)
A. Staack moved to pass second reading. Seconded by P. Dalthorp. The motion passed by unanimous consent.

15-52 ENGL 217 Introduction to Film Studies – Category B New Course Proposal (tape count 1:42:19 - 31)
A. Staack moved to pass second reading. Seconded by P. Dalthorp and A. Jones. The motion passed by unanimous consent.


First Reading:
15-59 HIM 281 RHIT Certification Exam preparation – Category B New Course (tape count 11:00 - 42:27)
The HIM program courses must be updated to comply with changes in the standards for new program competencies adopted by the accrediting body (CAHIIM). Graduates of the AAS degree are now allowed to sit for the national credentialing examination, RHIT. This new distance course provides for students to study for the exam. L. Gordon was present to answer any questions the committee might have.

The Committee recommended the following changes:

- Catalog course description shortened by removing the second paragraph, and changing the first paragraph to read: “Provides a review of AHIMA skills needed to prepare for the Registered Health Information Technician (R HIT) credential examination.”
• The total hours changed to 37.5, as follows:
  Data Analysis - 7.5
  Coding - 6.75
  Compliance - 6
  IT - 4.5
  Legal - 4.125
  Quality - 4.5
  Revenue Cycle - 4.125

• Learning Outcomes: Upon successful completion of this course, students will be able to pass a sequence of AHIMA RHIT practice exams.

  A. Staack moved to pass first reading with the amendments as suggested.  A. Jones seconded.


This proposal makes the following changes related to the Health Information Management AAS degree:

• Replace GER elective with HIM S 116 Quantitative Methods in Healthcare
• Remove CIOS S 105 Computer Literacy as a major requirement
• Make CIOS S 105 a pre-requisite to program admission
• Replace 6 "Major Requirements" courses with 6 new courses
• Change name of HIM S181 from HIM Emerging Technologies and Informatics to Introduction to Health Care Systems
• Change name of HIM S 272 from Pathophysiology to HIM S 272 Pathophysiology and Pharmacology
• Add HIM S 289 Healthcare Information Technology to major requirements
• Add HIM S RHIT Exam Prep to major requirements
• Reduce total “General Education Requirements” from 20 to 17
• Increase total "Major Requirements" from 40 to 46
• Increase "Minimum Credit Hours" required from 60 to 63

The HIM program courses must be updated to comply with changes in the standards for new program competencies adopted by the accrediting body (CAHIIM). L. Gordon was present to answer questions. B. Hegel cautioned that the minimum credit hours are above the usual 60 hours for the expected credits of an associate degree. The committee noted a few changes in the course numbering that needed to be corrected in the proposed text (made by B. Hegel).  A. Staack moved to pass first reading with the recommended changes.   P. Dalthorp seconded.

15-07 Law Enforcement AAS – Category A Curriculum Change (tape count 51:10 – 1:20:40)

This proposal removes Philosophy 301 from the general requirements, and increases the Fine Arts requirements to 6 credits of advisor-approved electives from the Fine Arts or Humanities GERs (from 3 credits of only Fine Arts requirements). D. Sexton was present to answer questions. C. Hays-Jahans noted that this is a professional certificate as opposed to an academic certificate. After a thorough review of the proposal, the committee suggested making the following changes:
Summary of Proposed Changes:
1) Remove philosophy 301
2) Change the fine arts requirement to include humanities
3) Drop total credits to 61

Rationale:
Add: change 3 credits of fine arts to 3 credits of advisor-approved electives from fine arts or humanities GERs

Proposed Catalog Text:
1) General Education Requirements – reduce to 28-29
2) Humanities or Fine Arts GER - Select one advisor approved course
3) Law Enforcement Min credit hours 61

R. Brewer will present the suggested changes to the career education faculty and report back to the Committee. B. Urquhart moved to pass first reading with suggested changes. A. Staack seconded.

15-60 Math 054-265 – Category B Curriculum Change (tape count 1:21:50 -1:29:30)
The proposal is in response to a resolution passed by the Board of Regents in April 2014, stating that the UA system would have common course numbers, titles and course descriptions for lower division math courses (and same SLOs), effective Fall 2015. These changes are proposed by the mathematics faculty in the UA system. C. Hay-Jahans noted the new course description document with updated information in the folder. He said information on these changes will soon be distributed. B. Hegel said she has been asked to include the former titles and numbers in the catalog for a couple years. B. Urquhart moved to pass first reading. A. Staack seconded.

Student Learning Outcomes (tape count 1:57: 48 – 1:59:20): The committee will dedicate the next meeting to reviewing SLO’s. C. Hay-Jahans said to start with the A’s and continue as far as possible using the Curriculum Committee Handbook, SLO appendix as a guide. C. Hay-Jahan explained he is creating a separate folder of the reviewed and ‘postable’ SLO’s. Any revisions received will continue to be reviewed.

Other: B. Hegel cautioned faculty to not advertise a curriculum or course until it has been fully approved.

Next meeting date: March 13, 2015, 3:00 pm

The meeting adjourned at 5:00 PM (tape count 2:01:03).