Meeting Minutes  
UAS Curriculum Committee  
October 17, 2014


Guests:  L. Gordon, S. Feero, V. Williams.

Chair C. Hay-Jahans called the meeting to order at 3:00 pm in the Novatney conference room.

Agenda:  (tape count 2:54)  
The agenda was accepted as proposed.  
A. Staack moved to approve the agenda as presented.  B. Wilkes seconded. The motion passed.

Minutes from 09-19-2014:  (tape count 3:26)  
Draft minutes from the last meeting are posted in the shared drive at:  
\berling\AY 14-15\Curriculum Committee\Minutes.  A. Staack moved to approve the minutes of the September 19, 2014 meeting.  B. Wilkes seconded. The minutes of the 9/19/14 meeting were approved as presented.

UAS Regional Workforce Coordinating Committee:  (tape count 4:15 – 10:03)  
C. Hay-Jahans reported that he attended the UAS Regional Workforce Coordination Committee meeting with the Provost on November 15th. He distributed information on Cross-listed Courses, and Career Education Proposals for future discussion as needed.

Discussion:
15-MO6 Minor in Construction Technology – Category C Minor Change (tape count 10:10)  
This proposal made the following change to the Construction Technology Minor: The Minor requirements CT 225 and CT 225 were replaced by a single new course, CT 227. The total required credits for the minor were also reduced from 18 credits to 15 credits. The committee briefly discussed this Category C curriculum change proposal and was in agreement that the change was necessary.

Second Readings:
15-08  T 155 Woodworking - Category B Curriculum Change (tape count 12:52)  
The syllabus was provided as requested. It was noted that the proposal should be changed from “instructor approval” to “instructor permission.” The committee agreed that the Student Learning Outcomes (SLO’s) need work, but will be addressed at a later date when SLO’s for all courses are submitted (institution wide).  A. Staack moved to pass second reading subject to the change made to the CT Minor. Seconded by P. Dalthorp. The proposal passed through second reading without objection.
15-09 CT 227 Residential Construction Planning and Estimating - Category B Curriculum Change (tape count 20:09)
It was noted that the syllabus was provided as requested. The committee agreed that the SLO’s on the proposal are acceptable. The SLO’s on the syllabus need work. A. Staack moved to pass second reading. Seconded by B. Urquhart. The proposal passed through second reading without objection.

15-10 CT 225 and CT 226 Construction Scheduling and Construction Estimating - Category B Curriculum Change (tape count 25:25)
A. Staack moved to pass second reading subject to the change made to the CT Minor. Seconded by P. Dalthorp. The proposal passed through second reading as amended without objection.

15-11 AAS Construction Tech - Category B Curriculum Change (tape count 29:20)
It was noted that the appropriate supporting documents were received as requested. A. Staack moved to pass second reading having received the appropriate supporting documents. Seconded by A. Jones. The proposal passed through second reading without objection.

First Readings:
15-13 Occupational Endorsement, Diesel/Heavy Duty Emphasis – Category B Curriculum Change (tape count 32:35)
This proposal adds DESL S102 Lubrication, Preventive Maintenance and Inspections to Occupational Endorsement diesel/Heavy duty Emphasis in the course catalog increasing it to 29 credits, and addressing a curriculum need. The committee questioned if another credit could be added to make it a Certificate. The Committee decided that since Tom Dolan was not present, proposals 15-13, 15-14, 15-15, 15-16, 15-17, & 15-18 would not be reviewed until a unit representative is present to answer questions.

15-14 DESL S107 Diesel Fuel Systems – Category B New Course Proposal
15-15 Power Technology AAS Diesel Emphasis – Category B Curriculum Change
15-16 Power Technology AAS Marine Oiler Emphasis – Category B Curriculum Change
15-17 Power Technology AAS Mine Mechanic Emphasis – Category B Curriculum Change
15-18 Power Technology, Occupational Endorsement Mine Mechanic Emphasis – Category B Curriculum Change

15-21 HIM S116 Quantitative Methods in Healthcare – Category B New Course Proposal (tape count 37:00)
To address the need for students to have adequate computational skills of math to complete certain coursework, this proposal adds a 3 credit Quantitative Methods in Healthcare (computational skills math) to the HIM AAS degree program. Prerequisite is Math S054 or higher. Committee noted that the syllabus was included with proposal form.

- WITHDRAWN. Will be resubmitted as a new proposal.
15-22 HIM S101 Introduction to Healthcare Management I – Category B New Course Proposal (tape count 42:15)
To comply with changes in CAHIIM requirements, HIM S101 will absorb 3 of the Student Learning Outcomes (SLO) curricular domains previously in HIM S111, as follows:
- Data Content Structure and Standards
- Information Protections: Access Disclosure, Archival, Privacy and Security
- Informatics, Analytics and Data Use
The remaining 3 CAHIIM domains listed under HIM S111 will be offered in HIM S102. The committee noted that the requested supporting documents had been provided, including accreditation information. Minor modifications to the write-up would be made by B. Hegel, in addition to the change of credit/contact hours and change of technical prerequisites wording. A curriculum map would be requested for supporting documentation. A. Staack moved to pass first reading subject to the correction to the credit hours and change of technical prerequisites wording. P. Dalthorp seconded.

15-23 HIM S102 Introduction to Healthcare Management II – Category B New Course Proposal (tape count 1:07:57)
To comply with changes in CAHIIM requirements, HIM S102 will absorb 3 of the Student Learning Outcomes (SLO) curricular domains previously in HIM S111, as follows:
- Revenue Management
- Compliance
- Leadership
The first 3 CAHIIM domains listed under HIM S111 will be offered in HIM S101. A. Staack moved to pass first reading subject to the correction to the credit hours and change of technical prerequisites wording. P. Dalthorp seconded.

15-24 HIM S155 Coding I – Category B New Course Proposal (tape count 1:10:35)
To comply with changes in CAHIIM requirements, coding classes will be incorporated into the HIM program. HIM S155 Coding I covers Outpatient coding including CPT and ICD. Prerequisite: HIM S135 and BIOL S111. A. Staack moved to pass first reading subject to the corrections to the credit hours, change of prerequisites wording, and change of course title. B. Wilkes seconded. A. Staack amended his motion to pass through first reading all three Coding courses: 15-24, 15-25, and 15-26 subject to corrections to the credit hours, change of prerequisites, and change of course titles. B. Wilkes seconded. There were no objections to the amendment.

15-25 HIM S255 Coding II – Category B New Course Proposal (tape count 1:19:33)
15-26 HIM S258 Coding III – Category B New Course Proposal

To comply with changes in CAHIIM requirements, this course will include financial management of health care organizations as well as billing and reimbursement in health care. The committee noted that the wording in the catalog description needed to be changed to “managing accounts”. A. Staack moved to pass first reading subject to the corrections to the credit hours and the change of wording of catalog description. B. Wilkes seconded.
15-28 HIM 291-A Internship/Preparation for RHIT Exam – Category B New Course Proposal (tape count 1:27:04)
To comply with changes in CAHIIM requirements, the HIM 291 Internship class is increased to 3 credits to include preparation for the national RHIT examination. Concurrently the internship hours are being reduced to 75 hours (from 80). It was noted that “Completion of all lower level HIM courses or concurrent” wording must be changed. A. Staack moved to pass first reading subject to the corrections to the credit hours, and change of wording in prerequisites. P. Dalthorp seconded.

15-29 Occupational Endorsement - Healthcare Information Technology - Category B Curriculum Change (tape count 1:34:24)
This proposal replaces HIM S111 with HIM S101 and HIM S102, and deletes CIOS 105 Computer Literacy as a major requirement. The committee noted that the CIOS Computer Literacy placement exam as an entry requirement needs to be added to the catalog text. A. Staack moved to pass first reading subject to the change in catalog text regarding admission requirements. P. Dalthorp seconded.

15-30 CIOS Courses – Category B Curriculum Change (tape count 1:40:14)
This proposal changes the course designator from CIOS to CIS (Computer Information Systems), with some exceptions, and will be used for new courses in the BBA emphasis in Management Information Systems. This designator aligns with the guidelines used by the State of Alaska for Analyst Programmer positions. The committee decided to review proposals 15-30, and 15-32 through 15-40 as one group at the next meeting.

15-32 BA S251 Management Skills - Category B New Course Proposal
15-33 BA 375 Project Management - Category B Curriculum Change
15-34 BA 310 Management Information Systems - Category B Curriculum Change
15-35 CIS 345 IT Infrastructure - Category B New Course Proposal
15-36 CIS 370 Software Engineering - Category B New Course Proposal
15-37 CIS 371 Systems Analysis and Design - Category B New Course Proposal
15-38 CIS 420 Information Systems Security - Category B New Course Proposal
15-39 CIS 430 Data and Information Management - Category B New Course Proposal
15-40 BA 481 Organizational Change - Category B New Course Proposal

15-31 Bachelor of Business Administration – Category B Curriculum Change (tape count 1:44:07)
This proposal fixes the various course titles under the BBA program impacted by the course designator change from CIOS to CIS (Computer Information Systems). The committee reviewed the list of existing catalog information and the various proposed program changes. Proposal 15-31 was held to review next month pending receipt of additional supporting documentation.

Next meeting date: (tape count 2:01:35-2:02:15)
The next Curriculum Committee meeting is scheduled for Friday, November 21, 2014, 3:00 pm.

The meeting adjourned at 5 PM.