Meeting Minutes  
UAS Curriculum Committee  
December 12, 2014


Not Present: R. Brewer

Guests: S. Feero (for Leslie Gordon), J. Amundson for a portion of the meeting.

Chair C. Hay-Jahans called the meeting to order at 3:02 pm in the Novatney conference room.

Agenda: (tape count 3:50 – 4:10)
The agenda was accepted as presented.

Minutes from 12-05-2014: (tape count 4:20-5:00)
Draft minutes from the last meeting are posted in the shared drive at \berling\AY 14-15\Curriculum Committee\Minutes. P. Dalthorp moved to approve the minutes of the December 5, 2014 meeting. B. Wilkes seconded. The minutes of the meeting were approved as presented.

Second Reading:
15-12 Occupational Endorsement in Certified Nurse Aide Training – Category A New Program (tape count 5:20-8:10)
It was noted that the catalog text was corrected. A.Staack moved to pass second reading. Seconded by A. Jones and B. Wilkes. The proposal passed through second reading unanimously.

Proposals 15-13 through 15-18 (tape count 8:20-14:18)
The committee reviewed Proposals 15-13 through 15-18 and noted the following:

- 15-14 SLO’s were pulled from the syllabus and placed in the proposal.
- B. Hegel commented that credit and degree requirements are issues that are being monitored.
- Prerequisite language changed to instructor permission from instructor approval.

A.Staack moved to pass second reading of 15-13 through 15-18 (as a group) subject to a minor conforming change in 15-17. Seconded by P. Dalthorp. The proposals passed through second reading without objection. These proposals included:

- 15-13 Occupational Endorsement, Diesel/Heavy Duty Emphasis – Category B Curriculum Change
- 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

Proposals 15-30 through 15-42 (tape count 14:30-35:00)
The committee reviewed Proposals 15-30 through 15-42 and with the following suggested edits:

- 15-32, SLO’s were pulled from the syllabus and placed in the proposal.
- 15-35, catalog course description tightened & SLO’s refined
- 15-36, catalog course description tightened & SLO’s refined
- 15-37, catalog course description tightened
- 15-38, SLO’s refined
- 15-39, catalog course description tightened
- 15-40, catalog course description tightened & SLO’s refined

Note: Refinement of student learning outcomes made optional based on a later conversation between Chair and Provost.

A. Staack moved to postpone second reading of 15-30 through 15-42, (as a group), subject to the corrections suggested by the committee (A. Staack, C. Brown, C. McKenna), per the instructions on the proposals that need SLO’s refined and/or catalog text tightened. These proposals will be reviewed for second reading during the 1/16/2015 meeting. Seconded by P. Dalthorp. Proposals include:

15-30 CIOS Courses – Category B Curriculum Change
15-31 Bachelor of Business Administration – Category B Curriculum Change
15-32 BA S251 Management Skills – Category B New Course Proposal
15-33 BA S375 Project Management – Category B Curriculum Change
15-34 BA S310 Management Information Systems - Category B Curriculum Change
15-35 CIS S345 IT Infrastructure - Category B New Course Proposal
15-36 CIS S370 Software Engineering - Category B New Course Proposal
15-37 CIS S371 Systems Analysis and Design - Category B New Course Proposal
15-38 CIS S420 Information Systems Security - Category B New Course Proposal
15-39 CIS S430 Data and Information Management - Category B New Course Proposal
15-40 BA S481 Organizational Change - Category B New Course Proposal
15-41 BA S481 Organizational Change - Category B Curriculum Change
15-42 AAS Business Administration - Category B Curriculum Change

A. Staack moved to pass second reading with the deletion of the sentence in the Technical Prerequisite section. Seconded by A. Jones. The proposal passed through second reading unanimously.
15-45 ACCT S225 – Payroll Accounting – Category B New Course (tape count 39:30- 41:36)
A. Staack moved to pass second reading with the deletion of the sentence in the Technical Prerequisite section. Seconded by P. Dalthorp. The proposal passed through second reading unanimously.

First Readings:

This proposal adds a Financial Institutions OE to offerings at UAS which includes one new course (BA 160 Principles of Banking) to already existing courses. The OE has been developed with the input of executives of financial institutions to provide employees additional training for advancement. C. Hay-Jahans reported that this proposal has been reviewed and forwarded by Faculty Senate. A. Staack moved to pass first reading with the addition of the course requirements added to the proposed catalog text. B. Wilkes seconded.

15-46 GEOG 313 Natural Resource Management – Category A New Course Proposal (tape count 45:50 – 54:50)
This proposal adds GEOG 313 Natural Resource Management as a new course offering under the Human-Environment requirements for both the BS and BA degrees. The course was previously taught as a special topics class, and has been approved by the respective faculty. Prerequisite: ENVS/GEOG 102 or instructor permission. C. Hay-Jahans reported that this has been reviewed and forwarded by Faculty Senate. The committee made recommendations for changes to the catalog course description, syllabus and to clarify the Alaska connection in the topics list. A. Staack moved to return to initiating faculty member to clarify the catalog course descriptions, the syllabus, and to clarify the Alaska connection in the topics list. A. Jones seconded.

15-47 GEOG S375 Interdisciplinary Perspectives on Climate Change – Category A new Course Proposal (tape count 54:55 – 1:04:19)
This proposal adds GEOG S375 Interdisciplinary perspectives on Climate Change as a new course offering under the Human-Environment requirements for both the BS and BA in Geography and Environmental studies. This course was taught once before under a different title, and has been vetted by faculty in these interdisciplinary degrees. Prerequisite: Upper division standing, ENGL S211 or ENGL S212, and at least one GER in Natural Sciences. Jason Amundson was present to answer questions. He clarified that this course is team-taught by social sciences and natural science faculty. He also clarified that the GER could be a math course. B. Urquhart moved to pass first reading with the proposed rationale. B. Wilkes seconded.

These proposals relate to the Juneau Ice-field Research Program. Proposal 15-48 was not on the share file for the committee to review, and 15-49 was determined to be on the incorrect form. No action was taken and it was agreed that both proposals would be reviewed at the next meeting.
15-53 HIM AAS – Category B Curriculum Change (tape count 1:13:25 – 1:33)
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
- Add HIM S 289 Healthcare Information Technology to major requirements
- Increase total "Major Requirements" from 40 to 43
- Increase "Minimum Credit Hours" required from 60 to 63
- 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

The committee noted that the two names changes were minor changes. The HIM program courses must be updated to comply with the mandatory changes, due to changes in the standards and competencies by the accrediting body (CAHIIM). By unanimous consent, the committee tabled the review of the proposal until January or later, and to return it to committee for corrections (L. Gordon and B. Hegel).

This proposal deletes certain HIM introductory courses from the program and replaces with names and course numbers that comply with the mandatory changes in the standards and competencies set by the accrediting body (CAHIIM). It was clarified that the deleted course would remain in the catalog for teach-out purposes. A. Staack moved to pass first reading. P. Dalthorp seconded.

15-55 Health Information Management Coding Certificate – Category B Curriculum Change (tape count 1:16:30 – 1:35:45)
This proposal deletes CIOS 105 and certain HIM coding courses, and replaces with names and course numbers that comply with the mandatory changes in the standards and competencies set by the accrediting body (CAHIIM). It was clarified that the CIOS course would be a prerequisite for the certificate. Some minimum credit hour inconsistencies between proposed catalog text and the summary of proposed changes were identified and corrected. A. Staack moved to pass first reading with the correction of the word remove vs. delete, and HIM 271 to 272 and to add CIOS 105 as a prerequisite. A. Jones seconded.

This proposal changes the name of course HIM S181 to Introduction to Healthcare Systems to better reflect the course content. This proposal is considered a minor change. No vote necessary.
This proposal changes the name of course HIM S272 to Pathophysiology and Pharmacology to better reflect the course content. This proposal is considered a minor change. No vote necessary.

15-58 HIM S116 Quantitative Methods in HIM (tape count 1:21 – 1:26:45)
This proposal requests the addition of HIM S116 which is a computational skills math course covering administrative and financial functions and inferential statistics unique to Heath Information Management. Prerequisite: Math S055 or higher. The committee made recommendations for catalog text changes regarding the prerequisite. S. Feero will provide wording for the section on prerequisites for the BA. A. Staack moved to pass first reading subject to the change in the catalog course description to remove the second to the last sentence and to note in the program listing with an asterix that HIM students would be advised to take Math 105. P. Dalthorp seconded.

15-50 HNRS 201 Orientation to the Honors Program – Category B New Course Proposal (tape count 1:44:52 – 1:50:54)
This proposal requests the addition of a HNRS 201 to recruit students to the Honors Program. The orientation seminar is designed to introduce students to the opportunities and requirements of the Honors Program. The committee requested changes be made to the catalog course description, grading, as well as the SLO’s. This would be sent back to the initiating faculty. A. Staack moved to return to initiating faculty for changes to the course description and learning outcomes. A. Jones seconded.

15-51 UNIV S120 Leadership Theory – Category B Curriculum Change (tape count 1:52 – 1:54)
This proposal deletes UNIV S120 from course offerings. It has not been offered since 2008. A. Staack moved to pass first reading. A. Jones seconded.

Student Learning Outcomes (tape count 1:54-2:00)
C. Hay-Jahans reported that he expanded the information in Appendix C of the guidelines manual, which can be viewed on the share file. He also reported that there were some documents on the share file under Undergraduate Items/Student Learning Outcomes for the committee to review. The guides to measurable SLO’s by Northern Arizona and Canada colleges are useful. Chris suggested looking at the ‘Specific and relatively EASY to measure’ examples in the Canada College Guide.

Next meeting date: January 16, 2015, 3:00pm (tape count 2:01)

The meeting adjourned at 5:02 pm.