

## UNDERGRADUATE CURRICULUM COMMITTEE MINUTES

**Date:** January 23, 2019

**Present:** Alex Shafer  
Jennifer Scroggins  
Brian Gurney  
Natalie Bohlmann  
Jaki Penninger (Registrar representative)

Carl Castles  
Joseph Bryan  
Melanie Reaves

**Absent:** Ambrin Masood\*  
Heather Thompson-Bahm\*  
*\*excused*

Ying Wang\*  
Ben Johnson\*

**Guests:** Amanda Standley  
Rebecca Berru-Davis  
Stewart Snyder

Lonnie Schrag  
Jodi Lightner



Carl Castles, Chair, called the meeting to order at 4:01 p.m. in the Chancellor's Conference Room.

The minutes of November 14 were accepted as presented.

### I. ITEMS – FIRST READING

**Item 47** AHMS 255 Medical Transcription I. Delete course.

**Item 47.a** AHMS 105 Health Care Delivery. New course.

**Item 47.b** AHMS 154 Advanced Medical Terminology. New course.

**Item 47.c** AHMS 156 Medical Billing Fundamentals. New course.

**Item 47.d** AHMS 210 Basic Medical Coding. New course.

**Item 47.e** Certificate of AS in Medical Coding and Insurance Billing. Modification to an existing program, including change from Certificate to AAS.

**Item 47.f** AAS in Medical Administrative Assistant. Modification to an existing program, including change from AAS to Certificate of AS.

Amanda Standley, Medical Coding & Assisting Programs, stated that she is withdrawing Item 47.f at this time. This modification (to change the AAS to a Certificate of Applied Science) will be brought forward again later, along with a second Certificate of Applied Science. The AAS in Medical Administrative Assistant program is on hold right now anyway.

- Motion by Jennifer Scroggins, seconded by Joseph Bryan to **approve Items 47 through 47.e on first reading.**

Ms. Standley noted that the Medical Administrative Assistant has only had one graduate in the last five years. Students interested in the medical coding field at City College usually know nothing about medical terminology or procedures, so expanding the current Certificate of Applied Science in Medical Coding and Insurance Billing to include more content in both insurance and general medical office procedures will be helpful. She is also including additional coursework in medical terminology. Especially in rural areas, this larger body of knowledge will make graduates of the program more attractive to employers.

At this time, the biggest issue for the City College program is properly expanding the Medical Coding and Insurance Billing to make it a marketable program. Secondly, they will propose two certificates in the future: one that includes content from the current AAS in Medical Administrative Assistant, and one that will be just the medical coding content. These certificates will be for people already in the field, such as a coder who wishes to learn insurance.

Ms. Standley will be teaching most of the coursework for the expanded program, with support from two part-time faculty. There are already three students in the current Certificate of AS in Medical Coding and Insurance Billing program who want to enroll in the updated AAS program, if approved. The new AAS will also be offered entirely online, and there is great demand for such a program, especially out of Colorado. The national certification body, AAPC, offers classes in medical coding, but there is no financial aid for such a program, which is why there is interest in City College, where students can use financial aid.

- Motion carried.

- Motion by Jennifer Scroggins, seconded by Alex Shafer to **waive second reading of Items 47 through 47.e.**

- Motion carried.

The Committee agreed Items 47 through 47.e will go to the Senate as action items.

**Item 34** RLST 245 Christianity. Change title to Global Christianity in an Intercultural World and change course description.

- Motion by Joseph Bryan, seconded by Jennifer Scroggins to **approve Item 34 on first reading.**

Rebecca Berru-Davis, Department of English, Philosophy & Modern Languages, stated that these changes will make the course more interdisciplinary.

- Motion carried.

- Motion by Jennifer Scroggins, seconded by Joseph Bryan to **waive second reading of Item 34.**

- Motion carried.

The Committee agreed Item 34 will go to the Senate as a consent item.

**Item 35** EELE 201 Circuits I for Engineering. Delete course.

- Motion by Jennifer Scroggins, seconded by Joseph Bryan to **approve Item 35 on first reading.**

Stuart Snyder, Biological & Physical Sciences, noted that there has only been one student in 10 years who has taken this course.

- Motion carried.

- Motion by Jennifer Scroggins, seconded by Joseph Bryan to **waive second reading of Item 35.**

- Motion carried.

The Committee agreed Item 35 will go to the Senate as a consent item.

**Item 45** ARTZ 101 Art Fundamentals. Delete course.

- Motion by Joseph Bryan, seconded by Jennifer Scroggins to **approve Item 45 on first reading.**

Jodi Lightner, Art Department, noted that this course is a Gen Ed but does not count toward the Art major. They have already added two lower-level art courses to Gen Ed, and this one will be deleted after a phase out in 2020. ARTZ 101 is currently taught by part-time faculty.

- Motion carried.

- Motion by Jennifer Scroggins, seconded by Joseph Bryan to **waive second reading of Item 45.**

- Motion carried.

**Item 48** HSTA & HSTR all 300 and 400 courses. Remove prerequisite of Consent of Instructor.

- Motion by Joseph Bryan, seconded by Jennifer Scroggins to **approve Item 48 on first reading.**

This change will remove an obstacle for students. Anyone will be able to sign up for upper level history courses!

- Motion carried.

- Motion by Jennifer Scroggins, seconded by Alex Shafer to **waive second reading of Item 48.**

- Motion carried.

The Committee agreed Item 48 will go to the Senate as a consent item.

**Item 36** CHMY 361 Elements of Physical Chemistry. New course.

**Item 36.a** CHMY 362 Elements of Physical Chemistry Laboratory. New course.

**Item 36.b** BS Major in Chemistry. Modification to an existing program.

- Motion by Jennifer Scroggins, seconded by Joseph Bryan to **approve Items 36 through 36.b on first reading.**

Many chemistry majors struggle with physical chemistry because it is so physics and math heavy. Adding these two new courses to the program will help students prepare. The math requirements of the program have also been updated.

It was noted that the credits don't make a lot of sense for the updated math requirements. It was agreed that second reading will be held until this section can be corrected.

- Motion carried.

**Item 46** AS Program of Study in Human Resources College of Business Articulated Emphasis. Modification to an existing program.

This item will be postponed to the next meeting.

The meeting adjourned at 4:45 p.m.

rjrm