

## UNDERGRADUATE CURRICULUM COMMITTEE MINUTES

**Date:** January 24, 2007

<b>Present:</b>	B.J. Harrold	Loretta Morgan
	Ernie Randolfi	Maggie McBride
	Joy Honea	Mark Jacobson
	Brian Gurney	Dixie Metheny
	Alan Christensen	Cindy Dell
	Vern Gagnon	Becky Richardson
	Trisha Biggs	

<b>Absent:</b>	Barbara Wheeling – <i>excused</i>	Cheri Johannes – <i>excused</i>
	Danielle Mues (student) – <i>excused</i>	

<b>Guests:</b>	Deanna Rieke	Mick Ender
	Valerie Martinez	Jane Hansen
	Craig McKenzie	Tammi Miller
	Lonnie Schrag	



Vern Gagnon called the meeting to order at 4:02 p.m. on Wednesday, January 24, 2007, in room B57 of the College of Technology.

The December 6 meeting minutes were accepted as presented.

### I. ITEMS – FIRST READING

**Item 40** AAS in Medical Assistant. Modification of an existing program.

- Motion by Dixie Metheny, seconded by Becky Richardson to **approve Item 40 on first reading.**

Deanna Rieke, Medical Assistant Program Director, stated that last fall the program was modified to require a new medical coding course (CODE 120). The new course is only offered in the evening, so the previous medical coding course (was CTBU 252, now HLTH 252) needs to be put back into the Medical Assisting program. HLTH 252 does meet the needs of the program.

- Motion carried.

- Motion by Trisha Biggs, seconded by Joy Honea to **waive second reading of Item 40.**

- Motion carried.

**Item 40.a** Certificate of AS in Medical Coding and Insurance Billing. Modification of an existing program.

- Motion by Dixie Metheny, seconded by Joy Honea to **approve Item 40.a on first reading.**

Jane Hansen, Medical Coding Program Director, noted that NWCCU requires certificate programs to contain a human relations course, so Item 40.a adds COMT 109 to the curriculum. To make room for COMT 109, HLTH 100 Survey of Health Occupations was dropped. Tammi Miller, Associate Registrar, noted that HLTH 100 is a course that these students don't necessarily need. It was noted HLTH 100 primarily informs students what careers are available in healthcare at the COT, and what will be asked of the students in those programs.

- Motion carried.

- Motion by Trisha Biggs, seconded by Dixie Metheny to **waive second reading of Item 40.a.**

- Motion carried.

**Item 42** AS Program of Study in Human Resources General Applied Emphasis. Modification of an existing program.

**Item 42.a** AS Program of Study in Applied Supervision. Modification of an existing program.

**Item 42.b** HR 250 Employment and Compensation Strategies. New course.

**Item 42.c** HR 280 Compensation and Benefits. Delete course.

**Item 42.d** CTBU 266 Effective Work Groups. Delete course.

**Item 42.e** HR 283 Human Resource Applications. Delete course.

**Item 42.f** HR 181 Recruitment and Selection. Delete course.

**Item 42.g** AS Program of Study in Human Resources College of Business Articulated Emphasis. Modification of an existing program

**Item 42.h** Certificate of AS in Human Resources Management. Modification of an existing program.

- Motion by Becky Richardson, seconded by Joy Honea to **approve Items 42, 42.a, 42.b, 42.c, 42.d, 42.e, 42.f, 42.g, and 42.h on first reading.**

Trisha Biggs stated that the Human Resources program is two or three years old and needs some revamping to correct some imbalances in the courses. Some two-credit courses had too much content to cover. The core courses have been moved up to three

credits, which also makes for easier transfer. They are deleting the capstone course (HR 283) because students are taking it in their first semester. HR 181 and 280 have been combined into one three-credit course. The total credits in all four programs have not changed.

- Motion carried with one abstention.

It was noted that there seems to be some paperwork missing to change the credits on a couple of courses. It was noted that for some reason the paperwork did not reach the Academic Senate Office. It will be forwarded for the next meeting.

**Item 43** CTBU 105 Integrated General Ledger Accounting. Change prerequisites.

**Item 43.a** CTBU 106 QuickBooks. Change prerequisites.

**Item 43.b** CTBU 113 Transcription. Change prerequisites.

- Motion by Dixie Metheny, seconded by Cindy Dell to **approve Items 43, 43.a, and 43.b on first reading.**

Craig McKenzie, Team Leader of Business, noted that last year they deleted Keyboarding and 10-key. Those courses were prerequisites for the above courses.

- Motion carried.
- Motion by Loretta Morgan, seconded by Joy Honea to **waive second reading of Items 43, 43.a, and 43.b.**
- Motion carried.

**Item 44** CTCM 292 College Success Class (Seminar). Delete course.

- Motion by Joy Honea, seconded by Cindy Dell to **approve Item 44 on first reading.**

Valerie Martinez, Associate Dean of the COT, noted that this course has been retained as A&SC 103, which was created last year. CTCM 292 keeps coming up in the course list and needs to be deleted.

- Motion carried.
- Motion by Becky Richardson, seconded by Mark Jacobson to **waive second reading of Item 44.**
- Motion carried.

**Item 48** AAS in Radiologic Technology. Modification of an existing program.

**Item 48.a** RAD 182 Clinical Radiology III. Delete course.

- Item 48.b** RAD 101 Radiological Technology I. Change course description.  
**Item 48.c** RAD 102 Clinical Radiology I. Change credits and course description.  
**Item 48.d** RAD 104 Principles of Radiographic Exposure. Change title to Introduction to Radiologic Science and change course description.  
**Item 48.e** RAD 110 Radiation Physics and Biological Principles I. Change title (remove I) and course description.  
**Item 48.f** RAD 152 Clinical Radiology II. Change credits.  
**Item 48.g** RAD 251 Radiologic Technology V. Change credits.  
**Item 48.h** RAD 271 Transition to Radiologic Technologist. Change title to Registry Review and change credits.  
**Item 48.i** RAD 105 Introduction to Radiologic Technology. New course.  
**Item 48.j** RAD 155 Radiographic Critique. New course.  
**Item 48.k** RAD 184 Radiology Internship. New course.

It was noted that there have been some changes to this group of items since they left the COT Curriculum Committee. Items 48 and 48.a will need to be changed and Item 48.k will need to be withdrawn.

- Motion by Dixie Metheny, seconded by Joy Honea to **approve Items 48.b, 48.c, 48.d, 48.e, 48.f, 48.g, 48.h, 48.i, and 48.j.**

Mick Ender, Radiologic Technology Program Director, noted that recently all the Radiology programs in the Montana University System had a teleconference to perhaps make their programs more transferable. Unfortunately, this program did not have enough clinical hours—the least in the system. These modifications increase the clinical hours and move some content around. Item 48 needs to be revised because the teleconference did not happen until after these curriculum changes were sent off.

- Motion carried.

Mr. Ender withdrew Items 48.a and 48.k. Item 48.a will be resubmitted as a course change rather than a deletion.

- Motion by Dixie Metheny, seconded by Becky Richardson to **approve Item 48 on first reading in its revised form as presented today.**
- Motion carried.

- Item 41** AAS in Diesel Technology. Modification of an existing program.  
**Item 41.a** Certificate of AS in Diesel Technology. Modification of an existing program.  
**Item 41.b** DIES 112 Introduction to Hydraulics. Delete course.  
**Item 41.c** DIES 113 Introduction to Hydraulics. New course.  
**Item 41.d** DIES 114 Introduction to Hydraulics Lab. New course.

- Motion by Becky Richardson, seconded by Joy Honea to **approve Items 41, 41.a, 41.b, 41.c, and 41.d on first reading.**

Vern Gagnon stated that the number of students who can enter the Diesel program is limited by the Intro to Hydraulics lab. These changes split the lab and lecture components of Hydraulics so they can offer one lecture and two sections of the lab, improving accessibility for students.

- Motion carried.

- Motion by Trisha Biggs, seconded by B.J. Harrold to **waive second reading of Items 41, 41.a, 41.b, 41.c, and 41.d.**

The question was raised as to how labs are supposed to be offered. It was noted that some courses contain a lab requirement, but it is not a separate course. Students essentially take two sections of the same course: one lecture and one lab. Other courses have a separate course for the lab. Is there a standard for which way it should be done? It was cited that the answer is not clear.

- Motion carried.

The meeting adjourned at 5:02 p.m.

rjrm