

## UNDERGRADUATE CURRICULUM COMMITTEE MINUTES

**Date:** February 18, 2004

<b>Present:</b>	Tom Rust	Pat Holman
	Brian Gurney	Dixie Metheny
	Tim Urbaniak	Vern Gagnon
	Karen Everett (ex-officio)	

<b>Absent:</b>	Tom Hinthorne	
	Dennis Nettiksimmons – <i>excused</i>	Rachel Schaffer – <i>excused</i>
	James Nowlin – <i>excused</i>	Susan Gregory – <i>excused</i>
	Bruce Brumley – <i>excused</i>	

<b>Guests:</b>	Susan Floyd	Lonnie Schrag
	Craig McKenzie	Victor Valgenti



Tim Urbaniak called the meeting to order at 4:15 p.m. on Wednesday, February 19, 2004, in room B001 at the College of Technology.

The Committee voted that although they did not have a quorum (7 voting members), they would continue the meeting.

The November 19, 2003, meeting minutes were accepted as presented.

### I. ITEMS – FIRST READING

**Item 32** AAS in Medical Assisting. Modification of an existing program.

**Item 32.a** MEDA 279 Externship. New course

**Item 32.b** MEDA 124 Medical Assisting Clinical Procedures I. Change prerequisites.

**Item 32.c** HLTH 151 Introduction to Medical Transcription. New course.

Susan Floyd noted that MEDA 279 must be called an “externship” as per the program’s accreditation policy. It was noted that students may get paid in an internship, but an externship is an unpaid arrangement for the student.

Ms. Floyd also noted that HLTH 151 is replacing a 292 course in transcription. The current course, CTBU 153, is part of the Business Department and has a prerequisite of another transcription course. Students in the Medical Assisting Program do not need 6 credits of transcription, so HLTH 151, a 3 credit course, is being developed as a combination of CTBU 153 and its prerequisite.

The question was raised as to whether the new course (HLTH 151) could be used in other programs or would impact other programs. That was unknown at this time.

- Motion by Tom Rust, seconded by Dixie Metheny to **approve Items 32, 32.a, 32.b, and 32.c on first reading.**

- Motion failed.

- Motion by Vern Gagnon, seconded by Tom Rust to **approve Items 32, 32.a, and 32.b on first reading.**

- Motion carried.

The Committee asked that the possibility of using HLTH 151 (Item 32.c) in other programs be discussed and reported on at the next UCC meeting in one week.

**Item 33** METL 201 Layout. Change prerequisites.

**Item 33.a** METL 202 Metal Fabrication Theory. Change prerequisites.

**Item 33.b** METL 203 Gas Metal Arc Welding (MIG). Change Prerequisites.

**Item 33.c** METL 204 Metal Fabrication. Change prerequisites.

It was noted that these are second semester courses that show no prerequisites, thus possibly allowing students who have failed the first semester to take the second. These changes are correcting that situation.

- Motion by Vern Gagnon, seconded by Pat Holman to **approve Items 33, 33.a, 33.b, and 33.c on first reading.**

- Motion carried.

- Motion by Pat Holman, seconded by Vern Gagnon to **waive second reading of Items 33, 33.a, 33.b, and 33.c.**

- Motion carried.

**Item 34** HLTH 104 Introduction to Nursing Skills. New course.

It was noted that this course supports the Surgical Tech program, which is Missoula's program but can be taken through the MSU-B College of Technology. Currently, the students are taking an 8 credit introduction to nursing, and it's not working. The nursing course is too involved for the surgical tech students' needs.

- Motion by Vern Gagnon, seconded by Tom Rust to **approve Item 34 on first reading.**

- Motion carried.

It was noted that the course description for this course should match the same course offered by Missoula. The Committee asks that this be confirmed before a second reading is done.

**Item 35** AAS in Practical Nursing. Modify an existing program.

**Item 35.a** NURS 107 Nursing Fundamentals I Lab Clinical. Delete course.

**Item 35.b** NURS 106 Nursing Fundamentals I. Delete course.

**Item 35.c** NURS 206 Nursing Fundamentals. New course.

A few years ago, the nursing fundamentals were split into two courses, and that plan is not working. The two nursing fundamentals classes, the lab, and the clinic are all being rolled together into one 8-credit course.

- Motion by Vern Gagnon, seconded by Dixie Metheny to **approve Items 35, 35.a, 35.b, and 35.c on first reading.**

- Motion carried.

- Motion by Vern Gagnon, seconded by Dixie Metheny to **waive second reading of Items 35, 35.a, 35.b, and 35.c.**

- Motion carried.

**Item 36** AS Degree Program of Study in Fire Science. Modify an existing program.

**Item 36.a** FIRE 210 Building Construction for Firefighters. Delete course.

**Item 36.b** FIRE 212 Origin and Cause. New course.

**Item 36.c** FIRE 214 Inspection Codes and Practice. Change title and catalog description.

It was noted that these changes involve some new terminology in the fire fighting field. It was cited that Item 36 removes the computer course (making it optional) which almost all programs at the COT require. This is an important course, especially if the student wants to go on to a 4-year degree in the business field.

- Motion by Tom Rust, seconded by Pat Holman to **approve Items 36, 36.a, 36.b, and 36.c on first reading.**

- Motion failed.

The Committee asked if the director of the program could be present next week to further discuss these changes. The Committee would also like to know how many students in this program actually go on to a bachelor's degree.

The meeting adjourned at 5:25 p.m.

rjrm