

## UNDERGRADUATE CURRICULUM COMMITTEE MINUTES

**Date:** October 12, 2005

**Present:** B.J. Harrold  
Ernie Randolph  
Joy Honea  
Barbara Wheeling  
Vern Gagnon  
Tim Urbaniak  
Shelley Tanskanen (student)      Loretta Morgan  
Maggie McBride  
Tom Rust  
Cindy Dell  
Becky Richardson  
Cheri Johannes

**Absent:** Tom Hinthorne  
Kathy Kelker – *excused* Brian Gurney – *excused*  
Dixie Metheny – *excused*



Joy Honea called the meeting to order at 4:03 p.m. on Wednesday, October 12, 2005, in the Missouri Room of the SUB.

The September 28 meeting minutes were accepted as presented.

## I. ITEMS – FIRST READING

### Items held over from last year (2004-2005)

**Item 70** CHEM 104 Fundamentals of General and Organic Chemistry. Change title.

**Item 70.a** CHEM 105 Fundamentals of General and Organic Chemistry Lab. Change title

**Item 70.b** SCIN 102 Integrated Sciences II. Change prerequisite and title.

**Item 70.c SCIN 103 Integrated Sciences III. Change prerequisite and title.**

It was noted that there is still no one at the meeting to discuss these changes, so they are apparently low priority. They will be postponed until the next meeting.

**Item 76** PSYC 271 Human Relations. Change course description and prerequisite.

- Motion by Tom Rust, seconded by Tim Urbaniak to **approve Item 76 on first reading.**

Mike Havens explained that 10 years ago, PSYC 271 was a general education course, and the General Education Committee at the time removed it from gen ed. The Psychology Department now has a Lecturer interested in teaching it, after updating and modernizing the course. The course has been offered three times in the last 10 years, and each time there were 55-85 students in the class. Psychology has very few 200 level courses, so this will be one more. Also, the Department plans to offer this course even if it is not accepted for Academic Foundations. It was noted that although this was and may be a general education course, it has a prerequisite. Dr. Havens responded that is they way it was before, and students really need that prerequisite course. There are other general education courses with prerequisites.

- Motion carried.
- Motion by Vern Gagnon, seconded by Tom Rust to **waive second reading of Item 76.**
- Motion carried.

## II. ITEMS – SECOND READING

**Item 80 (2004-2005)** AA in Rehabilitation and Related Services. Modification of an existing program.

- Motion by Vern Gagnon, seconded by Becky Richardson to **approve Item 80 on second reading.**

It was noted that the changes to the program, specifically the capstone course, have been clarified.

- Motion carried.

**Item 13 (2005-2006)** BS in Rehabilitation and Related Services. Modification of an existing program (change title of degree).

- Motion by Vern Gagnon, seconded by Cindy Dell to **approve Item 13 on second reading.**

It was noted that the proposed degree name has been added to the proposal.

- Motion carried.

### III. ITEMS – FIRST READING

#### **(2005-2006)**

**Item 18** Certificate in Medical Coding and Insurance Billing. New program.

**Item 18.a** CODE 110 CPT-4 Procedure Coding. New course.

**Item 18.b** CODE 120 ICD-9 Diagnosis Coding. New course.

**Item 18.c** CODE 140 Computerized Medical Billing. New course.

**Item 18.d** CODE 150 Advanced Coding and Auditing. New course.

Lonnie Schrag, Team Leader of Nursing, Health, and Safety Occupations, stated that the medical community has requested a certificate in medical coding because there is a shortage in this area. Most doctor's offices don't know that this specialty, which includes medical billing and insurance, exists. The new certificate program includes four new courses, and will also utilize several existing courses. Jane Hansen will be the .5 FTE director. This certificate may also feed into the medical assistant program, which currently has relatively low enrollments. Those students who complete the certificate and the AAS in medical assisting will be able to handle both sides of a doctor's office—the clinical responsibilities as well as coding and billing. The beginning semester of the certificate is similar but not the same as the health occupations core. This project is funded by a two year sustainability grant.

- Motion by Tim Urbaniak, seconded by Vern Gagnon to **approve Items 18, 18.a, 18.b, 18.c, and 18.d on first reading.**

- Motion carried.

- Motion by Tim Urbaniak, seconded by Vern Gagnon to **waive second reading of Items 18, 18.a, 18.b, 18.c, and 18.d.**

- Motion carried.

The meeting adjourned at 4:35 p.m.

rjrm