Delgado
COMMUNITY COLLEGE

CURRICULUM COMMITTEE MEETING
Friday, November 18, 2011 - 2:00 p.m.
Dolphin Den City Park Campus – (Building 23, First Floor)

AGENDA

I.   **Call to Order**

II. **Roll Call**

III. **Minutes of meeting of October 21, 2011**

IV. **Curriculum Operations Report – Tim Stamm**

V.   **General Education / Articulation Initiatives – Tim Stamm**

   a) Louisiana Transfer Degree: Concentration in Business
   b) Louisiana Transfer Degree: Concentration in Mass Communication

VI. **Common Course Names/Numbers:**

   a) Louisiana ACT 356 (2009); subsection 3164:

   "...the Board of Regents shall develop, coordinate, and maintain a statewide course numbering system for postsecondary .... Education in all public ... postsecondary institutions as a means to facilitate program planning and transfer of students and course credits between and among ... postsecondary educational institutions."

   b) Mathematics – Core Competencies/Descriptions – November, 2011
       Workgroup sub-set of Council of Chief Articulation Officers
       The Board of Regents for Louisiana Higher Education

VII. **New Business**

   a) **Allied Health/HESC**
       Concept Proposal of a New Program: Acupuncture Detoxification Specialist. Creation of a four (4) credit hour Technical Competency Area (TCA) in Acupuncture Detoxification Specialist. The TCA will prepare individuals to work as licensed Auricular Acupuncture Specialists, providing therapeutic treatments for a variety of behavioral health conditions. The proposed Technical Competency Area will provide students with the knowledge and skills required to work in this specialized alternative health care profession. Program content will include classroom lecture/discussion, as well as a didactic component, affording students the

opportunities to practice skills and treatment modalities. Successfully completion of proposed Technical Competency Area in Acupuncture Detoxification Specialist will allow students to seek registry with the National Acupuncture Detoxification Association (NADA), and subsequently to be eligible to apply for certification as an Acupuncture Detoxification Specialist from the Louisiana State Board of Medical Examiners.

b) **Allied Health/HESC**
New Course: HESC-135: Acupuncture Detoxification Specialist (3-3-4/90). Creation of a new course, HESC-135: Acupuncture Detoxification Specialist. Course Description: "Principles of Oriental and Western medicine as used in addictions and behavioral health models to include persons in recovery from addictions, trauma, withdrawal, craving, stress syndromes, relapse prevention, rehabilitation and recovery maintenance and a variety of behavioral health disorders."

c) **Allied Health/NUMT**
Program Revision: Post-Associate Certificate in Nuclear Medicine Technology. Revise the Post Associate Certificate in Nuclear Medicine Technology as follows: Add: Prerequisites to program entry: CHEM-107: Elementary Chemistry Lab; Humanities Course; Social Science Course. Total program hours remain the same.

d) **Allied Health/PHAR**
Change of Course Prerequisite Requirements: PHAR-109: Body Systems, Diseases, and Drugs. Change the prerequisite of PHAR-109: Body Systems, Diseases, and Drugs to state: "Eligibility for ENGL-101; Declared major of "PHAR;" acceptance to program not required as a prerequisite"

e) **Allied Health/PHAR**
Change of Course Title: PHAR-116: Fundamentals of Pharmacy Math. Change the title of PHAR-116: Fundamentals of Pharmacy Math *from* PHAR-116: Fundamentals of Pharmacy Math *to* PHAR-116: Pharmacy Math. The change of title better reflects the content and purpose of the course.

f) **Allied Health/PHAR**
Change of Course Prerequisite Requirements: PHAR-116: Pharmacy Math. Add MATH-096: Introductory Algebra as a prerequisite to PHAR-116: Pharmacy Math.

g) **Allied Health/PHAR**
Change of Course Lecture, Credit, and Contact Hours: PHAR-104: Pharmacology for the Pharmacy Technician I. Change the lecture, credit, and contact hours of PHAR-104: Pharmacology for the Pharmacy Technician I *from* 2-0-2 / 30 *to* 4-0-4/60.

h) **Allied Health/PHAR**
Course Deletion: PHAR-114: Pharmacy for the Pharmacy Technician II. Delete the course, PHAR-114: Pharmacy for the Pharmacy Technician II from the Catalog of Course Offerings. The course is no longer necessary, in light of the revision of PHAR-104.

i) **Allied Health/PHAR**
Change of Course Title: PHAR-104: Pharmacology for the Pharmacy Technician I. Change the title of PHAR-104: Pharmacology for the Pharmacy Technician I *from* PHAR-104: Pharmacology for the Pharmacy Technician I *to* PHAR-104: Pharmacology for the Pharmacy Technician. As a result of the deletion of PHAR-114, the "I" designation is no longer required.

j) **Allied Health/HESC**
Change of Course Title: HESC-116: Pharmaceutical Dosage Calculations and Measurements. Change the title of HESC-116: Pharmaceutical Dosage Calculations and Measurements *from* HESC-116: Pharmaceutical Dosage Calculations and Measurements *to* HESC- 116: Dosage Calculations for Allied Health to better reflect the content of the course.

k) **Allied Health/HESC**
Change of Course Prerequisites: HESC- 116: Dosage Calculations for Allied Health. Change the prerequisite requirement of HESC- 116: Dosage Calculations for Allied Health to state: "MATH-096: Introductory Algebra II." Current prerequisite: Introductory Algebra I.

l) **Allied Health/HESC**
Change of Course Prerequisites: HESC-115: Pharmacology for Allied Health. Change the prerequisite requirements of HESC-115: Pharmacology for Allied Health to state: "ENGL-101: English Composition I and HESC-111: Medical Terminology, and BIOL-161: Introductory Anatomy and Physiology or BIOL-251: Human Anatomy and Physiology I." Currently, the course has no prerequisite requirements. Adding prerequisite requirements will provide students with greater opportunities for success in this course, as the foundational skills are necessary to master the learning outcomes identified on the Master Syllabus.

m) **Allied Health/PHAR**
   Master Syllabus Revision: PHAR-120: Professional Practice. Revise the Master Syllabus for PHAR-120: Professional Practice to require registry for the PCTB

n) **Allied Health/PHAR**
   Program Revision: Certificate of Technical Studies in Pharmacy Technician. Revise the Certificate of Technical Studies in Pharmacy Technician: Add: "Prerequisites" Category, comprised of the following courses: HESC-111: Medical Terminology and PHAR-109: Body Systems, Diseases, and Drugs (both courses move *from* "Required Courses in Major" *to* "Prerequisites"). Delete: PHAR-114 from Required Courses in Major. Total program hours decrease *from* 33 *to* 30.

o) **Allied Health/PHAR**
   Program Description Revision: Certificate of Technical Studies in Pharmacy Technician. Revise the program description of the Certificate of Technical Studies in Pharmacy Technician to delete references to application deadlines, and to add the following: "Students must be enrolled, or have completed PHAR-109: Body Systems, Diseases, and Drugs to apply to this program." Add the following to the list of criteria to demonstrate eligibility for application to the program: "Successfully complete all prerequisite courses (PHAR-109: Body Systems, Diseases, and Drugs and HESC-111: Medical Terminology).

p) **Allied Health/DIET**
   Change of Course Title: DIET-101: Introduction to Dietetics. Change the title of DIET-101: Introduction to Dietetics *from* DIET-101: Introduction to Dietetics *to* DIET-101: Introduction to Nutrition and Dietetics to better reflect the instructional content of the course.

q) **Allied Health/DIET**
   Change of Course Title: DIET-220: Computer Systems in Dietetics. Change the title of DIET-220: Computer Systems in Dietetics *from* DIET-220: Computer Systems in Dietetics *to* DIET-220: Information Technology for Nutrition and Dietetics to better reflect the instructional content of the course.

r) **Allied Health/DIET**
   Change of Course Title: DIET-251: Practicum in Dietetics I. Change the title of DIET-251: Practicum in Dietetics I *from* DIET-251: Practicum in Dietetics I *to* DIET-251: Supervised Field Experience in Clinical Dietetics to better reflect the instructional content of the course.

s) **Allied Health/DIET**
Change of Course Title: DIET-252: Practicum in Dietetics II. Change the title of DIET-252: Practicum in Dietetics II *from* DIET-252: Practicum in Dietetics II *to* DIET-252: Supervised Field Experience in Food Service Management to better reflect the instructional content of the course.

t) **Allied Health/DIET**
Change of Course Laboratory, Credit, and Contact Hours: DIET-252: Supervised Field Experience in Food Service Management. Change the laboratory/practicum, credit, and contact hours of DIET-252: Supervised Field Experience in Food Service Management *from* 0-24-6/360 *to* 0-12-3/180 to reflect revised content in field-based practicum experience.

u) **Allied Health/DIET**
New Course: DIET-250: The Nutrition Care Process. Creation of a new course, DIET-250: The Nutrition Care Process. Course description:

v) **Allied Health/DIET**
New Course: DIET-253: Supervised Field Experience in Community Nutrition (0-12-3/180). Creation of a new course, DIET-253: Supervised Field Experience in Community Nutrition. Course description: "Supervised experiences in various community settings allowing the student to participate in activities that include the role of the environment, food, nutrition and lifestyle choices in health promotion and disease. Includes a minimum of 180-clock hours of supervised practice."

w) **Allied Health/DIET**
Change of Degree Designation: Associate of Science in Dietetic Technician. Change the degree designation of the Associate of Science in Dietetic Technician *from* Associate of Science *to* Associate of Applied Science. The change in degree designation more accurately reflects the purpose of the program: immediate entry into the workforce.

x) **Allied Health/DIET**
Program Revision: Associate of Applied Science in Dietetic Technician. Revise the Associate of Applied Science in Dietetic Technician: Delete: Fine Arts Requirement, Humanities Requirement, ENGL-102: English Composition II, MATH-120: Mathematics Survey with Applications from General Education Requirements; Delete: SPCH-132: Workplace Communication as an "Or" option with SPCH-130: Fundamentals of Speech Communication in Required Related Courses; Add: DIET-250: The Nutrition Care Process and DIET-253: Supervised Field Experience in Community Nutrition to Required Courses in Major. Total Program Hours decrease *from* 71 *to* 62.

y) **Allied Health/HEIT**
New Course: HEIT-201: Introduction to Health Care Information Systems (2-0-2 / 30). Creation of a new course, HEIT-201: Introduction to Health Care Information Systems, designed to introduce the student to information technology in health care. Course Description: "overview of health informatics and reviews the impact of information technology on the delivery of health care. Various hardware and software applications utilized in health care delivery will be introduced and utilized."

z) **Allied Health/HEIT**
New Course: HEIT-203: Basic Pathophysiology and Pharmacology (3-0-3 / 45). Creation of a new course, HEIT-203: Basic Pathophysiology and Pharmacology, designed to provide an overview of disease processes, diagnostic testing, treatment modalities, and pharmacology associated with the diseases that the student will need to understand when assigning medical codes to inpatient and outpatient records. Course description: "The nature, cause, and treatment of human diseases including diagnostic and therapeutic modalities for each. The course prepares the HIT and Coding student to understand pathophysiology and pharmacology as they interpret health record data for medical coding. Basic pharmacological management of various diseases is presented."

aa) **Allied Health/HEIT**
New Course: HEIT-205: Health Data Structure and Content (3-0-3 / 45). Creation of a new course, HEIT-205: Health Data Structure and Content, designed to provide is to introduce the student to health information media, the structure of health data and the content of health records. The student will become familiar with both paper and electronic data maintained in health care organizations used by private and public organizations. Course description: ": Introduction to health data. This course provides an overview of the quality, structure, content, utilization, regulatory standards and guidelines, forms, sources, and types of data relevant to collection and maintenance of health data and data sets."

bb) **Allied Health/HEIT**
New Course: HEIT-110: Basic Coding II (3-2-3 / 75). Creation of a new course, HEIT-110: Basic Coding II, designed to assist students to develop an understanding of coding and classification systems in order to interpret medical record documentation and assign valid ICD-10-CM diagnostic codes for all patients in all settings and/or ICD-10-PCS procedure codes for hospital inpatients and statistical tracking. Course description: "introduction to the *International Classification of Diseases, Tenth Revision, Clinical Modification* (ICD-10-CM) system and application of the *Official ICD-10-CM Guidelines for Coding and Reporting.* Providing an introduction to the *International Classification of Diseases, Tenth Edition, Procedure Coding (ICD-10PCS) system.* The student learns to utilize basic (chapters not covered in Basic Coding I), intermediate and

advanced concepts in ICD-10-CM for diagnosis related coding and ICD-10-PCS for procedure coding. The application of these basic, intermediate, and advanced coding principles is introduced by illustration along with exercises and case studies."

cc) **<u>Allied Health/HEIT</u>**
New Course: HEIT-207: Electronic Health Records (2-2-3/60). Creation of a new course, HEIT-207: Electronic Health Records, designed to study the management and processing of health information technology with the electronic health record. Use of the electronic health record will allow the student to understand the standards, functionality, benefits, and impact of the EHR on healthcare. Course description: "Examines the technology of the Electronic Health Record (EHR) through conceptual theory and hands-on application in health care organizations."

dd) **<u>Allied Health/HEIT/HESC</u>**
Course Revision: HESC-118: Information Management for Allied Health Professionals. Revise the course, HEIT-118: Information Management for Allied Health Professionals, to include updated student learning outcomes and course description: "introduction to health care delivery systems and the health information management functions for allied health professionals. The student will be introduced to the types of health care delivery organizations and professionals, HIPAA, record content, reimbursement methodology, and the electronic health record use in health care." Current description: "Patient reception scheduling and other patient services in medical office. Includes gathering necessary patient information, patient counseling related to billing process, and pertinent physician office forms, medical reports, documentation and terminology. All aspects of claim process and legal issues in medical office such as privacy, fraud, and medical ethics."

ee) **<u>Allied Health/HEIT</u>**
Course Revision: HEIT-103: Basic Coding. Revise the course, HEIT-103: Basic Coding, to include updated student learning outcomes, course description, and requisite requirements. Course description: "Introduction to more complex chapters of the *International Classification of Diseases, Tenth Revision, Clinical Modification* (ICD-10-CM) system and application of the *Official ICD-10-CM Guidelines for Coding and Reporting.* Providing an introduction to more complex chapters of the *International Classification of Diseases, Tenth Edition, Procedure Coding (ICD-10PCS) system.* The student learns to utilize basic and intermediate concepts in ICD-10-CM for diagnosis related coding and ICD-10-PCS for procedure coding. The application of these basic and intermediate coding principles is introduced by illustration along with exercises and case studies. Prerequisites: HESC-111: Medical Terminology and HEIT-203: Basic Pathophysiology and Pharmacology and BIOL-251: Human Anatomy and Physiology I and BIOL-253: Human Anatomy and

Physiology I Laboratory or BIOL-161: Introductory Anatomy and Physiology and BIOL-163: Introductory Anatomy and Physiology Laboratory." Current description: "Evolution of coding and classification systems with emphasis on ICD-9-CM coding: symbols, abbreviations, conventions and guidelines for coding diagnoses and procedures. Prerequisite(s): BIOL 161, 163, HESC 111 Co-requisite(s): HESC 142."

ff) **Allied Health/HEIT**
Change of Course Title: HEIT-103: Basic Coding. Change the title of HESC-103: Basic Coding *from* HEIT-103: Basic Coding *to* HEIT-103: Basic Coding I.

gg) **Allied Health/HEIT**
Course Revision: HEIT-104: Directed Practice I. Revise the course, HEIT-104: Directed Practice I, to include updated student learning outcomes, course description, and requisite requirements. Course description: "Supervised learning in campus laboratory and health care settings: routine health record procedures, analysis of health records, storage and retrieval systems, release of information, birth certificates, transcription, master patient index. Prerequisites: HESC-118: Information Management for Allied Health Professionals and HEIT-102: Legal Aspects of Health Information." Current description: "Supervised learning in campus laboratory and acute care hospital setting: routine health record procedures, analysis of health records, storage and retrieval systems. Prerequisite(s): HEIT 101, 102."

hh) **Allied Health/HEIT**
Change of Course Title: HEIT-104: Directed Practice I. Change the title of HEIT-104: Directed Practice I *from* HEIT-104: Directed Practice I *to* HEIT-104: Professional Practice Experience I

ii) **Allied Health/HEIT**
Course Revision: HEIT-125: Billing and Reimbursement. Revise the course, HEIT-125: Billing and Reimbursement, to include updated student learning outcomes, course description, and requisite requirements. Course description: "Examines types of insurances, reimbursement methodologies, prospective payment systems, medical billing requirements, coding and billing compliance, revenue cycle management, and auditing of health care claims. Prerequisites: HESC-118: Information Management for Allied Health Professionals and HEIT-103: Basic Coding I." Current description: "Medical billing requirements and reimbursement methodologies including Prospective payment Systems, Diagnosis Related Groups, Resource Based Relative Value System, and other payment methods. Prerequisite(s): BIOL 161, HESC 111, and HESC 142."

jj) **Allied Health/HEIT**
Change of Course Lecture, Credit, and Contact Hours: HEIT-125: Billing and Reimbursement. Change the lecture, credit, and contact hours of HEIT-125: Billing and Reimbursement *from* 2-0-2/30 *to* 3-0-3/45.

kk) **Allied Health/HEIT**
Course Revision: HEIT-211: Quality and Statistics. Revise the course, HEIT-211: Quality and Statistics, to include updated student learning outcomes, course description, and requisite requirements. Course description: "Introduction to quality assessment and improvement techniques such as data collection tools, data analysis, reporting methods, and team development and healthcare statistics.   Students will learn the concepts of quality, utilization management, case management, risk management, and credentialing. Prerequisite: HESC-118: Information Management for Allied Health Professionals and MATH-118: Algebra for College Students." Current description: "Purpose and philosophy of quality assurance programs in health care; emphasizes quality assessment, utilization review, risk management, and data quality procedures. Prerequisite(s): HEIT 152."

ll) **Allied Health/HEIT**
Change of Course Title: HEIT-211: Quality and Statistics. Change the title of HEIT-211: Quality and Statistics *from* HEIT-211: Quality and Statistics *to* HEIT-211: Quality and Statistics.

mm) **Allied Health/HEIT**
Course Revision: HEIT-212: Advanced Coding. Revise the course, HEIT-212: Advanced Coding, to include updated student learning outcomes, course description, and requisite requirements. Course description: "Providing introduction to *Current Procedural Terminology* (CPT) and *Healthcare Procedure Coding System* (HCPCS) coding systems. The course provides an overview of the historical background, structure, and organization of the CPT and regulatory guidelines. The student is introduced to the general principles of accurate and complete health record documentation for hospital outpatient and medical office settings required for the medical and surgical services developed by AMA and CMS. This course also will introduce the student to the Official Outpatient Coding Guidelines. The student will advance to coding more complex surgical scenarios and case studies utilizing an encoder/grouper to assign ICD-10-CM and CPT/HCPCs codes. The student is introduced to procedure based payment systems, including RBRVS, E&M, APC assignments, and the impact that coding quality, documentation, and sequencing have on reimbursement. Prerequisites: HESC-111: Medical Terminology and HESC-203: Basic Pathophysiology and Pharmacology, BIOL-252: Human Anatomy and Physiology I and BIOL-252: Human Anatomy and Physiology II and BIOL-253: Human Anatomy and

Physiology I Laboratory and BIOL-254: Human Anatomy and Physiology II Laboratory and HEIT-103: Basic Coding I." Current description: "Application and expansion of ICD-9-CD coding concepts and introduction to CPT-4 coding concepts. Prerequisite(s): HEIT 103, 152."

nn) **Allied Health/HEIT**
Change of Course Lecture, Lab, and Contact Hours: HEIT-212: Advanced Coding. Change the lecture and laboratory hours of HEIT-212: Advanced Coding *from* 2-3-3/75 *to* 3-2-3/75.

oo) **Allied Health/HEIT**
Course Revision: HEIT-251: Directed Practice III. Revise the course, HEIT-251: Directed Practice III, to include updated student learning outcomes, course description, and requisite requirements. Course description: "Supervised learning experiences in the campus laboratory and health care facilities emphasizing concepts taught in coding, reimbursement, and quality courses. Students code a variety of health care records and audit coding activities Prerequisites: HESC-118: Information Management for Allied Health Professionals and HEIT-103: Basic Coding I and HEIT-110: Basic Coding II and HEIT-125: Billing and Reimbursement." Current description: Supervised learning experiences in campus laboratory and health care facilities emphasizing concepts taught in advanced health information courses (QA, Advanced Coding, HIT Seminar, and HIT III). Prerequisite(s): HEIT 212. Corequisite(s): HEIT 252, 253 (or permission of program director)."

pp) **Allied Health/HEIT**
Change of Course Title: HEIT-251: Directed Practice III. Change the title of HEIT-251: Directed Practice III *from* HEIT-251: Directed Practice III *to* HEIT-251: Professional Practice Experience II.

qq) **Allied Health/HEIT**
Course Revision: HEIT-253: Information Technology and Management. Revise the course, HEIT-253: Information Technology and Management, to include updated student learning outcomes, course description, and requisite requirements. Course description: "Overview of management and supervision of health information technology in health care settings. Reviews skills related to planning, organization, directing, controlling and budgeting in the health information management department. Prerequisites: HESC-118: Information Management for Allied Health Professionals and HEIT-101: Introduction to Health Information Technology and HEIT-102: Legal Aspects of Health Information and HEIT 104: Professional Practice Experience I." Current description: Reimbursement systems, personnel administration, tumor registry procedures, and computer applications of health information systems. Prerequisite(s): HEIT 212."

rr) **Allied Health/HEIT**
Change of Course Title: HEIT-253: Information Technology and Management. Change the title of HEIT-253: Information Technology and Management. *from* HEIT-253: Information Technology and Management *to* HEIT-253: Management of Health Information Technology.

ss) **Allied Health/HEIT**
Change of Course Lecture, Lab, and Contact Hours: HEIT-253: Management of Health Information Technology. Change the lecture and laboratory hours of HEIT-253: Management of Health Information Technology *from* 2-3-3/75 *to* 3-0-3/45.

tt) **Allied Health/HEIT**
Program Revision: Associate of Applied Science in Health Information Technology. Revise the Associate of Applied Science in Health Information Technology: Delete: HEIT-101: Introduction to Health Information Technology, HEIT-151: Statistics and Alternative Healthcare Records, and HEIT-152: Directed Practice II from Required Courses in Major. Delete: CMIN-201: Computer and Internet Literacy, HESC-115: Pharmacology for Allied Health, and HESC-142: Human Diseases from Required Related Courses; Delete: SPCH-131: Interpersonal Communication and SPCH-132: Workplace Communication as choices with SPCH-130: Fundamentals of Speech Communication. Delete: ENGL-102: English Composition II, MATH-120: Mathematics Survey with Applications, and Humanities Requirement from General Education Requirements (Humanities met w/SPCH-130). Add: HEIT-205: Health Data Structure and Content, HEIT-110: Basic Coding II, HEIT-125: Billing and Reimbursement, HEIT-201: Introduction to Health Care Information Systems, HEIT-203: Basic Pathophysiology and Pharmacology, and HEIT-207: Electronic Health Records to Required Courses in Major. Total program hours decrease *from* 72 *to* 67.

uu) **Allied Health/HEIT**
Change of Course Title: HEIT-123: CPT Coding. Change the title of HEIT-123: CPT Coding *from* HEIT-123: CPT Coding *to* HEIT-123: Basic CPT Coding.

vv) **Allied Health/HEIT**
Change of Course Lecture, Lab, and Contact Hours: HEIT-123: Basic CPT Coding. Change the lecture and laboratory hours of HEIT-123: Basic CPT Coding *from* 2-0-2/30 *to* 3-0-3/45.

ww) **Allied Health/HEIT**
New Course: HEIT-127: Advanced CPT Coding (3-0-3/45). Course description: "Overview of coding and reimbursement under the Outpatient Prospective Payment System. The student will advance to coding more complex surgical scenarios and case studies utilizing an encoder/grouper to assign ICD-10-CM and CPT/HCPCs codes. The student is introduced to procedure based payment systems, including RBRVS, E&M, APC assignments, and the impact that coding quality, documentation, and sequencing have on reimbursement. Prerequisites: HESC 111: Medical Terminology and HESC 203: Pathophysiology and Pharmacology and BIOL 161: Introductory Anatomy & Physiology and BIOL-163: Introductory Anatomy & Physiology and HEIT 103 Basic Coding and HEIT123 – Basic CPT Coding. Co-requisites: HESC Basic Coding II and HEIT 125 Billing and Reimbursement

xx) **Allied Health/HEIT**
Change of Degree Designation: Certificate of Technical Studies in Medical Coding. Change the degree designation of the Certificate of Technical Studies in Medical Coding *from* the Certificate of Technical Studies in Medical Coding *to* the Certificate of Applied Science in Medical Coding. The change better reflects the General Education competencies required for success in the contemporary Medical Coding profession.

yy) **Allied Health/HEIT**
Program Revision: Certificate of Applied Science in Medical Coding. Delete: HEIT-101: Introduction to Health Information Technology, HEIT-121: Medical Coding I, and HEIT-122: Medical Coding Lab from Required Courses in Major. Delete: CMIN-201: Computer and Internet Literacy, HEIT-112: Advanced Medical Terminology, and HESC-142: Human Diseases from Required Related Courses. Add: HEIT-103: Basic Coding I, HEIT-110: Basic Coding II, HEIT-201: Introduction to Health Care Information Systems, and HEIT-203: Basic Pathophysiology and Pharmacology to Required Courses in Major. Add: General Education Courses: ENGL-101: English Composition I, MATH-118: Algebra for College Students, and SPCH-130: Fundamentals of Speech Communication (meets Humanities Requirement). Total program hours increase *from* 33 *to* 42.

zz) **Business & Technology/PTEC**
Concept Proposal of a New Program: Associate of Applied Science in Process Technology. The goal of the proposed program is to prepare individuals to become refinery, chemical, and other industry related operators. The curriculum leading to the Process Technology Associate of Applied Science (AAS) degree was developed in collaboration with regional industry partners and a curriculum workgroup convened by the Louisiana Community and Technical College System.

aaa) **Technical Division/CSTT**
Program Outline: Cosmetology Teacher Trainer. Approve the Curriculum Outline for the Certificate of Technical Studies in Cosmetology Teacher Trainer.

bbb) **Business& Technology/ELET**
Program Revision: Revise the Associate of Science in Electrical-Electronics Engineering Technology. Add: ELET-287: Programmable Logic Controllers as an "Or" Choice with ELET-260: Instrumentation and Control System. Total Program Hours remain the same.

VIII. Old Business – Academic Honesty Statement

IX. Next Meeting February 3, 2012 (Scheduled Meeting)

X. Adjournment