



CURRICULUM COMMITTEE MEETING

March 31, 2017, 2:00 p.m.

City Park Campus, Marvin E. Thames, Sr. Library/Learning Resources Center (Building #7), Room 160

MINUTES

I. Call to Order

Meeting was called to order at 2:00 p.m. by Harold Gaspard, Chair, Curriculum Committee

II. Roll Call

Present Were:

Revaz Akirtava
Malene Arnaud-Davis
Vernell Briscoe
Peter Cho
Maria Cisneros
Janet Colletti
Caitlin Cooper
Emily Cospers
Linda Donahue
Raymond Duplessis
Marcus Etienne
Lilian Gamble
Harold Gaspard
Thomas Gruber
Larisia Jones

Linda Kieffer
Cheryl Myers
Jim Newchurch
Jay Randolph
Kenneth Ripberger
Patricia Ross
Vance Roux
Emily Rush
Jeanne Samuel
David Sanders
Dolores Smith
Tim Stamm
Janet Gauthier Stephens
Darlene Williams
Leah Wooden

**Attending to
Other Business:**

Sal Anselmo
Jennifer Bennett
Michael Brezinsky
Clint Coleman
Arnel Cosey
Leshia Coulon
Emmett Davis
Tamika Duplessis
Danielle Gandolfo
Rhonda King
Cherie LaRocca

Anne LaVance
Stanton F. McNeely
Claudia Martinez
Patrice Moore
Warren Punecky
Deborah Skevington
Dorothy Smith-Elder
Sara Strickland
Tedd Walley
Kiedra Williams

Guests:

Melanie Deffendall
Jim Guenther

Jackie Jones
E. Shaye Hope

III. Minutes of meeting of February 24, 2017

The minutes of the February 24, 2017 meeting were reviewed and accepted as presented.

IV. Curriculum Operations Report – Tim Stamm

V. Board of Regents for Louisiana Higher Education – Academic Program (Low Completer) Review

VI. New Business

a) **Communication/ENGL**

New Course: ENGL-110: Intensive English Composition I (5-0-5 / 75). Creation of a new course, ENGL-110: Intensive English Composition I. The course is designed to institutionalize the co-requisite delivery model of offering ENGL-062 and ENGL-101 as co-requisites, for students with requisite scores. The College has participated in the Board of Regents for Louisiana Higher Education co-requisite delivery model of developmental English composition, and now will make the project permanent with the creation of a new course. Note: course is equivalent to ENGL-101, and maps to Louisiana Common Course LCCN: CENL-1013. .” Motion to accept proposal. **[Motion: Janet Colletti; Second: David Sanders; Carried, Unanimously].**

b) **Communication/ENRE**

Change of Course Lecture, Laboratory, and Credit, Hours: ENRE-110: English Composition I for Non-Native Speakers. Change the Lecture, Laboratory, Credit Hours of ENRE-110: English Composition I for Non-Native Speakers *from* 6-0-6 / 90 *to* 3-3-3 / 90. Note: course is equivalent to ENGL-101, and maps to Louisiana Common Course LCCN: CENL-1013. Motion to accept proposal. **[Motion: Caitlin Cooper; Second: Janet Collitti; Carried, Unanimously].**

c) **Academic Affairs**

Change of Course Requirements for Developmental Education/Basic Education Students: Basic Education: Adjustment to paragraph four (4): "All Students classified as Basic Education students are required to complete CCSS-107 or CCSS-108 within the first 12 hours of coursework." Current language: "All Students classified as Basic Education students are strongly encouraged to complete CCSS-107 within the first 12 hours of coursework." Motion to accept proposal. [**Motion: David Sanders; Second: Larissa Jones; Carried, Unanimously**].

d) **Nursing/PRNU**

Program Revision: Technical Diploma in Practical Nursing._ Revise the T.D. in Practical Nursing. Required Related Courses: DELETE: DMTP101: Medical Nutrition Therapy; ADD: HESC-109: Medical Nutrition. Course is more appropriate for the Practical Nursing program's learning outcomes. Total credit hours remain the same. Adjust Fall Admission and Spring Admission Suggested Sequences to reflect curricular modification, specifically "First Semester." Motion to accept proposal. [**Motion: Jay Randolph; Second: Lilian Gamble; Carried, Unanimously**].

e) *The agenda was reordered and items were combined for discussion. Original Placement Items VI.e to VI. l.*

Science & Mathematics/BTEC

Change of course lecture, laboratory, credit, and/contact hours: BTEC-282: Introduction to Molecular and Genetic Biology._ Change the lecture, laboratory, credit, and/contact hours of BTEC-282: Introduction to Molecular and Genetic Biology *from* 0-9-3 / 135 *to* 1-6-3 /105.

Science & Mathematics/BTEC

Change of Course Prerequisite Requirements: BTEC-282: Introduction to Molecular and Genetic Biology._ Change the course prerequisites of BTEC-282: Introduction to Molecular and Genetic Biology to state: "BTEC-132 and Permission of Instructor OR BTEC-274." Current prerequisites: "BTEC 274 and BTEC 275 or permission of instructor."

Science & Mathematics/BTEC

Change of course lecture, laboratory, credit, and/contact hours: BTEC-280: Microscopy Techniques._ Change the lecture, laboratory, credit, and/contact hours of BTEC-280: Microscopy Techniques *from* 0-9-3 / 135 *to* 1-6-3 /105.

Science & Mathematics/BTEC

Change of Course Prerequisite Requirements: BTEC-280: Microscopy Techniques._ Change the course prerequisites of BTEC-280: Microscopy Techniques to state: "BTEC-132 and Permission of Instructor OR BTEC-274." Current prerequisites: "BTEC 274 and BTEC 275 or permission of instructor."

Science & Mathematics/BTEC

Change of course lecture, laboratory, credit, and/contact hours: BTEC-284:

Biomolecules._ Change the lecture, laboratory, credit, and/contact hours of BTEC-284: Biomolecules *from* 0-9-3 / 135 *to* 1-6-3 /105.

Science & Mathematics/BTEC

Change of Course Prerequisite Requirements: BTEC-284: Biomolecules._ Change the course prerequisites of BTEC-284: Biomolecules to state: “BTEC-132 and Permission of Instructor OR BTEC-274.” Current prerequisites: “BTEC 274 and BTEC 275 or permission of instructor.”

Science & Mathematics/BTEC

Change of course lecture, laboratory, credit, and/contact hours: BTEC-286: Cell Culture Techniques Laboratory._ Change the lecture, laboratory, credit, and/contact hours of BTEC-286: Cell Culture Techniques Laboratory *from* 0-9-3 / 135 *to* 1-6-3 /105.

Science & Mathematics/BTEC

Change of Course Prerequisite Requirements: BTEC-286: Cell Culture Techniques Laboratory._ Change the course prerequisites of BTEC-286: Cell Culture Techniques Laboratory to state: “BTEC-132 and Permission of Instructor OR BTEC-274.” Current prerequisites: “BIOL 265 and BIOL 266, or permission of instructor.” Motion to accept proposals. **[Motion: Ray Duplessis; Second: Caitlin Cooper; Carried, Unanimously].**

- f) *The agenda was reordered and items were combined for discussion. Original Placement Items VI. m. to VI. n.*

Business & Technology/CULA

Change of Program Description: Certificate of Technical Studies in Culinary Arts: Line Cook._ Revise the program description for the C.T.S. in Culinary Arts: Line Cook to address program admission requirements: 1) Possess a high school diploma or its equivalent; 2) Score on the ACT, SAT, or Placement Test to place in the following courses: ENGL-101, MATH-098, and no developmental reading required.

Business & Technology/CULA

Program Revision: Certificate of Technical Studies in Culinary Arts: Line Cook. Revise the C.T.S. in Culinary Arts: Line Cook: Add: Courses Required in Major and publication of Suggested Sequence. Motion to accept proposals. **[Motion: Larissa Jones; Second: Caitlin Cooper; Carried, Unanimously].**

- g) *The agenda was reordered. Original Placement Item VI. o.*

Business & Technology/PAST

Program Revision: Certificate of Technical Studies in Pastry Arts._ Revise the C.T.S. in Pastry Arts: Add: Courses Required in Major and publication of Suggested Sequence. Motion to accept proposal. **[Motion: Caitlin Cooper; Second: David Sanders; Carried, Unanimously].**

- h) The agenda was reordered and items were combined for discussion. Original Placement Items VI. p. to VI. q.
Business & Technology/CULA
Change of Program Description: Certificate of Technical Studies in Culinary Management._ Revise the program description for the C.T.S. Culinary Management to add: “no developmental reading requirements” to list of admission criteria, and to delete reference to National Restaurant Association Management Diploma.
Business & Technology/CULA
Program Revision: Certificate of Technical Studies Culinary Management._ Revise the C.T.S. in Culinary Management: Add: Courses Required in Major and publication of Suggested Sequence. Motion to accept proposals. **[Motion: Janet Colletti; Second: Linda Donahue; Carried, Unanimously].**
- i) The agenda was reordered and items were combined for discussion. Original Placement Items VI. r. to VI. t.
Allied Health/HEIT
Course Termination: HEIT-145: Medical Registration Procedures._ Terminate the course, HEIT-145: Medical Registration Procedures. The lecture only course will be combined with a laboratory component in a new lecture/lab combination course.
Allied Health/HEIT
Course Termination: HEIT-147: Medical Registration Procedures Lab._ Terminate the course, HEIT-147: Medical Registration Procedures Lab. The laboratory course will be combined with a lecture component in a new lecture/lab combination course.
Allied Health/HEIT
New Course: HEIT-146: Medical Registration Procedures (3-3-4 / 90)._ Course description: “Patient reception, scheduling, and other supplementary patient services provided in a health care organization. Includes gathering the necessary patient information, providing patient counseling related to the health care billing process, and familiarity with pertinent registration data capture tools, and medical terminology. Instruction will be provided in the revenue cycle, HIPAA, Master Patient Index, legal issues encountered in the office (e.g., privacy, fraud, and medical ethics). Includes practical/laboratory component.” Prerequisites: HESC-111, HESC-118, and BUSG-121. Motion to accept proposals. **[Motion: Janet Gauthier Stephens; Second: Emily Cosper; Carried, Unanimously].**
- j) The agenda was reordered. Original Placement Item VI.u.
Allied Health/HEIT
Program Revision: Certificate of Technical Studies in Medical Registration Specialist._ Revise the C.T.S. in Medical Registration Specialist: Required Courses in Major: DELETE: ADOT-101: Document Production, HEIT-145: Medical

Registration Procedures, and HEIT-147: Medical Registration Procedures Lab; ADD: BUSG-102: Customer Service and HEIT-146: Medical Registration Procedures; Total Credit Hours remain the same. Adjust program sequence to reflect curricular modifications. Motion to accept proposals. **[Motion: Janet Colletti; Second: Janet Gauthier Stephens Carried, Unanimously].**

- k) *The agenda was reordered and items were combined for discussion. Original Placement Items VI. v. to VI. w.*

Allied Health/HEIT

Change of Course Title: HEIT-125: Billing and Reimbursement._ Change the title of HEIT-125: Billing and Reimbursement *from* HEIT-125: Billing and Reimbursement *to* HEIT-125: Health Care Revenue Cycle. Revised title better aligns with current industry terminology.

Allied Health/HEIT

Change of Course Description: HEIT-125: Billing and Reimbursement._ Change the description of HEIT-125: Billing and Reimbursement to state: “Health plans, reimbursement methodologies, prospective payment systems, medical billing requirements, coding and billing compliance, and auditing of health claims as they relate to the management of the health revenue cycle.” Current description: “Types of insurances, reimbursement methodologies, prospective payment systems, medical billing requirements, coding and billing compliance, revenue cycle management, and auditing of health care claims.” Motion to accept proposals. **[Motion: David Sanders; Second: Caitlin Cooper; Carried, Unanimously].**

- l) *The agenda was reordered and items were combined for discussion. Original Placement Items. VI. x. to VI. y.*

Allied Health/HEIT

Change of Course Title: HEIT-205: Health Data Structures and Content._ Change the title of HEIT-205: Health Data Structures and Content *from* HEIT-205: Health Data Structures and Content *to* HEIT-205: Health Record Content and Documentation. Revised title maps to Accrediting Agency competency domain title.

Allied Health/HEIT

Change of Course Description: HEIT-205: Health Record Content and Documentation. Change the description of HEIT-205: Health Record Content and Documentation to state: “Introduction to the health information profession and health information management functions. Overview of health record content, documentation requirements, data governance strategies, and use in secondary data sources.” Current description: “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.” Motion to accept proposals. **[Motion: Janet Colletti; Second: Lilian Gamble; Carried, Unanimously].**

- m) The agenda was reordered and items were combined for discussion. Original Placement Items VI. z. to VI. aa.
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: Health Information Technology Leadership. Revised title better aligns with Accrediting Agency competency.
- Allied Health/HEIT**
Change of Course Prerequisite Requirements: HEIT-253: Health Information Technology Leadership: Prerequisites: HEIT-205 and MANG-201 or MANG-224. Current prerequisite: "HESC 118, HEIT 101, HEIT 102, and HEIT 104." Motion to accept proposals. [Motion: Larissa Jones; Second: Emily Rush; Carried, Unanimously].
- n) The agenda was reordered and items were combined for discussion. Original Placement Items VI.bb. to VI. dd.
Arts & Humanities/GSTD
Publication of Suggested Program Sequence: Certificate of General Studies. Publication of Suggested Program Sequence in College Catalog.
- Arts & Humanities/INTD/Kitchen and Bath**
Publication of Suggested Program Sequence: Certificate of Technical Studies in Kitchen and Bath Design. Publication of Suggested Program Sequence in College Catalog.
- Business & Technology/HORT**
Publication of Suggested Program Sequence: Certificate of Technical Studies in Horticulture Technology. Publication of Suggested Program Sequence in College Catalog. Motion to accept proposals. [Motion: Janet Colletti; Second: Caitlin Cooper; Carried, Unanimously].
- o) **Academic Affairs/Curriculum & Program Development**
Program Sequences: Progress report on the publication of Course Sequencing in the College Catalog. [Report Only: No action required]

VII. Consent Agenda

- a) **Allied Health/HEIT**
Change of Course Prerequisite Requirements: HEIT-102: Legal Aspects of Health Information: Prerequisite: HEIT-205. Currently, the course has no prerequisite requirements.
- b) **Allied Health/HEIT**
Change of Course Prerequisite Requirements: HEIT-104: Professional Practice

Experience I: Prerequisites: HEIT-205, and HEIT-207, and HEIT-201. Current prerequisites: "HESC 118 and HEIT 102."

c) **Allied Health/HEIT**

Change of Course Prerequisite Requirements: HEIT-207: Electronic Health Records: Prerequisites: HEIT-201 and HEIT-205. Current prerequisites: "HESC 118, HEIT 102, and HEIT 201.

d) **Allied Health/HEIT**

Change of Course Prerequisite Requirements: HEIT-211: Quality and Statistics: Prerequisites: HEIT-205 and MATH-120." Current prerequisites: "HESC-118 and MATH-120."

e) **Allied Health/HEIT**

Master Syllabus Content Updates – Format Updates to Follow: HEIT-102, HEIT-104, HEIT-125, HEIT-201, HEIT-205, HEIT-207, HEIT-211, HEIT-251, HEIT-253.

Motion to accept Consent Agenda [**Motion: Caitlin Cooper; Second: Janet Gauthier Stephens; Carried, Unanimously**].

VIII. Old Business

- IX. Next Meeting** April 21, 2017 (Regularly Scheduled Meeting)
- X. Adjournment** Meeting was adjourned at 2:50 p.m.