

LA-R.S. 42.171 CERTIFICATION

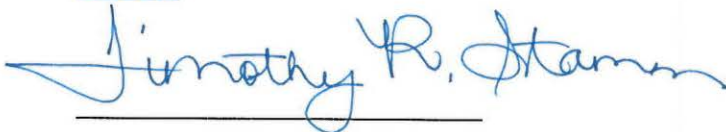
I certify that the April 30, 2021, Delgado Community College Curriculum Committee meeting will be held via videoconference in accordance with LA R.S. 42.17.1.

The State of Louisiana continues to operate under a state of public health emergency declared by the governor, as most recently renewed in Proclamations 29 and 30 JBE 2021 (March 2, 2021). As a result, a traditional public meeting would be detrimental to the health, safety, and welfare of the public. The April 30, 2021, meeting of the Curriculum Committee concerns matters directly related to the Committee's Charter, PPM: AA-1622.1D: Charter: Committee on Curriculum; specifically, the role of the Committee to evaluate recommended curriculum changes.

Pursuant to LA-R.S. 42.17.1, Delgado Community College will provide for attendance by the public at the meeting of April 30, 2021, via video or teleconference, in a manner that allows for observation and input by members of the public, including a mechanism to receive electronic comment both prior to and during the meeting, as set forth in this notice, posted April 23, 2021.

Public comments can be made prior to the meeting, using an on-line form. [More information about the Public Comment Form.](#)

The meeting may be viewed via a live stream. [More information about the Live Stream.](#)

A handwritten signature in blue ink that reads "Timothy R. Stamm". The signature is written in a cursive style and is positioned above a horizontal line.

Timothy R. Stamm
Executive Director, Curriculum & Program Development



CURRICULUM COMMITTEE MEETING

Friday, April 30, 2021, 2:00 p.m.

*Virtual Meeting (via Zoom)***

MINUTES

I. Call to Order

The meeting was called to order at 2:05 p.m. by Tim Stamm, Assistant Chair

II. Roll Call

Present Were:

Revaz Akirtava	Linda Hueschen
Cristina Alvarado-Suarez	Sarah Inman
Sal Anselmo	Cherie Kay LaRocca
John Arbour	Patrice Moore
Abdelrahim Ayyad	Karen Muhsin
Jennifer Bennett	Jim Newchurch
Jesse Boyd	Jay Randolph
Jason Briggs	Deborah Skevington
Peter Cho	Tim Stamm
Maria Cisneros	Sara Strickland
Caitlin Cooper	Erin vonStueben
Lilian Gamble	Angela Wilson

Attending to

Other Business:

Malene Arnaud-Davis	Kenneth Ripberger
Emily Cospers	Patricia Ross
Lasha Coulon	Vance Roux
Emmett Davis	David Sanders
Ty Delger	Michael Santos
Tamika Duplessis	Mostofa Sarwar
Michelle Greco	Janet Gauthier Stephens
Larisa Jones	Tedd Walley
Mavis Larimer	Kenneth Williams
Monecia Moody	Arlanda Williams
Harold Gaspard	

Guests:

Raymond Duplessis	Krista Lawrence
Kenya Jackson	Monica Mankin
Jackie Jones	Charlene Shunick
Traci King	

III. Call for Public Comments (LA R.S. 42:26, 2010, No. 861, sec 23)

**Governor's temporary approval for virtual meetings in light of continuing COVID-19 restrictions

IV. Minutes of meeting of March 26, 2021

The minutes of the meeting were reviewed and accepted as presented. **[Motion: Lilian Gamble; Second: Cherie Kay LaRocca; Carried, Unanimously].**

V. Curriculum Operations Report – Tim Stamm

VI. New Business

Allied Health/HEIT/Medical Coding

Comprehensive Program and Course Revisions: Certificate of Applied Science in Medical Coding.

- a) *The agenda was reordered and items were combined for discussion. Original Placement Items VI.a. to VI.b*

Change of Course Description: HEIT-123: Basic CPT Coding. Change the course description of HEIT-123: Basic CPT Coding to state: "Basic concepts of medical coding using the latest edition of the Current Procedural Terminology (CPT) and Healthcare Procedure Coding System (HCPCS) following outpatient medical coding guidelines. Current description: "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 course includes discussion of AHIMA's Standards of Ethical Coding and the AHIMA coding competencies. The student will be introduced to the hospital outpatient prospective payment system (OPPS), reimbursement for physician services, and quality control methods."

Change of Course Prerequisite Requirements: HEIT-123: Basic CPT Coding. Change the prerequisite requirements of HEIT-123: Basic CPT Coding: Prerequisites: BIOL-161 and BIOL-163 OR BIOL-251 and BIOL-253, and HEIT-203. Current prerequisites: "HESC-111 and HEIT-203 and BIOL-161 and BIOL-163." Motion to accept proposals **[Motion: Peter Cho; Second: Caitlin Cooper; Carried, Unanimously].**

- b) The agenda was reordered and item were combined for discussion. Original Placement Items VI.c. to VI.e.

Change of Course Laboratory and/Contact Hours: HEIT-127: Advanced CPT Coding (3-2-3 /75). Change the Laboratory and/Contact Hours of HEIT-127: Advanced CPT Coding *from* 3-2-3 / 75 *to* 3-0-3 / 45).

Change of Course Description: HEIT-127: Advanced CPT Coding. Change the description of HEIT-127: Advanced Coding to state: “Advanced concepts of medical coding using the latest edition of the Current Procedural Terminology (CPT) and Healthcare Procedure Coding System (HCPCS) medical coding systems. Current 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.”

Change of Course Prerequisite Requirements: HEIT-127: Advanced CPT Coding. Change the prerequisite requirements of HEIT-127: Advanced CPT Coding to state: “HEIT-103 and HEIT-123.” Current prerequisites: “HESC-111, HEIT-203, BIOL-161, BIOL-163, HEIT-103, and HEIT-123.” Delete co-requisite requirements of HEIT-110 and HEIT-125.” Motion to accept proposals [**Motion: Jay Randolph; Second: Cherie Kay LaRocca; Carried, Unanimously**].

- c) The agenda was reordered and items were combined for discussion. Original Placement Items VI.f. to VI.h.

Change of Course Name/Title: HEIT-141: Professional Practice Medical Coding I. Change the name of HEIT-141: Professional Practice Medical Coding I *from* HEIT-141: Professional Practice Medical Coding I *to* HEIT-141: Medical Coding Revenue Cycle Applications.

Change of Course Description: HEIT-141: Medical Coding Revenue Cycle Applications. Change the description of HEIT-141: Medical Coding Revenue Cycle Applications to state: “Advanced revenue cycle functions including medical coding of health records, medical encoder use, DRG assignments, physician queries, and evaluation of revenue cycle functions.” Current description: “Supervised learning experiences in campus laboratory and in healthcare facilities with emphasis on ICD-9-CM and PT coding and healthcare billing.

Change of Course Prerequisite Requirements: HEIT-141: Medical Coding Revenue Cycle Applications. Change the prerequisite requirements of HEIT-141: Medical Coding Revenue to state: “HEIT-110, HEIT-123, and HEIT-125.” Current prerequisites: “HEIT-110, HEIT-125, and HEIT-127.” Motion to accept proposals [**Motion: Lilian Gamble; Second: Sara Strickland; Carried, Unanimously**].

- d) The agenda was reordered and items were combined for discussion. Original Placement Items VI.i to VI.j

Change of Course Laboratory and/Contact Hours: HEIT-207: Electronic Health Records. Change the Laboratory and/Contact Hours of HEIT-207: Electronic Health Records *from 2-2-3 / 60 to 2-0-2 / 30.*

Change of Course Prerequisite Requirements: HEIT-207: Electronic Health Records. Change the prerequisite requirements of HEIT-207: Electronic Health Records to state: "HESC-118." Current prerequisites: "HEIT-201 and HEIT-205." Motion to accept proposals [**Motion: Sarah Inman; Second: Jay Randolph; Carried, Unanimously**].

- e) The agenda was reordered. Original Placement Item VI. k

Program Revision: Certificate of Applied Science in Medical Coding. Revise the C.A.S. in Medical Coding: Required Courses in Major: DELETE: HEIT-201: Introduction to Health Care Information Systems; ADD: HEIT-207: Electronic Health Records; General Education Requirements: ADD: CMST-230: Public Speaking as an "OR" choice with CMST-130: Fundamentals of Communication. Adjust Suggested Sequence to reflect changes, specifically Second Semester, Third Semester, Fourth Semester, and Fifth Semester. Total Program Hours remain the same. Motion to accept proposal [**Motion: Cristina Alvarado-Suarez; Second: Deborah Skevington; Carried, Unanimously**].

VII. New Business

Allied Health/HEIT/Medical Registration Specialist

Comprehensive Program and Course Revisions: Certificate of Technical Studies in Medical Registration Specialist.

- a) **Change of Course Laboratory, Credit, and/Contact Hours:** HEIT-146: Medical Registration Procedures. Change the Laboratory, Credit, and/Contact Hours of HEIT-146: Medical Registration Procedures *from -3-3-4 / 90 to 3-0-3 / 45.* Motion to accept proposal [**Motion: Sara Strickland; Second: Peter Cho; Carried, Unanimously**].
- b) **Program Revision:** Certificate of Technical Studies in Medical Registration Specialist. Revise the C.T.S. in Medical Registration Specialist: Required Courses in Major: ADD: HEIT-207: Electronic Health Records. Adjust Suggested Sequence to reflect changes, specifically Second Semester. Total Program Hours **increase** *from 25 to 26.* Motion to accept proposal [**Motion: Lilian Gamble; Second: Cristina Alvarado-Suarez; Carried, Unanimously**].

VIII. New Business

Allied Health/HEIT

Comprehensive Program and Course Revisions: Associate of Applied Science in Health Information Technology.

- a) *The agenda was reordered and items were combined for discussion. Original Placement Items VIII.a. to VIII.d*

Change of Course Name/Title: HESC-151: Statistics and Alternative Healthcare Records. Change the name of HESC-151: Statistics and Alternative Healthcare Records *from* HESC-151: Statistics and Alternative Healthcare Records *to* HESC-151: Healthcare Statistics.

Change of Course Lecture, Credit, and/Contact Hours: HESC-151: Healthcare Statistics. Change the Lecture, Credit, and/Contact Hours of HESC-151: Healthcare Statistics *from* 3-0-3 / 45 *to* 2-0-2 /30.

Change of Course Description: HESC-151: Healthcare Statistics. Change the description of HESC-151: Healthcare Statistics to state: “Descriptive and inferential statistics, healthcare statistics, health information management statistics, vital statics, and introduction to research. Current description: “Computing health care statistics and discussing major accrediting/licensing agencies; health record standards under Medicare, Medicaid, JCAHO, and other organizations for long-term, mental health, and ambulatory facilities.”

Change of Course Prerequisite Requirements: HESC-151: Healthcare Statistics. Change the prerequisites of HESC-151: Healthcare Statistics to state: “MATH-120 or MATH-128 or MATH-130, AND BUSG-224.” Current prerequisite: HEIT-101. Motion to accept proposals [**Motion: Debbie Skevington; Second: Cherie Kay LaRocca; Carried, Unanimously**].

- b) *The agenda was reordered. Original Placement Item VII. e.*

Change of Course Prerequisite Requirements: HEIT-102: Legal Aspects of Health Information Technology. Change the prerequisite of HEIT-102: Legal Aspects of Health Information Technology to state: “Acceptance to the Health Information Technology program.” Current prerequisite: HEIT-205. Motion to accept proposal [**Motion: Peter Cho; Second: Cherie Kay LaRocca; Carried, Unanimously**].

- c) *The agenda was reordered and items were combined for discussion. Original Placement Items VIII. f to VIII. h.*

Change of Course Prerequisite Requirements: HEIT-125: Healthcare Revenue Cycle. Change the prerequisite of HEIT-125: Healthcare Revenue Cycle to state: “Acceptance to the Health Information Technology program.” Current prerequisites: HESC-118 and HEIT-103.

Change of Course Prerequisite Requirements: HEIT-205: Health Record Content and Documentation. Change the prerequisite of HEIT-205: Health Record Content and Documentation to state: “Acceptance to the Health Information Technology program.” Current prerequisite: HESC-118.

Change of Course Prerequisite Requirements: HEIT-253: Health Information Technology Leadership. Change the prerequisite of HEIT-205: Health Information Technology Leadership to state: “Acceptance to the Health

Information Technology program.” Current prerequisites: HESC-205 and MANG-201 or MANG-224. Motion to accept proposals [**Motion: Lilian Gamble; Second: Jim Newchurch; Carried, Unanimously**].

- d) *The agenda was reordered and items were combined for discussion. Original Placement Items VIII. i to VIII.k*
Change of Course Name/Title: HEIT-103: Basic Coding. Change the name of HEIT-103: Basic Coding *from* HEIT-103: Basic Coding *to* HEIT-103: Basic Medical Coding I.
Change of Course Lecture, Laboratory, and/Contact Hours: HEIT-103: Basic Medical Coding I. Change the Lecture, Laboratory, and/Contact Hours of HEIT-103: Basic Medical Coding I *from* 2-3-3 / 75 *to* 3-0-3 / 45.
Change of Course Description: HEIT-103: Basic Medical Coding I. Change the description of HEIT-103: Basic Medical Coding I to state: “Basic concepts of medical coding of diseases using the latest edition of the International Classification of Diseases (ICD).” Current 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-10-PCS) 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.” Motion to accept proposals [**Motion: Sara Strickland; Second: Angela Wilson; Carried, Unanimously**].
- e) *The agenda was reordered. Original Placement Item VIII.l.*
Change of Course Name/Title: HEIT-104: Professional Practice I. Change the name of HEIT-104: Professional Practice I *from* HEIT-104: Professional Practice I *to* Health Record Applications. Motion to accept proposal [**Motion: Debbie Skevington; Second: Jay Randolph; Carried, Unanimously**].
- f) *The agenda was reordered and items combined for discussion. Original Placement Items VIII. m to VIII. p*
Change of Course Name/Title: HEIT-110: Basic Coding II. Change the name of HEIT-110: Basic Coding II *from* HEIT-110: Basic Coding II *to* Basic Medical Coding II.
Change of Course Laboratory and/Contact Hours: HEIT-110: Basic Medical Coding II. Change the laboratory and/contact hours of HEIT-110: Basic Medical Coding II *from* 2-3-3 / 75 *to* 3-0-3 / 45.
Change of Course Description: HEIT-110: Basic Medical Coding II. Change the description of HEIT-110: Basic Medical Coding II to state: “Basic concepts of medical coding of diseases using the latest edition of the International

Classification of Diseases (ICD) continued from Basic Medical Coding I. Current 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*. Introduction to the *International Classification of Diseases, Tenth Edition, Procedure Coding* (ICD-10-PCS) 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.”

Change of Course Prerequisite Requirements: HEIT-110: Basic Medical Coding II. Change the prerequisites of HEIT-110: Basic Medical Coding II to state: HEIT-103.” Current prerequisites: “HESC-111 and HEIT-203 and one of the following course pairs: BIOL-251 and BIOL-253 or BIOL-161 and BIOL-163.” Motion to accept proposals [**Motion: Sarah Inman; Second: Angela Wilson; Carried, Unanimously**].

- g) **Change of Course Laboratory, Credit, and/Contact Hours and Change of Prerequisite Requirements:** HEIT-207: Electronic Health Records. See item VI.i and VI.j. – [**Review/Advisement Only. No action required**]

- h) *The agenda was reordered and items were combined for discussion. Original Placement Items VIII. r to VIII. u.*

Change Course Name/Title: HEIT-212: Advanced Coding. Change the name of HEIT-212: Advanced Coding *from* HEIT-212: Advanced Coding *to* HEIT-212: Advanced Medical Coding.

Change of Course Laboratory, Credit, and/Contact Hours: HEIT-212: Advanced Medical Coding. Change the Laboratory, Credit, and/Contact Hours of HEIT-212: Advanced Medical Coding *from* 3-2-3 / 75 *to* 3-0-3 / 45.

Change of Course Description: HEIT-212: Advanced Medical Coding. Change the description of HEIT-212: Advanced Medical Coding to state: “Basic and advanced concepts of medical coding using the latest edition of the Current Procedural Terminology (CPT) and Healthcare Procedure Coding System (HCPCS) medical coding systems. Current description: “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.”

Change of Prerequisite Requirements: HEIT-212: Advanced Medical Coding.

Change the prerequisite requirements of HEIT-212: Advanced Medical Coding to state: “HESC-111, HEIT-203, BIOL-251, BIOL-252, BIOL-253, and BIOL-254.”

Current prerequisites: HESC-111 HEIT-103, HEIT-203, BIOL-251, BIOL-252, BIOL-253, and BIOL-254.” Motion to accept proposals [**Motion: Debbie Skevington; Second: Lilian Gamble; Carried, Unanimously**].

- i) *The agenda was reordered and items were combined for discussion. Original Placement Items VIII.v. To VIII. x*

Change of Course Name/Title: HEIT-251: Professional Practice Experience II. Change the name of HEIT-251: Professional Practice Experience II *from* HEIT-251: Professional Practice Experience II *to* HEIT-251: Health Information Revenue Cycle Applications.

Change of Course Description: HEIT-251: Health Information Revenue Cycle Applications. Change the description of HEIT-251: Health Information Revenue Cycle Applications to state: “Advanced revenue cycle functions including medical coding of health records, medical encoder use, DRG assignments, physician queries, and evaluation of revenue cycle functions.” Current 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.”

Change of Course Prerequisite Requirements: HEIT-251: Health Information Revenue Cycle Applications. Change the prerequisite requirements of HEIT-251: Health Information Revenue Cycle Applications to state: “HEIT-110, HEIT-125, and HEIT-212.” Current prerequisites: HESC-118, HEIT-103, HEIT-110, and HEIT-125.” Motion to accept proposals [**Motion: Angela Wilson; Second: Cristina Alvarado-Suarez; Carried, Unanimously**].

- j) *The agenda was reordered and items were combined for discussion. Original Placement Items VIII.y to VIII. bb*

Change of Course Name/Title: HEIT-211: Quality Assurance and Statistics. Change the name of HEIT-211: Quality Assurance and Statistics *from* HEIT-211: Quality Assurance and Statistics *to* HEIT-211: Performance Improvement in Health Information Technology.

Change of Course Lecture, Credit, and/Contact Hours: HEIT-211: Performance Improvement in Health Information Technology. Change the lecture, credit, and/contact hours of HEIT-211: Performance Improvement in Health Information Technology *from* 3-0-3 / 45 *to* 2-0-2 / 30.

Change of Course Description: HEIT-211: Performance Improvement in Health Information Technology. Change the description HEIT-211: Performance Improvement in Health Information Technology to state: “Introduction to

performance improvement techniques such as performance improvement models, data collection tools, data analysis, reporting methods, managing risk management, patient safety, and team management.” Current 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.”

Change of Prerequisite Requirements: HEIT-211: Performance Improvement in Health Information Technology. Change the prerequisite requirements of HEIT-211: Performance Improvement in Health Information Technology to state: HEIT-151. Current prerequisites: HEIT-201 and HEIT-205. Motion to accept proposals [**Motion: Peter Cho; Second: Angela Wilson; Carried, Unanimously**].

- k) *The agenda was reordered and items were combined for discussion. Original Placement Items VIII. cc to VIII. dd*

Change of Course Description: HEIT-252: Health Information Seminar. Change the description of HEIT-252: Health Information Seminar to state: “Test taking strategies and mock examinations in preparation for the Registered Health Information Technology (RHIT) national certification exam.” Current description: “Résumé writing, interviewing, occupational opportunities, continuing education, and professional ethics.”

Change of Course Prerequisite Requirement: HEIT-252: Health Information Seminar. Addition of a prerequisite requirement to HEIT-252: Health Information Seminar, “Acceptance into the Health Information Technology Program.” Currently, the course has no prerequisite requirements. Motion to accept proposals [**Motion: Angela Wilson; Second: Debbie Skevington; Carried, Unanimously**].

- l) *The agenda was reordered. Original Placement Item VIII. ee*

Program Revision: Associate of Applied Science in Health Information Technology. Revise the A.A.S. in Health Information Technology. Required Related Course: ADD: CMST-230: Public Speaking as an “OR” choice with CMST-130: Fundamentals of Communication; DELETE: MANG-201: Principles of Management OR MANG-224: Supervision; ADD: BUSG-224: Business Computer Applications. Adjust Suggested Sequence to reflect changes, specifically Second Semester through Seventh Semester. Total program hours remain the same. Motion to accept proposal [**Motion: Jay Randolph; Second: Lilian Gamble; Carried, Unanimously**].

IX. New Business

- a) **Arts & Humanities/CRJU/Homeland Security**

Concept of a New Instructional Program: Associate of Arts in Homeland Security. The purpose of the proposed program in Homeland Security is to

prepare completers for entry level positions in the field. The United States Department of Homeland Security (DHS) is currently hiring college graduates of Homeland Security programs. All DHS career and hiring programs are compliant with the Pathways Programs — developmental programs directed by the Office of Personnel Management through an Executive Order and tailored to promote employment opportunities for students and recent graduates in the federal workforce. Employees of DHS will help secure our borders, airports, seaports, and waterways; research and develop the latest security technologies; respond to natural disasters, man-made disasters, and terrorist assaults; and analyze intelligence reports. Motion to accept proposal [**Motion: Lilian Gamble; Second: Sal Anselmo; Carried, Unanimously**].

b) **Communication/ASLS**

Program Revision: Associate of Arts in American Sign Language Interpreting. Revision of the A.A. in American Sign Language Interpreting. General Education Courses: ADD: MATH-128: Applied Algebra, MATH-130: College Algebra, MATH-133: Intensive College Algebra as “OR” choices with MATH-120: Contemporary Math. Adjust Suggested Sequence, specifically Second Semester to reflect changes. Total Program Hours remain the same. Motion to accept proposal [**Motion: Sarah Iman; Second: Debbie Skevington; Carried, Unanimously**].

c) **General Education/Mathematics/Analytical Reasoning/MATH**

Program Revision: All instructional programs requiring MATH-130: College Algebra, or using MATH-130: College Algebra as an “OR” choice to satisfy the General Education Mathematics/Analytical Reasoning requirement. Addition of MATH-133: Intensive College Algebra as an “OR” Choice with MATH-130: College Algebra. Motion to accept proposal [**Motion: Lilian Gamble; Second: Sara Strickland; Carried, Unanimously**].

d) **Communication/ESL**

New Course: ESLN-031: Advanced Composition and Reading (6-0-6 / 90). Creation of a new course, ESLN-031: Advanced Composition and Reading, which is designed assist the student prepare for successful passage of the ESL exit examination. Course description: “Designed for students with advanced skills in English reading and writing. Prepares students for success in college-level composition through an integrated approach to reading and writing that emphasizes academic vocabulary acquisition, language comprehension and fluency, and idea development **in writing**. Students must complete ESLN-021: Advanced Grammar prior to or concurrently with this course to exit the ESL. Classes are conducted in English only. Motion to accept proposal [**Motion: Peter Cho; Second: Debbie Skevington; Carried, Unanimously**].

- e) The agenda was reordered and items were combined for discussion. Original Placement Items IX.e. to IX.f.

Science & Mathematics/BIOL

New Course: BIOL-237: Forensic Skeletal Analysis (3-0-3 / 45). Creation of a new course, BIOL-237: Forensic Skeletal Analysis. Course description: "Overview of the principles and applications of the analysis and implications of skeletal remains in forensic science. Disciplines such as skeletal indexing, age estimation, sex estimation, ancestral background determination, stature estimation, analysis of trauma, and the differentiation of human compared to animal remains are covered." Note: this course will compliment BIOL-235: Forensic Biology and BIOL-236: Forensic Biology Laboratory, approved by Curriculum Committee, October, 2018.

Science & Mathematics/BIOL

New Course: BIOL-238: Forensic Skeletal Analysis Laboratory (0-3-1 / 45). Creation of a new course, BIOL-238: Forensic Skeletal Analysis Laboratory. Course description: "Laboratory component to accompany BIOL-237: Forensic Skeletal Analysis. Application of the analysis and implications of skeletal remains in forensic science." Note: this course will compliment BIOL-235: Forensic Biology and BIOL-236: Forensic Biology Laboratory, approved by Curriculum Committee, October, 2018. Motion to accept proposal [**Motion: Sara Strickland; Second: Cristina Alvarado-Suarez; Carried, Unanimously**].

- f) The agenda was reordered and items combined for discussion. Original Placement Items IX. q. to IX. h.

General Education/Natural Sciences/BIOL

Addition of a course to fulfil General Education/Natural Sciences Requirement: BIOL-237: Forensic Skeletal Analysis.

General Education/Natural Sciences/BIOL

Addition of a course to fulfil General Education/Natural Sciences Requirement: BIOL-238: Forensic Skeletal Analysis Laboratory.

Motion to accept proposals [**Motion: Lilian Gamble; Second: Sarah Strickland; Carried, Unanimously**].

- g) The agenda was reordered. Original Placement Items. IX.i.

Business & Technology/ADOT

Change of Course Description: ADOT-106: Word Processing. Change the description of ADOT-106: Word Processing to state: "Overview of the production of documents, tables, and graphics." Current description: "Uses the functions of a popular word processing program to create and edit documents. Documents produced include letters, reports, and memorandums. Includes the use of mail merge and graphics. Students must be able to type 25 words per minute."

Motion to accept proposal [**Motion: Peter Cho; Second: Angela Wilson; Carried, Unanimously**].

- h) *The agenda was reordered and items were combined for discussion. Original Placement Items IX.j to IX. k*
Business & Technology/ADOT
Change of Course Name/Title: ADOT-208: Presentations with PowerPoint. Change the name of ADOT-208: Presentations with PowerPoint *from* ADOT-208: Presentations with PowerPoint *to* ADOT-208: Presentation Software. The revised title better reflects the student learning outcomes of the course, and it does not reference vendor-specific software packages/programs.
Business & Technology/ADOT
Change of Course Description: ADOT-208: ADOT-208: Presentation Software. Change the description of ADOT-208: ADOT-208: Presentation Software to state: "Overview of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development." Current description: "A presentation graphics course using slide presentation." Motion to accept proposals [**Motion: Erin vonSteuben; Second: Caitlin Cooper; Carried, Unanimously**].
- i) *Agenda was reordered and items were combined for discussion. Original Placement Items IX. l to IX. m*
Business & Technology/ADOT
Change of Course Description: ADOT-264: Database Applications. Change the description of ADOT-264: Database Applications to state: "Database terminology and concepts. Students will create and maintain databases; generate forms, queries and reports. Structured query language (SQL) is introduced." Current description: "Techniques for creating and maintaining database management files using current database software."
Business & Technology/ADOT
Change of Course Prerequisite Requirement: ADOT-264: Database Applications. Delete prerequisite requirements from ADOT-264: Database Applications. Current prerequisites: "ADOT-105 or CMIN-201, or CMIN-204." Motion to accept proposals [**Motion: Cristina Alvarado-Suarez; Second: Peter Cho; Carried, Unanimously**].
- j) *The agenda was reordered and items were combined for discussion. Original Placement Items IX. n to IX. o.*
Business & Technology/ADOT
Change of Course Description: ADOT-265: Spreadsheet Applications. Change the description of ADOT-265: Spreadsheet Applications to state, "Spreadsheet terminology and concepts. Students will create formulas and functions; use formatting features; and, will generate charts, graphs, and reports." Current description: "Techniques for using current spreadsheet programs to include saving files, graphing, and printing the output."
Business & Technology/ADOT
Change of Course Prerequisite Requirement: ADOT-265: Spreadsheet

Applications. Delete the prerequisite requirements of ADOT-265: Spreadsheet Applications. Current prerequisites: "ADOT-105 or CMIN-201, or CMIN-204." Motion to accept proposals [**Motion: Peter Cho; Second: Cristiana Alvarado-Suarez; Carried, Unanimously**].

- k) The agenda was reordered. Original Placement Item IX.p.

Business & Technology/ADOT

Concept Proposal of a New Instructional Program: Career and Technical Certificate in Software Application Specialist. Creation of a new twelve-credit hour C.T.C. program for Software Application Specialist. The proposed program in Software Application Specialist provides students with a foundational understanding of productivity application concepts, independent of specific technical roles. The proposed program will offer graduates a foundational knowledge to build upon if they are interested in entering the field of business office systems and support. Motion to accept proposal [**Motion: Karen Muhsin; Second: Caitlin Cooper; Carried, Unanimously**].

- l) The agenda was reordered. Original Placement Item IX.q

Business & Technology/CMIN

Program Revision: Associate of Applied Science in Computer Information Technology, with a concentration in Information Security/Assurance. Revise the A.A.S. in Computer Information Technology, with a concentration in Information Security/Assurance: Required Courses in Concentration: DELETE: CNET-119: Network Multiunit Systems Lab. Adjust Suggested Sequence, specifically Third Semester to reference changes. Total concentration hours decrease *from 61 to 60*; Total Program Hours decrease *from 60-61 to 60*. Motion to accept proposal [**Motion: Peter Cho; Second: Cristina Alvarado-Suarez; Carried, Unanimously**].

- m) **Business & Technology/CIVT**

Change of Course Description: ~~CIVT-288: Construction Contracting and Laws. Change the description of CIVT-288: Construction Contracting and Laws to state: "Contract law and application to Engineering services agreement and construction contracts; specifications, agency, torts, professional liability, and alternate dispute resolution." Current description: "Study of the way a set of contracts and specifications are put together and how they act as a source of data on a construction job. Course will demonstrate how information is gathered from documents with speed and accuracy."~~ Motion to accept proposal [**Motion: Karen Munsin; Second: Peter Cho; Carried, Unanimously**]. Motion to remove from consideration by Curriculum Committee until a later day. Motion to accept proposal [**Motion: Karen Muhsin; Second: Peter Cho; Carried, Unanimously**].

- n) *The agenda was reordered. Original Placement Item IX.s.*

Business & Technology/CIVT

Program Revision: Associate of Applied Science in Civil and Construction Applied Engineering Technology. Revise the A.A.S. in Associate of Applied Science in Civil and Construction Applied Engineering Technology: Required Courses in Major: DELETE: CIVT-110: Construction Graphics and Blueprint Reading; ADD: CADD-110: Blueprint Reading. Adjust Suggested Sequences to reflect change, specifically First Semester of the Concentration in Construction Management and the First Semester of the Concentration in Civil Construction. Total Program Hours remain the same. Motion to accept proposal [**Motion: Cristina Alvarado-Suaraz; Second: Erin vonStueben; Carried, Unanimously**].

- o) **Academic Affairs/Curriculum & Program Development**

Student Learning Outcomes: Progress report on the publication of Student Learning Outcomes in the College Catalog. [**Report Only: No action required**].

X. Consent Agenda

- a) **Nursing/NURS**

Change of Program Description: Associate of Science in Nursing. Change the program description of the A.S. in Nursing to reference language required by the program accrediting agency: “The Associate degree nursing program at Delgado Community College, located in New Orleans, Louisiana is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, 404-975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate degree nursing program is continuing accreditation. View the public information disclosed by ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>”

- b) **Nursing/NURS**

Change of Program Description: Associate of Science in Nursing. Change the program description of the A.S. in Nursing to note new address of program accrediting agency: “3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326.”

- c) **Allied Health/DMSU**

Change of Program Description: Post-Associate Certificate in Diagnostic Medical Sonography. Change the Program Description of the P.A.C. in Diagnostic Medical Sonography to note new address of program accrediting agency: “Commission on Accreditation of Allied Health Programs, 9355 – 113th St. N., #7709, Seminole, FL 33775.”

- d) **Allied Health/EMTE**
Change of Program Description: Certificate of Technical Studies in Emergency Medical Technician-Paramedic. Change the Program Description of the C.T.S. in Emergency Medical Technician-Paramedic to note new address of program accrediting agency: "Commission on Accreditation of Allied Health Programs, 9355 – 113th St. N., #7709, Seminole, FL 33775."
- e) **Communication/ESLR**
Course Termination: ESLR-023: ESL Advanced Reading I. Terminate the course, ESLR-023: ESL Advanced Reading I.
- f) **Communication/ESLR**
Course Termination: ESLR-024: ESL Advanced Reading II. Terminate the course, ESLR-024: Advanced Reading II.
- g) **Communication/ESLR**
Course Termination: ESLR-027: Advanced Composition I. Terminate the course, ESLR-027: Advanced Composition I.
- h) **Communication/ESLR**
Course Termination: ESLR-028: ESL Advanced Composition II. Terminate the course, ESLR-028: Advanced Composition II.
- i) **Science & Mathematics/CHEM**
Change of Course Requisite Requirements: CHEM-141: Chemistry I (Science Majors). Prerequisites: Eligibility for MATH-130: College Algebra or higher or CHEM-101: Chemistry I (non-science majors) with a "C" or better; AND Eligibility for ENGL-101: English Composition I. Current Prerequisites: "High school chemistry or CHEM 101, "C" or higher in MATH 099 or MATH 130, and eligibility for ENGL 101; MATH 097 or SPSM 099." Delete Co-requisite requirement of CHEM-143: Chemistry I Lab (Science Majors).
- j) **Allied Health/EMTE**
Change of Program Description: Associate of Applied Science in Polysomnographic Technology. Change the Program Description of the A.A.S. in Polysomnographic Technology to include the program accreditation statement and address for the accrediting agency: "The Polysomnography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) by recommendation of the Committee on Accreditation for Polysomnographic Technology Education (CoA PSG). CAAHEP: 3955-113th St. N., #7709, Seminole, FL 33775, phone: 727-210-2350, fax: 727-210-2354, e-mail: mail@caahep.org. CoA PSG: 1711 Frank Ave, New Bern, NC 28560, phone: 252-626-3238, e-mail: office@coapsg.org."

- k) **Business & Technology/CIVT**
Change of Course Prerequisite Requirements: CIVT-115: Civil Drafting. Change the prerequisites of CIVT-115: Civil Drafting to state: "CADD-125: Introduction to Drafting and CADD-110: Blueprint Reading." Current prerequisites: CADD 125: Introduction to Drafting and CIVT 110: Construction Graphics and Blueprint Reading" and Trigonometry.
- l) **Business & Technology/CIVT**
Change of Course Prerequisite Requirements: CIVT-150: Materials of Construction. Change the prerequisites of CIVT-150: Materials of Construction to state: "CADD-110: Blueprint Reading." Current prerequisites: "CIVT-110: Construction Graphics and Blueprint Reading."
- m) **Business & Technology/CIVT**
Change of Course Prerequisite Requirements: CIVT-240: Construction Management. Change the prerequisites of CIVT-240: Construction Management to state: "CADD-110: Blueprint Reading and CIVT-150: Materials of Construction." Current prerequisites: "CIVT-110: Construction Graphics and Blueprint Reading and CIVT-150: Materials of Construction."
- n) **Business & Technology/CIVT**
Change of Course Prerequisite Requirements: CIVT-288: Construction Contracting Laws. Change the prerequisites of CIVT-288: Construction Contracting Laws to state: "CADD-110: Blueprint Reading and CIVT-100: Elementary Surveying." Current prerequisites: "CIVT-110: Construction Graphics and Blueprint Reading and CIVT-100: Elementary Surveying."
Motion to accept Consent Agenda [**Motion: Cristina Alvarado-Suarez; Second: Peter Cho; Carried, Unanimously**].

XI. Old Business

- a) **Business and Technology/ELET**
Suspension of Course Name/Title and Prerequisite Requirements: ELET-291: Microprocessors and Advanced Digital Systems. Suspend the name change of ELET-291: Microprocessors and Advanced Digital Systems *from* ELET-291: Microprocessors and Advanced Digital Systems *to* ELET-291: Microprocessors and Advanced Digital Systems Capstone. Suspend addition of ELET-101: Electrical Circuits I as a prerequisite requirement. Changes proposed and approved by the Curriculum Committee February 22, 2019. See Agenda item VII.k to item VII.u; note General Education/Humanities impact, Agenda item VII.l and VII.m. See Minutes of Meeting item VII.k to item VII.s. Note: request conditionally approved by Curriculum & Program Development and Vice Chancellor for Academic & Student Affairs, pending Committee

Review/Discussion. Motion to accept proposal [**Motion: Sarah Inman; Second: Jay Randolph; Carried, Unanimously**].

XII. Next Meeting May 7, 2021

XIII. Adjournment The meeting was adjourned at 3:53p.m., by unanimous agreement.