

Academic Affairs & Standards Committee
March 2, 2011 1-4 pm
TRF #735

Present : Norma Korschak, Kent Hanson, Mary Fontes, Rocky Ammerman, Andy Mueller, Kathy Huschle, Don Fischer, Sue Field, Donna Craigmile, Curtis Peters, Shannon Nelson, Rob Jung, Jack Haymond

Absent: Kate Schmalenberg

Approval of Minutes

The February minutes were approved as recorded.

Program Changes

Vote	Program	Discussion
Tabled	Fire Preparation – Certificate 16 cr EGF	Drop FIRE 1120 Firefighter Practical 1 cr Add FIRE 1100 Intro to Fire Service 1 cr
Tabled	Fire Protection Technician – Diploma 45 cr EGF	Suspend
Tabled	Fire Suppression Technician – Diploma 31 cr EGF	Suspend
Tabled	Fire Technology – AAS 60 cr EGF	Increase total program credits to: 62 cr Add FIRE 1100 Intro to Fire Service 1 cr Add FIRE 1104 Job Skills 1 cr Changes semester order on most courses
Tabled	Firefighter/Paramedic – AAS 72 cr EGF	Drop EMTP 1190 EMS Fire Clinical 1 cr Add FIRE 1100 Intro to Fire Service 1 cr Change semester order on most courses
Tabled	Medical Admin Secretary Tech – AAS 68 cr EGF, DE	Change name to: Medical Administrative Assistant Decrease total program credits to: 60 cr Drop prog prerequisite: ADMS 1100 Keyboarding I Drop Technical Electives 6 cr Drop MN Transfer Electives 9 cr Drop ADMS 2124 Adv Microcomputer Tech 3 cr Decrease ADMM 1150 Med Billing/Ins 1 cr Decrease ADMM 1152 (1160 CPT Coding) 1 cr Add ADMM 2280 Med Office Simulation 3 cr Add ADMS 1100 Keyboarding I 3 cr Add HLTH 2002 Pharmacology 2 cr Add PHIL 2210 Morals & Medicine 3 cr Increase ADMM 1134 Med Language 1 cr
Tabled	Medical Coding & Insurance – Certificate 24 cr EGF, DE	Change name to: Medical Coding Specialist Increase total program credits to: 25 cr Decrease ADMM 1150 Med Billing/Ins 1 cr Decrease ADMM 1152 (1160 CPT Coding) 1 cr Add HLTH 2002 Pharmacology 2 cr Increase ADMM 1134 Med Language 1 cr
Tabled	Medical Secretary Tech – Diploma 35 cr EGF, DE	Change name to: Medical Office Specialist Increase total program credits to: 42 cr Drop prog prerequisite: ADMS 1100 Keyboarding I Decrease ADMM 1150 Med Billing/Ins 1 cr Decrease ADMM 1152 (1160 CPT Coding) 1 cr Drop Technical Electives 3 cr Add ADMM 2280 Medical Office Simulation 3 cr Add ADMM 1164 ICD-9-CM Coding 3 cr Add ADMS 1100 Keyboarding I 3 cr Add HLTH 2002 Pharmacology 2 cr Increase ADMM 1134 Med Language 1 cr
Tabled	Medical Transcription – Certificate 28 cr EGF, DE	Change name to: Medical Transcriptionist/Editor Increase total program credits to: 32 cr Change degree to: Diploma Drop prog prerequisite: ADMS 1100 Keyboarding I Drop ADMS 1104 Skillbuilding 1 cr

		Add ADMS 1100 Keyboarding I 3 cr Add HLTH 2002 Pharmacology 2 cr Increase ADMM 1134 Med Language 1 cr Decrease ADMM 2230 Adv Med Transcrip 1 cr
Tabled	Rescue Technician – Certificate 17 cr EGF	Decrease total program credits to: 16 cr Change name to: Advanced Rescue Drop all program prerequisites: EMTB1100, FIRE1110,1120,1124 Drop: FIRE2262, 2264, 2266, 2268, 2270, 2272 = 14 cr Add EMTB 1100 Emergency Med Tech B 4 cr Add FIRE 2263 Adv Rescue VWI 3 cr Add FIRE 2265 Adv Rescue TS 3 cr Add FIRE 2267 Adv Rescue RC 3 cr
Tabled	Supervisory Leadership – Certificate 18 cr TRF	Drop Technical Electives 6 cr Add BUSN 2231 Leadership 3 cr Add SSCI 1101 Human Relations 3 cr Drop listed elective courses: BUSN2218, MKTG2220 Institutional learner outcomes needed for BUSN 2231 MKTG 2120, BUSN 2210, BUSN 2231 all very similar
Rescinding	Massage Therapist – Diploma 34 cr TRF ND version	Drop MKTG 2306 Small Bus Mgmt 3 cr Increase MSTH 1115 by 1 cr Add MSTH 1140 Massage Business 2 cr Add MSTH 1125 Massage Ethics 1 cr Add HPER 2211 Intermediate Kinesiology 2 cr
Approved	Administrative Assistant – AAS 65 cr EGF E030	Move ADMS 2212 Integrated Elec Office to 2 nd Fall Move G5: History/Social Elec to 2 nd Spring
Approved	Admin Support Software Specialist – AAS 64 cr EGF E032	Move ADMS 2212 Integrated Elec Office to 2 nd Fall Move SPCH 1103 Interpersonal Comm to 2 nd Spring
Approved	Business – AS 64 cr TRF IBUS MnSCU approved on 4-8-11	Add online delivery option
Approved	Customer Service – Certificate 16 cr EGF, TRF I185 MnSCU approved on 4-8-11	Add online delivery option
Approved	Entrepreneurship – Certificate 16 cr TRF T655 MnSCU approved on 4-8-11	Suspend the program
Approved	Massage Therapist – Diploma 31 cr TRF T650 MN version	Drop MKTG 2306 Small Bus Mgmt 3 cr Increase MSTH 1115 by 1 cr Add MSTH 1140 Massage Business 2 cr

Course Changes

Vote	Course	Discussion
Tabled	ADMM 1134 Medical Language Applic 2 cr 2/0/0	Increase to: 3 cr 3/0/0
Tabled	ADMM 1150 Medical Billing/Insurance 4 cr 3/1/0	Decrease to: 3 cr 2/1/0
Tabled	ADMM 1152 Outpatient Coding 4 cr 3/1/0	Change number: ADMM 1160 Change name to: CPT/HCPCS Coding Decrease to: 3 cr 2/1/0
Tabled	ADMM 2230 Adv Medical Transcription 4 cr 1/3/0	Decrease to: 3 cr 1/2/0
Tabled	ADMM 2252 Advanced Coding 3 cr 2/1/0	Change number to: ADMM 1164 Change name to: ICD-9-CM Coding
Tabled	ADMM 2280 Medical Office Simulation 3 cr 0/3/0	New course
Tabled	FIRE 1100 Intro to Fire Service 1 cr 1/0/0	New course – improve course description
Tabled	FIRE 2263 Advanced Rescue VWI 3 cr 1/2/0	New course combined FIRE 2262 & 2268 – end date Change to Adv. spell out Vehicle, Water, Ice
Tabled	FIRE 2265 Advanced Rescue TS 3 cr 1/2/0	New course combined FIRE 2264 & 2272 – end date Spell out name – combine learner outcomes
Tabled	FIRE 2267 Advanced Rescue RC 3 cr 1/2/0	New course combined FIRE 2266 & 2270 – end date Spell out name – combine learner outcomes

Approved	CDEV 1107 Intro to Early Educ	3 cr 3/0/0	Change to: 2/1/0 learner outcomes lab based
Approved	CDEV 2242 Infant/Toddler Program	3 cr 3/0/0	Change to: 2/1/0 learner outcomes lab based
Approved	CDEV 2243 Infant/Toddler Lab	1 cr 0/1/0	Inactivate 5/31/11
Approved	CDEV 2250 Sign Language	1 cr 0/1/0	Inactivate 5/31/11
Approved	ENGL 1111 Composition I	3 cr 3/0/0	Change prerequisite to: ENGL0090 or passing Accuplacer writing placement score AND READ0098 or passing Accuplacer reading placement score.
Approved	HPER 1115 Intro to Rock Climbing	1 cr 0/1/0	New course – what is proposed class cap, costs ??
Approved	HPER 2210 Intro to Kinesiology	2 cr 2/0/0	Update course learner outcomes
Approved	HPER 2211 Intermediate Kinesiology	2 cr 1/1/0	New course
Approved	MSTH 1115 Massage Pathology	2 cr 2/0/0	Increase to: 3 cr 3/0/0
Approved	MSTH 1122 Deep Tissue Massage	2 cr 1/1/0	Update course learner outcomes
Approved	MSTH 1125 Massage Ethics for ND	1 cr 1/0/0	New course
Approved	MSTH 1140 Massage Business	2 cr 2/0/0	New course - #3 demonstrate #5 implement opportunities for connecting with clients and colleagues Need learner outcome assessment
Approved	MSTH 1145 Certification Prep	2 cr 2/0/0	Update course learner outcomes
Approved	NURS 2110 Health Assess/Prof Skills	3 cr 2/1/0	Update learner outcomes

Program Web Pages

A few programs have been updated into the new design. Don continues to work with Chad and Jason on the new design.

2010-11 Meeting Schedule

Day	Date	Time	Location
Tuesday	April 5	9-12 pm	EGF
Wednesday	May 4	1-4 pm	TRF