

Academic Affairs & Standards Committee
April 5, 2011
EGF #115

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

Absent: Karleen Delorme, Kate Schmalenberg

Approval of Minutes

The March minutes were approved as recorded.

Program Changes

Vote	Program	Discussion
Tabled	Business – AS 64 cr TRF	Decrease total program credits to: 60 cr Drop MATH 2203 Statistics 4 cr
Pending Approval	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 Need COI support
Denied	Associate Accounting – AAS 72 cr EGF	Drop Technical Electives 1 cr Drop ACCT 2218 Fund/Non Profit Acct 3 cr Add ACCT 2220 Accounting Capstone 4 cr
Approved	Automotive Electronics and Drivability – Certificate 18 cr TRF T075 MnSCU approved 5-2-11	AUMO 2202 Body Electrical 3 cr AUMO 2204 Auto Computers 3 cr AUMO 1112 Ignition/Tune-up 3 cr AUMO 2207 Fuels/Injection/Emissions 5 cr AUMO 2210 Drivability 4 cr Approved at 2.0 GPA unless 2.5 GPA rationale provided
Approved	Automotive Engine Repair, Suspension, and Brakes – Certificate 17 cr TRF T080 MnSCU approved 5-2-11	AUMO 1110 Brakes 4 cr AUMO 1134 Wheel Alignment 3 cr AUMO 1108 Steering & Suspension 2 cr AUMO 2208 Engine Theory/Diagnostics 4 cr AUMO 2233 Engine Overhaul Lab 4 cr Approved at 2.0 GPA unless 2.5 GPA rationale provided
Approved	Fire Service Preparation – Certificate 16 cr EGF E282	Drop FIRE 1120 Firefighter Practical 1 cr Add FIRE 1100 Intro to Fire Service 1 cr
Approved	Fire Protection Technician – Diploma 45 cr EGF E647 MnSCU approved on 5-2-11	Suspend
Approved	Fire Suppression Technician – Diploma 31 cr EGF E644 MnSCU approved on 5-2-11	Suspend
Approved	Fire Technology – AAS 60 cr EGF E280 MnSCU approved on 5-2-11	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
Approved	Firefighter/Paramedic – AAS 72 cr EGF E436	Drop EMTP 1190 EMS Fire Clinical 1 cr Add FIRE 1100 Intro to Fire Service 1 cr Change semester order on most courses
Approved	Intensive Care Paramedic – AAS 60 cr EGF E437	New Program Learner Outcome
Approved	Medical Admin Secretary Tech – AAS 68 cr EGF, DE E390, I390 MnSCU approved on 5-2-11	Change name to: Medical Administrative Assistant Decrease total program credits to: 60 cr Drop prog prerequisite: ADMS 1100 Keyboarding I Drop Technical Electives 9 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 1140 Electronic Health Records 3 cr Add HLTH 2002 Pharmacology 2 cr Add PHIL 2210 Morals & Medicine 3 cr Increase ADMM 1134 Med Language 1 cr
Approved	Medical Secretary Tech – Diploma 35 cr EGF, DE E395, I395 MnSCU approved on 5-2-11	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 Drop CRLT 2103 Job Seeking/Keeping 1 cr Add ADMM 1164 ICD-9-CM Coding 3 cr Add ADMM 2280 Medical Office Simulation 3 cr Add ADMS 1100 Keyboarding I 3 cr Add HLTH 1140 Elec Hlth Records 3 cr Increase ADMM 1134 Med Language 1 cr
Approved	Medical Coding & Insurance – Certific 24 cr EGF, DE E402, I402 MnSCU approved on 5-2-11	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
Approved	Medical Transcription – Certificate 28 cr EGF, DE E411, I411 MnSCU approved on 5-2-11	Change name to: Medical Transcriptionist/Editor Increase total program credits to: 31 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 Increase ADMM 1134 Med Language 1 cr
Approved	Rescue Technician – Certificate 17 cr EGF E284 MnSCU approved on 5-2-11	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

Course Changes

Vote	Course	Discussion
Tabled	BUSN 1115 Personal Finance 3 cr 3/0/0	Change course prefix to ECON
Denied	ACCT 2220 Accounting Capstone 4 cr	New course
Approved	ADMM 1134 Medical Language Applic 2 cr 2/0/0	Increase to: 3 cr 3/0/0
Approved	ADMM 1150 Medical Billing/Insurance 4 cr 3/1/0	Decrease to: 3 cr 2/1/0
Approved	ADMM 1152 Outpatient Coding 4 cr 3/1/0	Change number: ADMM 1160 Change name to: CPT/HCPSC Coding Decrease to: 3 cr 2/1/0
Approved	ADMM 2230 Adv Medical Transcription 4 cr 1/3/0	Change course description,
Approved	ADMM 2252 Advanced Coding 3 cr 2/1/0	Change number to: ADMM 1164 Change name to: ICD-9-CM Coding
Approved	ADMM 2280 Medical Office Simulation 3 cr 0/3/0	New course
Approved	FIRE 1100 Intro to Fire Service 1 cr 1/0/0	New course
Approved	FIRE 2263 Adv Vehicle/H2O Rescue 3 cr 1/2/0	New course combined FIRE 2262 & 2268 – end date
Approved	FIRE 2265 Adv Trench/Struc Rescue 3 cr 1/2/0	New course combined FIRE 2264 & 2272 – end date

Approved	FIRE 2267 Adv Con Space/Rope Rescue	3 cr 1/2/0	New course combined FIRE 2266 & 2270 – end date
Approved	HLTH 1140 Electronic Health Records	3 cr 2/1/0	New Course

Policies

The committee completed a 1st Reading on the following policies: 3430 Grade Appeal, 3290 Distance Education Proctor Policy, 3290P Distance Education Proctor Procedure, 3240P Student Complaints and Grievances Procedure, Make-Up Policy. Mary Jo will send the Make Up Policy to the college community for review. Shannon will send 3430 and 3240P to Cabinet for final approval. Kent will take 3290 and 3290P back to the Distance Education Committee for clarification on proctors during extenuating circumstances. The committee will review 3290, 3290P, and Make Up Policy in May for a 2nd Reading.

2010-11 Meeting Schedule

Day	Date	Time	Location
Wednesday	May 4	1-4 pm	TRF