

Northland Community & Technical College Advisory Board Committee Meeting Agenda

October 27, 2015

Attendance

Lori Anderson
Xan Kofstad
Alison Duell
Ardyce Heffernan

Absent

Jan Anderson
Deb Kroll
Rachel Fredrickson

Minutes

1. Lori welcomed Xan, Alison, and Ardyce to the meeting and thanked them for attending.
2. Brian Huschle, Dean of Academics, attended the meeting to discuss the topic of "Bridging Courses" for medical transcriptionists who would like to transition into medical coding at Altru. Brian indicated there were several options. Those interested could 1) enroll in the Medical Coding Specialist AAS Degree; 2) complete only the coding and insurance courses, on their own, that are offered without receiving the degree; or 3) Altru could request a custom training program. Brian explained how the custom training process works. Ardyce and Alison provided names of contact people; those being Mark Waind, Lynne Bartuska, and Human Resources. Brian will be in touch with them to discuss their needs and provide custom training information.
3. The Program Learner Outcomes for the Medical Administrative Assistant Program, the Medical Office Specialist Program, the Medical Coding Specialist Program, and the Patient Access Specialist Program were reviewed and it was agreed that they remain as is.
4. Course substitutions were discussed. Lori explained that there has been an increase of students who were enrolled in other programs (specifically nursing) or are returning students who have completed programs which required courses similar to what is required in the medical office programs. Discussion took place of the following course substitutions and the committee granted approval.
 - a. PNSG1214 Nursing Pharmacology can be substituted for HLTH2002 Pharmacology.
 - b. SPCH1101 Intro to Public Speaking can be substituted for SPCH1103 Interpersonal Communications.
 - c. PSYCH2201 Developmental Psych or PSYCH 2215 can be substituted for PSYCH1105.
5. Other Business.
 - a. Spring Advisory Board Meeting is tentatively scheduled for March 22, 2016.
6. The meeting adjourned at 7:30 p.m.

Respectfully submitted,

Lori Anderson, Director
Medical Office Programs