

**NORTHLAND COMMUNITY & TECHNICAL COLLEGE**  
**Fall 2021 Advisory Board Meeting Minutes**  
**October 22, 2021**

**Members**

Alison Duell  
Deb Kroll  
Alexa Mitzel  
Justin Stromme  
Lori Anderson  
Jodi Stauss

**MINUTES:**

1. Email communication was sent to Advisory Board members to request approval for a curriculum change that will take effect for Fall Semester 2022. Northland Community and Technical College will be converting the 3-credit BIOL2252 Anatomy & Physiology I and BIOL2254 Anatomy & Physiology II to 4 credits. The BIOL2256 Advanced Physiology will be incorporated into the A&P I and II courses. This will allow for a better transition plan for students who wish to continue their education. The following were addressed:
  - a. The Medical Office Specialist Diploma, Medical Administrative Assistant AAS, and Medical Coding Specialist AAS degree all currently have A&P I and II within the curriculum.
  - b. With the Medical Office Specialist Diploma, the program would increase 2 more credits, for a total of 45 credits.
  - c. The Medical Administrative Assistant AAS and Medical Coding Specialist AAS are currently at 60 credits, which Northland would like to continue, rather than request a waiver to increase the program.
  - d. Recommendation to remove HLTH2202 Pharmacology (2 credits) to take the place of the additional credits of the A&P increase. Students will still receive pharmacology curriculum provided through the Medical Language Applications course.Advisory Board approved the recommendation.
2. Advisory Board members were provided updates regarding the Medical Office Programs. This academic year, the Medical Office Programs will be completing a 5-year Comprehensive Program Review. The purpose of the program review is to assure the academic programs continue to be consistent with the mission, vision, and strategic priorities of the college; to determine whether the resources allotted to the program are aligned with the needs of the program; and to identify changes that may be required to fully realize the future of the programs or the larger needs of the academic program for the college.
3. Due to changes over the past year with the pandemic, and competing demands/time constraints, Advisory Board members were asked if they would like to continue their work on the committee, or if they would like to withdraw from the committee. Lori expressed appreciation for serving as valuable members over the past few years, and some members offered suggestions for replacements. Those suggestions will be reviewed.

Respectfully Submitted,

*Lori Anderson, Director*  
*Medical Office Programs*