

Curriculum Committee Meeting - APPROVED

Sept. 13, 2019

Present: Kathy Herrington (chair), Brandy Killeen, Chana Baker, Debbie Cresap, Greg Winland, Henry Cercone, Jill Loveless, John Lantz, Joyce Britt, Lisa Soly, Misty Kahl, Pam Sharma, Scott Owen, Tracy Jenkins, Becky Yesenczki

Excused: Janet Fike (Student representative has not been identified.)

Presenters: NA

Topic	Discussion	Follow-up
Introductions/Purpose of Committee	Ms. Herrington explained the purpose of the committee and introduced the new members.	
Curriculog Training/Curriculum Proposal Process	<p>Ms. Yesenczki explained that moving forward all curriculum proposals will be handled through Curriculog. This signifies a major departure from the paper process that has been in use. All committee members still have the same responsibilities and will be using this software to approve proposals. Approvals will be completed electronically using a specific PIN assigned to each individual user.</p> <p>All present at the meeting had access to a laptop and Ms. Yesenczki conducted training for all members. The Curriculog system will serve as the college's record of curriculum changes.</p> <p>The committee requested that laptops be available at all future curriculum committee meetings. Ms. Yesenczki will reserve them.</p>	Committee members will need to contact Ms. Yesenczki to have a PIN setup in Curriculog
HIT/Medical Billing and Coding Changes – Debbie Cresap	<p>Ms. Cresap has several proposals already in the Curriculog system for the committee to review. These included changing the HIT curriculum, changing some of the HIT courses, and creating new courses with the prefix MBC for medical billing and coding. Changes are being made due to changes from AHIMA.</p> <p>The changes proposed facilitate the need to separate Medical Billing and Coding from Medical Assisting, Administrative Medical Assistant. The Medical Billing and Coding program will fall under the HIT program director. See Curriculog for detailed information.</p>	Committee members will review the proposals and make decision utilizing Curriculog.

	<p>Dr. Sharma stated that the committee needs to be cognizant of what impact these proposed changes will have on the institution and to be sure they are reviewed and discussed for any proposals moving forward. Dr. Loveless concurred and stated the committee needs to understand that when they approve proposals, they are agreeing to any financial impact or other impact the proposals may have on the institution.</p>	
CIT Changes – Heidi Ryan	<p>Ms. Ryan had some proposals in Curriculog but they had not been approved at the division chair level so the committee was not able to review them. Ms. Ryan will work with the division chair to get these approved for committee review. Due to the proposals not being ready for committee review, Ms. Ryan did not attend the meeting.</p>	<p>Ms. Ryan will work with Mr. Stoffel to get CIT proposals moved onto the curriculum committee.</p>
Other Business	<p>Ms. Herrington asked that the committee review the proposals and have a decision to her by Friday, Sept. 27. Ms. Herrington will send out an agenda with the CIT proposals once they have been approved by the division chair.</p>	
Meeting Adjourned	2:40 pm	

Respectfully submitted by: Becky Yesenczki