

# Summary of CPSC Actions

March 27, 2009

## Course Revision

### **Bracketing of MATT-220, MATT-120 and MATT-121**

MATT-220 Technical Mathematics III Bracketing Effective Fall 2009;  
MATT-120 Technical Mathematics I Bracketing Effective Winter 2010;  
MATT-121 Technical Mathematics II Bracketing Effective Winter 2010.

## **Action/Effective Date**

Approved

### **BAKE-109, BAKE-112, BAKE-206 course number changes**

BAKE-109 changes to BAKE-101, Introduction to Baking; CULA-112  
changes to BAKE-102 Bake Shop I; CULA-206 changes to BAKE-206 Bake

Approved  
Fall 2009

### **AHLT-113 Multicultural Health Care**

Remove the requirement statement from the course: "Prospective Nursing  
program students must be number 200 or less on the program Eligibility List."

Approved  
Spring 2009

### **COMN-114 Fundamentals of Network Cabling**

This course is being increased from 1 credit/contact hour to 2 credits/contact  
hours. A one credit course does not provide enough time to provide students  
with the hands-on network cabling and installation experience that the  
course was originally designed for. In addition, feedback from students  
indicate a support for a two credit course to expand the hands-on activities.

Approved  
Fall 2009

### **COMV-140 Digital Video Production**

Prerequisite change to: COMG-153 or PHOT-180.

Approved  
Fall 2009

### **DHYG-116 Head, Neck and Oral Anatomy Lab**

The prefix DHDA is to be changed to DHYG. This course is for dental  
hygiene students only. This course replaces DHDA-116 which is to be deleted.

Approved  
Summer 2009

### **DHYG-127 Legal and Ethical Aspects of Dentistry**

The prefix DHDA is to be changed to DHYG. This course is for dental  
hygiene students only. This course replaces DHDA-127 which is to be deleted.

Approved  
Summer 2009

## Minutes

### **Minutes of February 27, 2009**

The minutes of February 27, 2009 were approved as presented.

Approved

## New Certificate

### **Computer Applications Specialist Certificate**

This certificate prepares students to work in entry-level positions supporting  
and modifying business applications. Students in this certificate program can  
continue to earn a degree in Computer Occupations Technology.

Approved  
Summer 2009

### **Computer Repair Technician Certificate**

This certificate program prepares students for entry-level positions in  
computer repair. Students in this program can continue their studies in the  
Computer Networking Administration degree program.

Approved  
Summer 2009

### **Computer Security Certificate**

This certificate will prepare students to work entry-level positions within  
information technology security. This certificate maps to the National  
Training Standard for Information Systems Security Professionals, NSTISSI

Approved  
Summer 2009

No. 4011. Students in this certificate program can continue coursework to complete an associate degree in Computer Occupations Technology.

**Electronics and Electrical Technology Certificate**

This program prepares the students for a wide range of careers in control systems, industrial automation, robotics, electronics, electronic system development, embedded controls, medical equipment, avionics, aerospace and navigation equipment. Careers are also available in design, product development, automation, work cell development, maintenance, installation, testing, troubleshooting and even technical sales careers.

Approved  
Summer 2009

**Medical Data Security**

Medical data integrity blends technology, science and business In monitoring sensitive private and medically related information. Federal statues determine accessibility to health data acquired in clinical and research settings or as a result of medical treatment. Security specialists audit systems and processes which evaluate compliance to legal guidelines; and manage the legal health record; may recommend protocol for release of information, consent and authorization, financial and business-to-business disclosures, transmitting data, passwords and electronic signatures; and assists in setting policy that retains, archives and destroys paper or electronic records.

Forwarded to Curriculum  
Subcommittee

**Medical Records Registries Certificate**

The tumor registrar compiles biostatistics then reports incidences of cancer and survival rates to the CDC, epidemiologists and research entities. Oncology reporting sources medical records and documents, diagnostics, clinical screening and treatment protocols; follow up and patient interviews. Related databases track demographics, disease-specific biomarkers, contagious and transmitted diseases for federal, state and local agencies. Registrars abstract, collect and analyze clinical outcomes; manage data systems; and may monitor cancer prevention programs; and evaluate compliance to accreditation standards.

Approved  
Fall 2009

**New Course**

**ACCT-210 Accounting Reports**

This course focuses on preparing and delivering accounting information to managers and clients. The course will include report analysis to support a financial position as well as preparing financial reports using spreadsheets, databases and electronic presentation methods. Required reports include analyses of accounting topics, and client correspondence.

Forwarded to Curriculum  
Subcommittee

**BHSR-116 Clinical Terminology**

A reference system of clinical and disease terminology which facilitates interoperable exchange of electronic health records, data and treatment-related information. Physicians, dentists, nurses, and allied health professionals document procedures and diagnosis, pathology and etiology in this standardized medical vocabulary.

Approved  
Fall 2009

**BHSR-121 Ehealth Records**

An introduction to the transition from paper documentation to an electronic or digitally stored record of medical history and treatment. A study of process examines emerging technology, effectiveness, regulatory statutes, and the conceptual framework of distinctions between the medical record in digital or electronic form, a patient chart and the e-health record. Exercises measure proficiency and adherence to standards in maintaining documentation. Simulations survey clinical tools, charting instruments; create the patient chart and subsequent health record.

Forwarded to Curriculum Subcommittee

**BHSR-203 Health record abstracting**

An examination of source documents critical to tracking incidents of cancer for the tumor registry. Case studies practice selective extraction of oncology data and pertinent clinical information, and maintenance of related databases for designated diseases.

Approved  
Fall 2009

**BHSR-205 Medical Office Routines**

Course content integrates business procedures and daily tasks associated with a clinical setting or private practice. Topics introduce HIPPA policy, ethics, confidentiality and discretion and systems security. Simulations evaluate affect; organize records, file, transcribe and chart; route phone calls and greet patients; schedule and follow referrals; handle cash, bill and post charges.

Global Awareness was added as an Essential learning Outcome for this course

Approved  
Fall 2009

**BHSR-207 Oncology Informatics**

An analysis of cancer diagnosis and therapy by comprehensive review of medical records. Examination of source documents identifies cancer by type, site and extent; and tracks surgery, chemo-radio-immunotherapies, conventional and nonconventional modalities. Case studies reference coding standards, transfer data to epidemiological databases, and monitor for consistency and quality of biostatistical information.

Approved  
Fall 2009

**DHYG-113 Oral Radiology**

The study of oral radiology encompasses the principles of radiology in the study of teeth and their surrounding structures, as well as radiographic interpretation and patient treatment planning.

Approved  
Summer 2009

**DHYG-114 Oral Radiography Lab**

This hands-on radiography lab allows the dental hygiene student to become entry-level proficient in the application of the principles of dental radiography.

Approved  
Summer 2009

**MATH-128 Technical Mathematics**

This course is intended for students who need to fulfill their math requirements in the technical fields. Topics covered include solving linear and quadratic equations; ratio and proportion; problem solving and applications; graphing; measurement and geometry; and right angle trigonometry. This course replaces MATT-120 which is to be bracketed.

Approved  
Winter 2010

**MGMT-211 Oncology Coding**

Case studies code incidences of cancer, subsequent treatment modalities, surgeries, clinical diagnostics and procedures. Practice exercises review records and relevant documents, extract and collect oncology data for epidemiological databases.

Approved  
Fall 2009

**NRSG-105 Basic Health Assessment and Physical Examination**

This course will introduce the student to various health assessment techniques and skills used in routine client examinations. The focus will be to develop clinical decision making skills in regard to which assessment technique to use in a given situation. The student will be prepared to perform a complete head to toe assessment and document their findings appropriately.

Approved  
Fall 2009

**New Program**

**Business Health Informatics Associate Degree**

Health, medical, biomedical or nursing informatics taps skilled occupations in computer technology, information, records and database systems, creating a cross-disciplined profession. Health or medical informatics mine biostatistical, epidemiological and demographic information from medical records, interviews, diagnostic and therapeutic outcomes. Resulting data analysis builds networks, establishes uniformity of the electronic health record, promotes efficiency, and supports medical or health-related decisions in the field. Informatics provides a technical foundation for degree programs in the medical, life and physical science and health information management.

Forwarded to Curriculum  
Subcommittee

**Web Development Associate Degree**

This degree program prepares students to create, maintain, and manage web sites on the Internet. Students within this program gain the skills to design attractive web pages, interactive content, and e-commerce applications.

Approved  
Fall 2009

**Program Revision**

**Bracketing of the Geographic Information Systems Program, Paraprofessional in Education Program, and Paraprofessionals in Education Certificate.**

Approved  
Fall 2009

**Baking & Pastry Arts**

Program revision includes new Gen Ed requirements and three course number revisions (Course titles remain the same).

Forwarded to Curriculum  
Subcommittee

**Culinary Arts Associate Degree**

The addition of CULA-103 is to prepare this students for Ala Carte Dining prior to the student enrolling in the laboratory class. The addition of CULA-210 Food and Wine Pairing trains the student in selecting the proper wine with various food items.

Forwarded to Curriculum  
Subcommittee

**Business Health Services Management Associate Degree**

Gen Ed changes reflected in modification; MKT co-op as substitute removed.

Approved  
Fall 2009

**Business Office Management Associate Degree**

Microsoft Excel, Word and Access, and Windows moved to related courses of 3-6 hour selection.

Approved  
Fall 2009

**Computer Information Systems Associate Degree**

This program has removed the two track system and will cover just the applications developer portion.

Approved  
Summer 2009

**Computer Network Administration Associate Degree**

These changes reflect new general education outcomes along with a course revision of COMN-114.

Approved  
Summer 2009

**Computer Network Engineering Associate Degree**

These changes reflect new general education outcomes along with a course revision of COMN-114.

Approved  
Fall 2009

**Communication Technology Associate Degree**

Adding the COMN-140 and COMV-140L courses can be taken as an alternative to the COMT-220 course in the program core course requirements. Students would be able to choose between the all software applications course (COMT-220) in video/audio editing or the more hands-on video production/editing course (COMV-140, COMV-140L). PHOT-182 is being bracketed by the Photography discipline. PHOT-185 has been renumbered to PHOT-190 and PHOT-192 is being added to replace PHOT-182 course for the ComTech Program.

Approved  
Fall 2009

**Computer Occupations Technology Associate Degree**

The COT program is being revised to include course options for students. This will help direct them in their studies for their desired position within information technology.

Approved  
Fall 2009

**Dental Assisting Associate Degree**

Two courses have been deleted, AHLT-150 and HREL-151; they have been replaced with three courses, BIOL-150, COMM-131, MATH-105 or MATH-110, which will help students meet essential learning outcomes, as well as new graduation requirements.

Approved  
Fall 2009

**Dental Hygiene Associate Degree**

The prefix DHDA is no longer used for the Dental Hygiene courses. DHYG 116 and DHYG 127 are a change in prefix only. DHDA 114 has been divided in two course for dental hygiene students (only). One is lecture, DHYG-113 and the other is the lab DHYG-114. The total credit and contact hours for the program remain the same. Eligibility requirements have been changed.

Approved  
Summer 2009

**Dental Hygiene Program**

The dental hygiene program is seeking consistency among the health science programs within the Division. In addition, the Board of Dentistry revised the application for licensure procedure to include a criminal background check in 2008.

Approved  
Spring 2009

**Early Childhood Education-Special Needs**

These revisions move the program to one focused and based on the NAEYC Standards for Associate Degree programs and NAEYC Accreditation criteria. The program revisions assure that all ECE-Special Needs degree seeking students will meet professional standards and have increased transfer opportunities with 4 year colleges and universities.

Approved  
Summer 2009

**Foodservice Management Associate Degree**

The proposed revisions include Introduction to Ala Carte Dining, a lecture demonstration and hands-on class to introduce Ala Carte Dining, a laboratory class that serves food in Applewood Café. CULA-105 is a lecture demonstration course preparing the student for the laboratory class of professional cookery.

Forwarded to Curriculum  
Subcommittee

**Memorandum from Dolores Sharpe regarding Foundations in Art Education and Foundations in Art and Design**

Received for Information

Effective immediately, these guides will be removed from the program sections of the MCC website and will not be published in the MCC Catalog. Steps are being taken to move these guides to the home page of the Fine Arts Division, which is a more appropriate location.

**Graduate Paramedics**

This is not an occupational specialty program. Updated for new Gen Ed Rqmts

Approved  
Summer 2009**Histologic Technician**

This is not an occupational specialty program. Updated for new Gen Ed Rqmts

Approved  
Summer 2009**International Program - Bracketing**

Bracket the International Program.

Approved  
Summer 2009**Nanny Alternative Training Name Change**

Change name to Family child Care Professional.

Approved  
Summer 2009**Radiology Technology**

Adding COMG-153 to program. This is not an occupational specialty program. The major portion of this program is offered off site.

Approved  
Summer 2009**Report****March 2009 Report from the Academic Affairs Subcommittee**

Postponed

Adoption of the Academic Affairs Proposal for the policy for Short Semester Registration was postponed until the April CPSC meeting.

**March 2009 Report from the ACS**

Received for Information

SUMMARY OF TOPIC(S) REVIEWED:

1. Laptop/Desktop: For the time being desktop will be the primary choice when desktop replacements come. With accidental damage and theft being the two primary concerns. An idea was suggested that laptops be placed at extension sites for check out when part/full time faculty are location. It will be researched.
2. Student submissions to the ACS Agenda: Students will work with faculty/staff members of ACS to submit agenda items on their behalf. This will be taken up again if this does not meet the students needs.
3. Move to Blackboard 9: This was topic was voted on and was approved and will be carried onto CPSC for their approval. Blackboard 7.3 will be available for use over the spring/summer semester, and will stop holding live classes at the end of summer. A Blackboard version 9 server will be available for building of classes early in spring semester (Month of May), faculty will be able to use this system to prepare for fall 09 use.
4. Extend Building hours: There was a request to extend the building hours for the VADC, fine arts would like to extend their open lab hours in the evening by 2 hours.

**March 2009 Report from the Academic Honesty Committee**

Postponed

Approval of the Academic Honesty Policy was postponed until the April CPSC meeting in order for the CPSC members to study the policy and provide feedback to the Academic Honesty Subcommittee chair.

**March 2009 Report from the Policy Subcommittee CPSC Policies.**  
 The CPSC Policies document is a Working Document, to be adopted as the Standing Rules for CPSC. Changes to this policy should be brought forward to CPSC for approval.

Approved

**March 2009 Report from the DLAS - Did Not Meet**

No Report

**Revised Certificate**

**Computer Programming Certificate**

Removing ENGL-101 as a requirement from the Computer Programming Certificate. This will allow returning professionals who may already have degrees or are looking to increase their skill sets more options in program

Approved  
 Fall 2009

**Communication Technology Certificate**

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 Fall 2009

**Dental Assisting Certificate**

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Approved  
 Fall 2009

**Criminal Justice Certificate**

Added additional Occupational Specialty courses and additional Related Required courses.

Approved  
 Summer 2009

**Medical Practice Management Certificate**

Adding AHLT-120, AHLT-135, BHSR-205, HEAL-125, deleting BHSR-200, BUSN-206 and OISY-136.

Approved  
 Fall 2009

**Seminar - 1st offering**

**AUBY-215 Body Restoration and Customizing**

This course is designed to give the student knowledge and skills required to restore or customize vehicle bodies. Students will learn body panel fabrication techniques, equipment use and safety practices. Students will learn enhanced metal-finishing techniques. Aluminum, carbon fiber, fiberglass, lead and alumina-lead body fillers will be taught. Students will learn tungsten inert gas welding (TIG) for automotive applications. Project research, planning and cost analysis will be emphasized. Primarily a laboratory class.

Received for Information  
 Winter 2010

**AUBY-216 Custom and Restoration Painting**

This course is designed to give the student knowledge and skills required to refinish antique and custom vehicles. Students will learn vintage paints and procedures to paint antique vehicles. Students will learn custom paint systems including kameleon, candy apple, pearls, xirallie, flakes, marbalizer and brilliantz. Powder coating procedures are taught. Students will learn graphic design, flames and stencils. Airbrush spraying is taught in this course.

Received for Information  
 Fall 2009

Laboratory safety practices are emphasized. Primarily a laboratory class.

**AUTO-162 Hybrid Vehicle Fundamentals**

A lecture lab class that will explore the principles of a Hybrid vehicle. Topics included are: how to safely deal with high voltage batteries, how hybrids work, different hybrid systems, DC to DC converters, Inverters, regenerative braking and special tools needed to work on hybrid vehicles.

Received for Information  
Fall 2009