

SANTA MONICA COLLEGE

CURRICULUM COMMITTEE MEETING

MINUTES OF NOVEMBER 02, 2005

The Santa Monica College Curriculum Committee was called to order by David Zehr at 3:12 p.m.

Members Present:	David Zehr, Chair Georgia Bauman, Vice Chair Brenda Benson Suzanne Borghei Alan Buckley	Ann Carroll John Gonzalez Nancy Grass Hemmert Helen LeDonne Walter Meyer	Estela Narrie Judith Remmes Avraham Sinai Mary Stephanou Esau Tovar Carol Womack
Members Absent:	Ken Geddes Sharon Jaffee	Erica LeBlanc Wendy Parise	Juan Quevedo Jeff Shimizu
Others Present:	Anna Collier Ida Danzey	Blaine Eastcott Gina Jerry	Pat Mantabe Elaine Roque Odamaris Valdivia

Approval of Minutes: The minutes of October 19, 2005 were unanimously approved.

- Chair's Report:**
- David Zehr announced that Music 84C passed the Academic Senate on November 1, 2005.
 - Estela Narrie distributed a list of the UCTCA courses approved as UC transferable (ASL 1, ENGL 41, KIN PE 19E, KIN PE 59A, KIN PE 59B, KIN PE 59C); TH ART 46 was not approved because the text is over five years old—however, it is a reference book which is the most current text available—course will be reconsidered by UCOP or be resubmitted with a new text; CS 11 and CS 12 were removed effective Fall 2006. Estela will submit new applicable courses passed at the next Curriculum meeting. Reminder: Course outlines and texts need to be regularly updated to be eligible for articulation.
 - David Zehr announced that the suggested changes to courses passed at the October 19th meeting had been received.
 - David Zehr announced that we have two remaining meetings for the Fall term (November 16 and December 7). November 30th at 3:00 pm in the Loft, there will be a meeting to discuss the Distance Education process through Curriculum (revision of the forms, the submission process, and compliance with Title 5).
 - David Zehr introduced Mary Lynne Stephanou who is replacing Peter Morse for the remainder of the semester.

Information Items: **OIS 01: Keyboarding** – This represents a minor course revision.

**New Courses—
Credit:**

KIN PE 16B: Intermediate Rock Climbing—presented by Anna Collier. This course is designed to further introduce the student to the sport of rock climbing through three different variations of the sport. Students will learn and practice Bouldering, Top Rope, and Lead Climbing at an indoor rock climbing facility.

Note: Nancy Grass Hemmert moved to approve all new courses presented with the agreed corrections. The motion passed unanimously.

Suzanne Borghei moved to approve KIN PE 16B with the following changes:

- On the Course Approval and Data Sheet:
 - #4 Prerequisites – Remove “None” and add “KIN PE 16A.” Note: KIN PE 16 will be renamed “KIN PE 16A” to be effective Fall 2006. The department will submit the appropriate paperwork.
- On the Course Outline:
 - Prerequisite: Change to “KIN PE 16A.”
 - Required Texts and References: Include author and date of text (to be submitted by the department).
 - Course Objectives: – #B: Delete the word “*Recognize*” and begin with “Name and differentiate. . .” #H: Delete the word “*Recognize*” and replace with “Explain.”
 - Student Learning Outcome(s) – #1: Change to read: “Students will demonstrate proficient Bouldering and Lead Climbing technique.” #3: Change to read: “Synthesize skills in the three areas of climbing (Top Roping, Bouldering, and Lead Climbing) to demonstrate intermediate understanding of climbing and how it relates to overall fitness and body movement.”

The motion passed unanimously.

Note: Georgia Bauman moved to approve the MEDTCH courses as a group. The motion passed unanimously.

MEDTCH 16: Medical Terms and Transcription 1—presented by Pat Mantabe and Gina Jerry. This is a beginning course in operating transcribing machines to produce medical documents. Students learn to transcribe, proofread, and edit a variety of medical documents, including chart notes, history and physical reports, consultations, office procedures notes, and x-ray reports. Emphasis is on vocabulary development related to major body systems, formatting, and language skills.

Pat Mantabe gave an overview of the courses CSIS is proposing along with the California occupational employment projections in this field. CSIS is preparing to submit to Curriculum two new 15 unit certificates: (1) Medical Transcription and (2) Medical Billing/Coding.

Georgia Bauman moved to approve MEDTCH 16 with the following change:

- On the Course Outline:
 - Student Learning Outcome(s) – #1: Change to read: “Students will prepare medical documents related to major body systems from recorded dictation, using word processing software and the appropriate medical vocabulary.”

The motion passed unanimously.

(New Courses—Credit,
cont.)

MEDTCH 17: Medical Terms and Transcription 2—presented by Pat Mantabe and Gina Jerry. This is an advanced course in medical terms and transcription. Organized by medical specialty, reports and records transcribed include history and physical examination, operative, pathology, radiology, discharge summary, consultation, and progress notes. Emphasis is on refining transcription skills and developing a more extensive medical vocabulary. The use of medical references is also discussed.

Georgia Bauman moved to approve MEDTCH 17 with the following changes:

➤ On the Course Outline:

- Student Learning Outcome(s) – #1: Change to read: “Students will prepare medical documents related to medical specialties from recorded dictation using word processing software and extensive medical vocabulary.” #2: Change to read: “Students will evaluate medical documents for accuracy in transcription, formatting, and language skills at an advanced level.”

The motion passed unanimously.

Approval of the Prerequisite for MEDTCH 17: MEDTCH 16: Medical Terms and Transcription 1. Estela Narrie moved to approve the prerequisite. The motion passed unanimously.

OIS 18: Skill Building on the Keyboard—presented by Pat Mantabe and Gina Jerry. Emphasis is on developing speed and accuracy and improving keyboarding techniques.

Suzanne Borghei moved to approve OIS 18 with the following changes:

➤ On the Course Approval and Data Sheet:

- #4 Prerequisites – Remove “None” and add “OIS 1C or 35 WAM.”
- Printed Catalog and Class Schedule Description – The department will submit an expanded description. This change will be made on the Course Outline.

➤ On the Course Outline:

- Student Learning Outcome(s) – #3: Change to read: “Students will keyboard with a maximum of 5 errors on a 5-minute timed writing.”
- Distance Education Course Content – Delete “7% Alphabet Practice” (listed twice).
- Methods of Evaluation – Sentence will now read: “Evaluation is based on the difference between the highest progress check timing and the course entry timing.”

The motion passed unanimously.

Approval of the Prerequisite for OIS 18: OIS 1C or 35 WAM. Carol Womack moved to approve the prerequisite. The motion passed unanimously.

Note: Estela Narrie will look into CSU transferability and report back to the Committee.

(New Courses—Credit,
cont.)

MEDTCH 19: Medical Vocabulary—presented by Pat Mantabe and Gina Jerry. This course is designed to develop medical vocabulary skills. Topics include major body systems, oncology, diagnostic imaging, psychiatry, dentistry, pharmacology, alternative medicine, and prefixes and suffixes. HIPPA (Health Insurance Portability and Accountability Act) guidelines and Internet research tools are also discussed.

Georgia Bauman moved to approve MEDTCH 19 with the following changes:

- On the Course Outline:
 - Student Learning Outcome(s) – #1: Change to read: “Students will apply appropriate knowledge of medical terms in the preparation of medical documents.” #2: Change to read: “Students will use the appropriate medical vocabulary in researching on the Internet in the preparation of medical documents.”
 - Methods of Presentation – Remove “Quizzes and Exams.”
- The motion passed unanimously.

MEDTCH 20: MediSoft—presented by Pat Mantabe and Gina Jerry. This course teaches students to use MediSoft, a popular medical billing accounting software program. Students learn to enter patient and case information, schedule appointments, process transactions, and produce reports and patient statements.

Georgia Bauman moved to approve MEDTCH 20 with the following changes:

- On the Course Outline:
 - Student Learning Outcome(s) – #1: Change to read: “Students will create accurate patient reports and statements using MediSoft software.” #2: Change to read: “Students will correctly inventory patient information using MediSoft software.”
 - Methods of Presentation – Remove “Quizzes and Exams.”
 - Methods of Evaluation – “Assignments 20%,” change to “Assignments 25%.”
- The motion passed unanimously.

MEDTCH 21: Medical Coding/Billing—presented by Pat Mantabe and Gina Jerry. This course introduces students to basic coding for diagnoses of diseases, medical procedures, and services. It also covers claims processing and billing/coding/reimbursement procedures required by health care payers.

Georgia Bauman moved to approve MEDTCH 21 with the following changes:

- On the Course Outline:
 - Student Learning Outcome(s) – #1: Change to read: “Students will identify and apply proper codes for diagnoses of diseases, medical procedures, and services.” #2: Change to read: “Students will prepare accurate patient health claims in accordance with standards required by health care payers.”
 - Methods of Presentation – Remove “Quizzes and Exams.”
- The motion passed unanimously.

**New Courses—Non
Credit:**

Nursing 900—presented by Ida Danzey. The purpose of this course is to provide additional assistance to nursing students, enrolled in Santa Monica College Nursing Program, in order to facilitate understanding the core concepts taught in the courses in the nursing curriculum. The course will assist the students in assessing their comprehension of the content taught in the nursing courses(s) and facilitate the transfer of nursing concepts. A stimulating learning environment will be created for active communication and interaction among students and instructor. The learning environment will provide an opportunity for students to verbalize their thinking, understanding of underlying pathophysiology and its relevance to the therapeutic regime and therapeutic nursing interventions.

Esau Tovar moved to approve Nursing 900 with the following changes and a response on how this course will be staffed:

➤ On the Course Outline:

- Course Description – The second sentence was changed as listed above.
- Student Learning Outcome(s) – #2: Change to read: “Perform a self-evaluation of knowledge acquisition and ability to apply concepts learned using the selected tool.”

The motion passed unanimously

Distance Education:

1. OIS 01: Keyboarding 1
2. MEDTCH 16: Medical Terms and Transcription 1
3. MEDTCH 17: Medical Terms and Transcription 2
4. OIS 18: Skill Building on the Keyboard
5. MEDTCH 19: Medical Vocabulary
6. MEDTCH 20: MediSoft
7. MEDTCH 21: Medical Coding/Billing

Estela Narrie moved to approve the above Distance Education courses with the same changes made to the land courses. The motion passed unanimously.

Reinstated Courses:

KIN PE 05A: Beginning Badminton

KIN PE 05B: Intermediate Badminton

KIN PE 05C: Advanced Badminton—These courses were presented by Anna Collier and Elaine Roque.

Judith Remmes moved to approve KIN PE 05A/B/C with the following changes:

➤ On the Course Outline:

- CSU GE Area: Add “E – pending”

The motion passed unanimously.

New Business:

Esau Tovar distributed a handout on “SMC Mathematics and English Graduation Proficiency Examination.” The Committee will have a discussion on this issue at a future meeting.

Adjournment:

The meeting was adjourned at 5:12 p.m.

Next Meeting:

The next meeting of the Curriculum Committee will be Wednesday, November 16, 2005, at 3:00 p.m. in DH-300E, The Loft.

Respectfully submitted,
Georgia Bauman
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