

Curriculum Committee

2023-2024 Catalog

Minutes

October 14, 2022

8:00-12:00 ITC 153

Agenda Items

Procedures

Members: Candi Miller-Morris, Eric Mann, Nick Macaluso, Christina Weir, Cassandra Solis, Dusty Baker, Edna Yokum, Griselda Aubert

Missing Member: Caleb Cain: ‘

Guests: Mavis Williams, Vanessa Stroman, Jennifer Cain, Angie Bersane, Destinee Salayandia

I. Call to Order for Open Session

- a. The meeting was called to order at 8:10am.

II. Changes to agenda

- a. There were no changes to the agenda.

III. Group One Curriculum Forms

a. EMS

- i. Sociology is a prerequisite. Intro to EMS (Emergency Medical Services) 114 (reactivating an old class number) suits the career choice better than Sociology. EMS 114 will be included as a hanging credit to count for the EMT Basic program only. EMS 114 will be a corequisite to EMS 111, 11LR, 115LR, 203 and required for all students pursuing EMT Basic.

b. OTA

- i. Any English (choose from 1110, 1120, 2210) gen ed
- ii. Any Gen Ed Math (Math 1350 is recommended)
- iii. Changes have been made in the submitted catalog pages by the chair and approved by the program director
- iv. Would like to put forward new requirements from accrediting body (increase hours for OT 140 -Functional Movement); will be discussed in closed session.
 - Recommendation by committee: submit application for the 11/4/22 meeting but it will not be voted on until the next session.

c. Nursing

- i. Made change to catalog pages to match the formatting created for OTA
 - a. “Any General Education MATH (MATH 1350 is required for ENMU - Eastern New Mexico University- Portales)”

d. Respiratory Therapy

- i. RCP 103 application was not originally submitted for consideration. The chair of the committee reached out to the program director about this, and the program director submitted the missing forms the morning of the meeting. These forms were added to the Microsoft Teams and will be reviewed by the committee before the 11/4/22 meeting.
- ii. The purpose of all submitted adjustments is in response to the low boards passage rates. The content in RCP 105 and 110 covers most of the content that the

students are struggling to master. The program director corresponded with their accrediting body and received these recommendations. Credits going up are the same as credits going down to equalize student time in the classrooms during semesters.

- iii. Some classes are weighted heavy, i.e., 5 hours. 209 lab- mandatory study time, to make up difference in hours – 8 hour and 4-hour tests.
 - iv. RCP 209 is taken in third semester. IMPORTANT NOTE: 2023-2024 catalog will list 6 credits, but the change in Banner will be for 2024-2025 academic year. This is to allow currently enrolled students to take the course at the 8 credit hours per the recommendation of Angie Bersane and Griselda Aubert.
- e. Medical Assisting
- i. Name change from Medical Scribe Skills (listed online) to Electronic Health Records Skills. The name in the catalog is “Electronic Medical Records” as listed in the current catalog. No credit hours will be changed. The application materials are inconsistent. The program director will update all forms to reflect the correct titles. The committee had concerns about the Medical Scribe COE (Certificate of Employment) but will make those changes/updates for the 2024-2025 catalog. Updated forms will be sent to the Secretary (Ms. Andrea Warton).
- f. Auto
- i. The course, AT 250: Dealership Practices, was previously on the job training done on campus. Krumland Auto already does this during the internship/.co-op. The request is to remove this course to minimize duplication of curriculum and to add AT 102: Introduction to Auto Technology to replace AT 250 as a broad coverage to understand the auto program is needed.
 - ii. Deactivate AT250 and add new class AT 102. The program is moving towards ASE certification.
 - iii. Will need to get fees approved by the Fee Committee. VP of Business was notified.
 - iv. AT 102 application did not have workload included. The Program director and chair worked to update the form. The workload was updated on the submitted form to 4.25 ([2 credits lecture x 1 workload] + [1 credit lab x 2.25 workload]= 4.25).
- g. Welding
- i. Math change to match the “Any General Education MATH (Recommended MATH 1170). No issues with the application.

IV. Adjournment of Open Meeting

- i. Candi Miller-Morris made the motion
- ii. Cassandra Solis 2nd the motion
- iii. Vote: unanimous.

10 Minute Break

I. Call to order

- a. Closed Session was called to order at 10:16am

II. Changes to agenda

- a. Change all of d. (Respiratory Therapy) and e. (Medical Assisting) on the agenda to information items. A motion by Christina Weir was made to accept the change and seconded by Candi Miller-Morris. The motion carried unanimously. The changes were made to the agenda.

III. Approval of the minutes

- a. Minutes, September 27, 2022. A motion to accept the minutes was made by Nick Macaluso and seconded by Eric Mann. The motion carried unanimously.
- b. Minutes, October 14, 2022 (Open Session). A motion to accept the minutes was made by Candi Miller-Morris and seconded by Cassandra Solis. the motion carried unanimously.
- c. Nick Macaluso moved to change item F #2 to deactivate AT250, add new class AT102. Add more detail to Auto IV workload calculation
- d. A motion was made by Dusty Baker to accept the minutes as amended, seconded by Candi-Miller Morris, and carried unanimously.

IV. Group One Curriculum Forms

- a. EMS
 - i. EMS 114 New Course Application. Candi Miller-Morris motioned to accept the application and seconded by Dusty Baker. The motion carried unanimously.
 - ii. COE Program Changed. Nick Macaluso made a motion to accept the change and seconded by Candi Miller-Morris. The motion carried unanimously.
- b. OTA
 - i. OTA Program Changes for English and Math – Candi Miller-Morris made a motion to accept the changes and was seconded by Eric Mann. The motion carried unanimously.
- c. Nursing
 - i. NURS Program Changes. Cassandra solis made motion to accept the changes and was seconded by Dusty Baker. The motion carried unanimously.
- d. Respiratory Therapy
 - i. RCP 103 submitted this morning, catalog pages for program and course descriptions are not updated. Credit hours reduced from 5 to 4. Identify places that need to be updated (typos).
 - ii. RCP 105 Modified Course. The form is correct.
 - iii. RCP 108 Modified Course. Add the original date of submission as well as the updated date on submission forms. The rest of the form is correct.
 - iv. RCP 110 Modified Course. The form is correct.
 - v. RCP 201 Modified Course. The form is correct
 - vi. RCP 204 Modified Course. The rationale does not include credit increase on page 3.
 - vii. RCP 209LR Modified Course. The “R” in 209LR needs to be removed from the catalog. RCP 209L and not RCP 209LR. Clinical Procedures 4 is entitled Advanced Procedures Clinical in the catalog and in Banner. Course title needs to match catalog on page 284. Outside accreditation, change YEs to Yes.

- viii. RCP Program Changes. RCP 103 Catalog page needs to be corrected. RCP 103 program catalog pages need credit reduction updated.
 - i. A list will be made of changes to be made. Will ask to resubmit for November 4th session.
- e. Medical Assisting
 - i. MDST 123 Course Modification. Cassandra Solis will resubmit Electronic Health Records Skills and use track changes.
- f. Auto
 - i. AT 102 New course Application. A motion to accept the changes was made by Christina Weir and seconded by Candi Miller-Morris. The motion carried unanimously.
 - ii. AT 250 Course Deactivation. A motion to accept was made by Nick Macaluso and seconded by Candi Miller-Morris. The motion carried unanimously.
 - iii. AAS Program Changes. Adding AT 102, removing AT 250, and updating the General Education MATH requirement to “any general education MATH- MATH 1170 recommended”. A motion to accept the changes was made by Candi Miller-Morris and seconded by Eric Mann. The motion carried unanimously.
 - iv. COE Program Changes. Adding AT 102. Eric Mann made a motion to accept the changes and Cassandra Solis seconded. The motion carried unanimously.
- g. Welding
 - i. WELD Program Changes. Updating General Education MATH requirement Candi Miller-Morris made a motion to accept the changes and was seconded by Nick Macaluso. The motion carried unanimously.

VI. Group Two, Meeting One Planning

- a. Program submissions for October 28th are in TEAMS. Please review prior to the meeting.

VII. Other Business (as needed).

- a. The committee will offer to write a letter to the accreditation board for OTA stating the changes for the program have been accepted. An amendment can be made if the board does not accept the letter.
- b. Respiratory Therapy, Occupational Therapy Assistant, and Medical Assisting should resubmit any changes/corrections by 10:00am on November 1st for the November 4th meeting.

VIII. Adjournment of Closed Session.....Action

- a. The chair asked for a motion to adjourn the closed session, Candice Miller-Morris made a motion and was seconded by Eric Mann. The motion carried unanimously. The meeting adjourned at 11:45am.