

CURRICULUM & INSTRUCTION COMMITTEE  
MINUTES  
WEDNESDAY, SEPTEMBER 16, 2009

MEMBERS PRESENT

G. Sligh - Chair  
G. Roger -Vice-Chair  
K. Cornell  
M. Elias  
B. Holloway substituting for B. Hendrick  
L. Hurley  
J. Hayes substituting for J. Stimpson  
J. Lezotte

ADMINISTRATIVE STAFF REPRESENTATIVES PRESENT

MJ. Rager  
J. Scott  
S. Pennington  
A. Zito

RESOURCE MEMBERS PRESENT

B. Downey  
B. Whiteley

RESOURCE MEMBERS ABSENT

J. Cason  
K. Colborne

GUESTS

B. Ziesemer

RECORDING SECRETARY

G. Filippello

1. CALL TO ORDER

1.1 The meeting was called to order at 2:00 pm. by Dr. Sligh.

The minutes from the May 20, 2009 were approved and accepted.

Dr. Sligh referred to the Curriculum & Instruction handbook and thanked Gloria for her work in completing major revisions and making the forms electronic and easier typing ability. He advised the committee that Gloria has been working for him since the summer and will be moving to his office area on Friday of this week.

Dr. Sligh suggested that since this is a new committee everyone be given the opportunity to introduce themselves and the process was completed. It was noted that Judy Hayes will substitute for Judy Stimpson for the fall semester and Bonnie Holloway is filling in for Beth Hendrick for this meeting only as Ms. Hendrick is arranging her schedule to attend future meetings.

### TRAINING

Dr. Sligh gave an introduction of the C&I handbook and said he would be referring to some pages for special attention. He continued how important this committee is and since he has been working on SACS documentation this past year and getting ready to write compliance reports he said the overwhelming majority having to do with curriculum states that faculty must be guiding the work of curriculum. He advised when the committee is presented with information at the meeting it is important to look at it carefully, ask questions and if something is not clear to you, most likely it will not be clear to the students or someone else who is trying to interrupt the information. Dr. Sligh said he will refer to those pages in the handbook that he feels are most important as we need to show, as a committee that we know what is going on and as things come before us, we are prepared. He referred to page 6 and said under **Scope and Purpose** the foundation work of this committee is mentioned regarding development and improvement and explained some of the areas involved. He referred to the last important sentence which states “the committee also suggests needed areas of new programs” and said as a committee we can be proactive and are part of a larger process and explained how our approved proposals go to the cabinet for review, to the Board of Directors for their review/approval and after are entered into the SCNS database for their approval. He continued to refer to other pages and briefly explained their purpose and particularly pointed out the Administrative Procedures that deals with our committee work.

Dr. Sligh addressed the forms and in particular the second page of the credit course addition and said it is important that the department chair signature indicates that notice of this recommendation has been sent to all faculty in that discipline and this, again, pertains to SACS and everything has to be reviewed by as many faculty as possible.

Dr. Sligh distributed a brief description of the SACS requirements and suggested a sub-committee be formed to adopt language that helps to describe how we decide what level we assign courses when we prepare proposals that come before this committee. He touched on level of courses and said since we do not have anything in writing we need to add some

language regarding this in our handbook. G. Rogers, J. Lezotte and A. Zito volunteered to serve on the sub-committee and MJ. Rager was asked to serve as advisor to the committee.

Dr. Sligh advised it is his intention to have faculty/advisors serve on the committee two or three years to keep the conversation fresh and new ideas continually coming in. Dr. Sligh also noted that a quorum is one person over one-half of our membership so it is important that all attend.

2. OLD BUSINESS

None

3. NEW BUSINESS

B. Ziesemer gave a brief background for this modification and said there is a minor change in the course description to more accurately reflect recent course improvements. She mentioned there is a minimum of 24 hours of on-site, hospital coding that is required and has been added to the description.

3.1 CC No. 1 Credit Course Modification  
HIM 2810 Professional Practice Experience II

Motion: Holloway/Pennington  
Action: Approved

B. Ziesemer explained the change to Capstone would require a program exit exam. She said it was designed to assist students in preparing to take the National Certification Exam for Registered Health Information Technician and each student will design a plan of study.

3.2 CC No. 2 Credit Course Modification  
HIM 2930 Health Information Technician Review

Motion: Rogers/Cornell  
Action: Approved.

The decision was made to work on the language for transferability and bring this program back to the committee for approval.

3.3 CC No. 3 Credit Program Addition  
Health Information Management

Motion: Holloway/Zito

Action: Table for further discussion

4. OTHER

Dr. Sligh referred to the Agenda Information Items as follows:

- GRA 2202C will be changed to GRA 2206C and CIS 2325 will be changed to CTS 2214 initiated by SCNS effective 8/1/10.
- AMH 2010, AMH 2020, AMH 2035, EUH 1000, and EUH 1001- Change prerequisite to read “C” or higher in ENC 1101 to match prerequisite in 20090/2110 catalog effective 9/1/09.

ADJOURNMENT

A motion was made by Rogers/Pennington to adjourn the meeting that ended at 3:00 pm.

Respectfully submitted,

Gloria Filippello