

Academic Affairs & Standards Committee
December 2, 2014 9-12 pm
EGF 149, TRF 601

Present: Kathy Huschle, Mary Fontes, Andy Mueller, Rocky Ammerman, Carey Castle, Brian Huschle, Jack Haymond, Karl Ohrn, Jodi Stassen, Kari Koenig, Brian Suckow, Erin Almlie,
Absent: Curtis Zoller, Don Fischer, Kate Schmalenberg,

Approval of Minutes

The November minutes were approved as recorded.

Program Changes

Vote	Programs	Discussion
Tabled	Precision Agriculture Equipment Technician AAS 64 cr	New program
Approved	Computer Aided Design Certificate 16 cr EGF MnSCU Approved on 04-27-2015 E040	New program – effective Fall 2015 ARCH 1121 CAD I 5 cr ENGR 1100 Intro Civil ENGR 3 cr ENGR 1130 CAD II 4 cr ENGR 1140 CAD III 4 cr
Approved	Medical Administrative Assistant AAS 60 cr Distance Ed I390	Effective Fall 2015 Drop ADMM 1134 Med Lang Applic 3 cr Drop BIOL 1004 Intro Anatomy & Phys 3 cr Drop CRLT 2103 Job Seeking/Keeping 1 cr Drop PSYC 1105 Intro to Psychology 3 cr Drop SOCI 1101 Intro Sociology 3 cr Drop SPCH 1101 Intro Public Speaking 3 cr Add ADMM 1110 Intro Hlth Info Mgmt 3 cr Add ADMM 1135 Med Lang Applic 4 cr Add BIOL 2252 Anatomy & Phys I 3 cr Add BIOL 2254 Anatomy & Phys II 3 cr Add SPCH 1103 Interpersonal Communic 3 cr
Approved	Medical Coding Specialist Cert 25 cr Distance Educ MnSCU Approved on 01-29-2015 Was I402 Now I403	Increase total program to AAS 60 cr – Fall 2015 Drop BIOL 1004 Intro Anatomy & Phys 3 cr Drop ADMM 1134 Med Lang Applic 3 cr Add ADMM 1135 Med Lang Applic 4 cr Add ADMM 1110 Intro Hlth Info Mgmt 3 cr Add ADMM 2240 Medical Coding Ethics 3 cr Add ADMM 2250 Hospital Billing 3 cr Add ADMM 2260 Intermediate CPT/HCPCS 3 cr Add ADMM 2265 Intermedicate ICD Coding 3 cr Add ADMM 2285 Coding Certific Review 3 cr Add BIOL 2252 Anatomy & Phys I 3 cr Add BIOL 2254 Anatomy & Phys II 3 cr Add ENGL 1111 Composition I 3 cr Add HLTH 1108 Cultural Diversity 1 cr Add HLTH 1140 Electronic Hlth Records 3 cr Add PSYC 1105 Intro to Psychology 3 cr Add SPCH 1103 Interpersonal Communic 3 cr
Approved	Medical Office Specialist Diploma 42 cr Distance Educ MnSCU Approved on 01-29-2015 I395	Increase total program to 49 cr – effective Fall 2015 Drop BIOL 1004 Intro Anatomy & Phys 3 cr Drop ADMM 1134 Medical Lang Applic 3 cr Add BIOL 2252 Anatomy & Phys I 3 cr Add BIOL 2254 Anatomy & Phys II 3 cr Add ADMM 1110 Intro Hlth Info Mgmt 3 cr Add ADMM 1135 Med Lang Applic 4 cr
Approved	Medical Transcriptionist/Editor Diploma 31 cr Dist Ed MnSCU Approved on 02-02-2015 I412	Close program – effective 12-31-2014
Approved	Nursing Assistant	Updated program learner outcomes
Approved	Patient Access Specialist Certificate 30 cr Distance Educ MnSCU Approved on 02-02-2015 I420	New program – effective Fall 2015 ADMS 1100 Keyboarding 3 cr ADMM 1110 Intro Hlth Info Mgmt 3 cr ADMM 1120 Medical Office Procedures 3 cr HLTH 1106 Medical Terminology 2 cr HLTH 1140 Electronic Hlth Records 3 cr ADMM 1135 Medical Language Applic 4 cr ADMM 1150 Medical Billing & Insurance 3 cr BIOL 1004 Intro Anatomy & Phys 3 cr CPTR 1104 Intro to Computers 3 cr MKTG 1108 Customer Relations Mgmt 3 cr

Approved	sUAS Field Service Technician Certificate 30 cr TRF MnSCU Approved on 12-23-2015 T720	New program – effective Fall 2015 AVIA 1105 Basic Electricity 5 cr CPTR 1136 Networking I 4 cr UAST 2110 Foundations of UAS 3 cr UAST 2180 Ground School 3 cr AVET 2131 Avionics I 5 cr ENGL 2207 Technical Writing 3 cr UAST 2190 sUAS Lab 3 cr UAST 2200 On the Job Training 1 cr Technical Elective 3 cr
----------	---	--

Course Changes

Vote	Course	Discussion
Tabled	ACCT 2240	ILO's updated – needs more learner outcomes
Tabled	AUBO 1111, 1112, 2207, 2212	ILO's updated – variable credits
Tabled	AVIA 1101, 1104, 1120, 1125, 2201, 2203, 2207, 2225	ILO's updated
Tabled	PHLB 1104, 1105, 1106	Update learner outcomes & learner outcome assessmnt
Tabled	SSCI 1101 Human Relations 3 cr 3/0/0	ILO's updated – resubmit in correct format
Approved	ADMM 1110 Intro to Hlth Information Mgmt 3 cr 2/1/0	New course
Approved	ADMM 1134 Medical Language Applic 3 cr 3/0/0	Increase to 4 cr 4/0/0 --- ADMM 1135
Approved	ADMM 2240 Medical Coding Ethics 3 cr 3/0/0	New course Prerequisite: ADMM1150
Approved	ADMM 2250 Inpatient Billing 3 cr 3/0/0	New course
Approved	ADMM 2260 Intermed CPT/HCPCS Coding 3 cr 2/1/0	New course
Approved	ADMM 2265 Intermediate ICD Coding 3 cr 2/1/0	New course
Approved	ADMM 2285 Certification Review 3 cr 2/1/0	New course
Approved	AGRI 1001 Intro to Agriculture 3 cr 3/0/0	New course
Approved	ARCH 1121 CAD I 5 cr 4/1/0	Update course description, and learner outcomes
Approved	ENGR 1100 Intro Civil Engineering 3 cr 2/1/0	New course
Approved	ENGR 1130 CAD II 4 cr 2/2/0	New course
Approved	ENGR 1140 CAD III 4 cr 2/2/0	New course
Approved	FIRE 1156, 2252	Inactivate courses
Approved	HLTH 1101, 1106, 2002	Update learner outcomes
Approved	HLTH 1104, 1130	Inactivate courses
Approved	RADT 1105 Radiologic Tech Re-evaluation	Update learner outcomes
Approved	SPTC 1111 Special Topics 3 cr 3/0/0	New course

Program Specific Requirements (Standing Agenda Item)

None

Transition Plans for

Medical Administrative Assistant – AAS, Medical Office Specialist – Diploma, Medical Coding Specialist -- Certificate

Students currently enrolled in the program will finish out the program plan they started with. Students who begin in the Fall 2015 will begin the new curriculum plan. Regarding ADMM 1160 and ADMM 1165, these courses will transition from the 2nd spring semester to the 2nd fall semester. The new program plans start Fall 2015. These courses will be offered spring 2016 to complete current students. In Fall 2016, the courses will be offered on the new program plan.

Transition Plan for Medical Transcriptionist/Editor -- Diploma

For the last few students who remain in this program, which is about 0-5, we will teach out the final course required, Advanced Medical Transcription. This will be done through independent study or tutorial. The other courses for the programs are courses available for the other medical office programs, and therefore, will be available for students during its indicated semester sequence.

2014-15 Meeting Schedule

Day	Date	Time	Location
Tuesday	Jan 20	1-4 pm	149 / 601
Wednesday	Feb 4	1-4 pm	149 / 601
Tuesday	March 3	9-12 pm	149 / 601
Wednesday	April 8	9-12 pm	149 / 601
Tuesday	May 5	1-4 pm	EGF 290