Quinsigamond Community College

Minutes of the Learning Council

April 9, 2013


Ex Officio: Pat Toney

Members Absent: Carol Murphy, Jim Rice,

Guests: George Fitch, Maryann Kania, Jean McLean, Bob Desilets, Cheryl Foster, Pat Schmohl, Dan de la Torre

1. Review of Procedure for Course/Program Approval (attached)

At the request of the Faculty Senate, the Learning Council has been asked to review its Procedure for Course/Program Approval as defined in the 2011-2012 Guide to Governance (and for many years previous) for the Academic Affairs Committee.

After discussion by Council members, an original motion was made as follows:

Motion
- To review the Procedure for Course/Program Approval and refer the task to a subcommittee containing an odd number of Learning Council members where at least one member is a faculty member and at least one member is an administrator, appointed by the committee, to report back at the next Learning Council meeting.

Members agreed that a subcommittee would be formed to review the procedure and make recommendations as appropriate.

The following voting members of the Learning Council were nominated and approved for participation on this subcommittee:
- Ken Wong, Chair
- Linda Grochowalski
- Eric Mania
- Renee Gould
- Jane June/Kathy Rentsch (1 vote)
• Jane Shea
• Mary Newman
• Sheri Boisseau
• Tara Fitzgerald-Jenkins
2. **Curriculum:**

**Business & Technology Division**

**Course Revision Proposal: BSS 112 Medical/Dental Billing and Insurance**

**Motion**
- To remove prerequisite of ENG 091.
- To add prerequisite of ALH 102 Medical Terminology.
- Information only, not for Council vote: To change semester offered from F to F/S

Motion was seconded.

**Discussion:**
- There was a question raised regarding the placement of the “Elective” in Semester 3 along with BSS 112.

**Vote:** To approve the proposal as submitted, effective FA 2014; Yes: 27; No: 1.

**Degree Program or Certificate Revision Proposal:**

**Business Administration/Career – Medical Office Certificate**

**Motion**
- To remove ALH 151 Medical Office Administration
- To add BSS 104 Business Office Procedures to semester 2
- To remove ALH 107 Medical Coding and Billing
- To add CIS 111 Introduction to Microcomputer Applications to semester 1
- To move ALH 106 Medical Law and Ethics from semester 2 to semester
  - Information only, not for Council vote: Change semester offered from S to F/S
- To move BSS 112 Medical/Dental Billing and Insurance from semester 1 to semester
  - Information only, not for Council vote: Change semester offered from F/S to S

Motion was seconded.

**Discussion:** None

**Vote:** Unanimous to approve as presented, effective Fall 2014.
Course Revision Proposal: MGT 222 International Business & Management

Motion: To add prerequisite of MGT 101 Introduction to Business to MGT 222 International Business and Management.

Motion was seconded.

Discussion: None

Vote: Unanimous to approve as presented, effective Fall 2014.

Course Revision Proposal: CIS 135 Internet Server Technologies

Motion: To remove the CIS 121 prerequisite from CIS 135

Motion was seconded.

Discussion: None

Vote: Unanimous to approve as presented, effective Fall 2014.
Healthcare Division

Degree Program or Certificate Revision Proposal: Emergency Medical Technician

Motions
- Remove ALH 101 and replace with ORT 110.
  - Students are to take ORT 110 with a Healthcare focus.
- Replace ENG 100 with ENG 100 or PSY 101.

Motions were seconded.

Vote: Unanimous to approve as presented, effective Fall 2013.

Degree Program or Certificate Revision Proposal: Nursing Assistant

Motions
- Remove ALH 101 and replace with ORT 110.
  - Students are to take ORT 110 with a Healthcare focus.
- Replace ENG 100 with ENG 100 or PSY 101.

Motions were seconded.

Vote: Unanimous to approve as presented, effective Fall 2013.

Degree Program or Certificate Revision Proposal: Pharmacy Technician

Motions
- Remove ALH 101 and replace with ORT 110.
  - Students are to take ORT 110 with a Healthcare focus.
- Replace ENG 100 with ENG 100 or PSY 101.

Motions were seconded.

Vote: Unanimous to approve as presented, effective Fall 2013.

Degree Program or Certificate Revision Proposal: Phlebotomy/EKG Technician

Motions
- Remove ALH 101 and replace with ORT 110.
  - Students are to take ORT 110 with a Healthcare focus.
- Replace ENG 100 with ENG 100 or PSY 101.

Motions were seconded.
Vote: Unanimous to approve as presented, effective Fall 2013.

Course Revision Proposal: ALH 131 Certified Nurses Aide

Motion
• Title and course description updated.
  o Update is needed to reflect current Nursing Assistant education and training.

Motion was seconded.

Vote: Unanimous to approve as presented, effective Fall 2013.

New Course Proposal: ALH 132 Advanced Nursing Assistant

Motion
• To approve new course.
  o This course will provide advanced education for students who have completed ALH 131 – Introductory Nursing Assistant or have current C.N.A. certification. The course will assist students to develop professional skills and behaviors to enhance career success. This course will also provide in-depth education related to the care of people with dementia

Motion was seconded.

Discussion
• Registrars’ Office cannot enforce pre-requisite that reads as follows:
  o Certificate of Completion from a state-approved nursing assistant training program or current C.N.A. certificate

Vote: Unanimous to approve as presented, effective Fall 2013.

Course Revision Proposal: ALH 137 Pharmacy Technician

Motion
• To update course description to reflect current Pharmacy Technician education and training.

Motion was seconded.

Discussion
• There was discussion regarding the mathematics prerequisite.

Vote: To approve the proposal as submitted, effective FA 2014; Yes: 16; No: 11.

New Course Proposal:
ALH 138 Pharmacy Technician Clinical Co-Operative Externship

Motion
• To approve new course.
  o This course will give Pharmacy Technician students the practical experience necessary to enter the workforce.

Motion was seconded.

Vote: Unanimous to approve as presented, effective Fall 2013.
3. Description of Learning Council

Motion: To accept the description of Learning Council as per the attached (distributed previous to the meeting).

Motion was seconded.

Discussion
- The following revisions were suggested: Change Academic Units to Academic Areas

Vote: Unanimous to approve with suggested revision.

4. Membership of Learning Council

Motion: To include the following positions as part of Learning Council membership, effective in Academic Year 2013-2014:

- Coordinator of Transfer/Articulation
- Associate Director of Admissions
- Director of Financial Aid
- Director of Career & Academic Planning

Motion was seconded.

Vote: Unanimous to approve, effective Fall 2013.
- Coordinator of Transfer/Articulation, Yes: 19; No: 8
- Associate Director of Admissions, Yes: 20; No: 7
- Director of Financial Aid, Yes: 19; No: 8
- Director of Career & Academic Planning, Yes: 17; No:10

Meeting adjourned at 3:10 pm.