

Quinsigamond Community College

Minutes of the Learning Council

April 9, 2013

Members Present: Jane June, Sheri Boisseau, Deborah Coleman, Linda LeFave, Brenda Marshall, Meg Yoder, Kathy Rentsch, Dadbeh Bigonahy, Mary Newman, Jim Brown, Philomena D'Alessandro, Leslie Bolinger Horton, Eric Mania, Ken Wong, Maureen Woolhouse, Nancy Schoenfeld, Renee Gould, Dilip Patel, Anita Soracco, Jane Shea, Lisa Palmer, Arpi Payaslian, Steve Rayshick, John Stazinski, Kathy Manning, Andrea MacRitchie, Colleen Doherty, Tara Fitzgerald Jenkins, Linda Grochowalski, Susan Mellace, Meghan Martin

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

Approved

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.

Approved

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.**
 - **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.
 - 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:
 - 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.**
 - **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.

Approved

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.