

QCC Governance Meeting
Committee: Learning Council
Regular Monthly Meeting Minutes
May 13, 2014 at 2:00pm in Monk's Room

Members Present:

Pat Toney, Jane June, Sheri Boisseau, Deb Coleman, Linda LeFave, Brenda Marshall, Meg Yoder, Dadbeh Bigonahy, Carol Murphy, Mary Newman, Jim Brown, Eric Mania, Byron Thomas, Ken Wong, Leslie Bolinger Horton, Jessica Crowley, Philomena D'Alessandro, Dilip Patel, Maureen Woolhouse, Renee Gould, Lisa Palmer, Steve Rayshick, John Stazinski, Andrea MacRitchie, Tara Fitzgerald-Jenkins, Daniel de la Torre, Karen Grant, Linda Grochowalski, Susan Mellace, Judy Colson

Members Absent: Anita Soracco, Arpi Payaslian, Kathy Rentsch, Dagne Yesihak, Meghan Martin, Kathie Manning, Colleen Doherty, Michelle Tufau Afriyie, Mary Bailey, Clarence Ates

Guest Attendees: Maryann Kania, Charu Trivedi, Nancy Schoenfeld, Jane Shea

Guest Speakers: None

The regular monthly meeting of the Learning Council was called to order by the chair, Philomena D'Alessandro, at 2:00pm on Tuesday, May 13, 2014, in the Monk's Room. Leslie Bolinger Horton, note-taker, was present.

The following curriculum was brought forward for approval:

- School of Business, Engineering & Technology - Kathy Rentsch
 - **Motion: Steve Rayshick**
 - **Motion carried**
 - **Course Revision - APA 286 Interactive Media Processes Portfolio**
Change the prerequisite from APA 275, APA 282 to APA 275
 - **Motion: Jane June**
 - **Motion carried**
 - **New Course - CIS 212 - Electronic Health Records (EHR)**
Approve new course CIS 212

- **Motion: Steve Rayshick**
 - **Motion carried**
- **Certificate Revision – Business Administration Career – Medical Office Certificate**
 - Remove **BSS 212** Medical Machine Transcription from Semester 2
 - Add **CIS 212** - Electronic Health Records (EHR) to Semester 2
 - Add Note: ****BSS 212** will be accepted in place of CIS 212 until Spring 2017
- *Point of Information*- Tara Fitzgerald-Jenkins: Changes to the curriculum should be made prior to March registration for degree audit and financial aid purposes.
- School of Healthcare - Dr. Jane June
 - **Motion: Jane June**
 - **Motion carried**
 - **Course Revision - ALH 134 Phlebotomy/EKG technician**
 - Add Prerequisite: A grade of “C” or higher in ENG 091 and passing the ENG 096 departmental writing final examination essay or appropriate placement score.
 - Effective Fall 2014
- Report from Sub-committee on Course/Program Revision and New Course/Program Proposal Process
 - Ken Wong reported
 - The subcommittee invited the President of the Faculty Senate to one of their meetings to discuss/review/provide more information on the proposal.
 - Before acting on proposal the subcommittee wanted to wait a full academic year of the reorganized schools to meet.
 - Kathy Rentsch sent a survey to other Academic Deans of other Community Colleges to see what the process was for the revision/proposal process.
 - Further discussion for Fall
- Handout: 2014-2016 Learning Council Membership and 2014-2016 Tentative Meeting Schedule
 - Reminder - Philomena: November 2014 meeting is cancelled due to Veteran’s Day
- Announcements: none

Philomena declared the meeting adjourned at 2:20pm.

s/ Leslie Bolinger Horton

Note-taker

Date Approved: 5/15/14