**Washtenaw Community College**

**Joint Curriculum and Assessment Committee Minutes**

**Tuesday, June 4, 2019; 11:00 am – 12:30 pm; BE 274**

Curriculum Members: Lisa Veasey (Chair), Jennifer Baker, Marvin Boluyt (absent), Joy Garrett, Kim Jones, Rob Lowing (absent), Kiela Samuels

Assessment Members: Shawn Deron (Chair), Jim Egan, Joy Garrett, Patricia Hill, Brandon Tucker (absent), Jason Withrow, Tom Zimmerman

Guests: Sera Bird

## Minutes from the 4/25/19 meeting were approved.

## Review agenda – Move CTPHAR PD and associated course inactivations up to the beginning of the meeting

## Announcements

## Discussion

1. Full Review – Both
	1. CTPHAR Pharmacy Technology (PD) – recommended approval
	2. CTAC Apprenticeship Completion (PAP) – recommended approval with changes
2. Limited Review - Both
	1. ABR 114 Applied Auto Body Welding (CC) – recommended approval with changes
	2. ABR 201 Lightweighting Composite Repair (CC) – recommended approval
	3. ENV 101 Environmental Science I (3YR) – recommended approval with changes
	4. MBC 205 Introductory ICD Coding (3YR) – recommend approval with proviso\*
	5. MBC 223 Medical Office Procedures (3YR) - recommend approval with proviso\*
	6. NUR 138 Nursing Concepts III (CC) – recommended approval
	7. PHO 211 Large Format Photography I (3YR) – recommended approval with changes
	8. PTA 280 Clinical Concepts (3YR) – recommended approval
	9. CPCTO Computed Tomography (CT) Advanced Certificate Program (PAP) – recommended approval with changes
3. Informational Only - Curriculum
4. PHT 100 Introduction to Pharmacy and Health Care Systems (CI) – no concerns
5. PHT 101 Pharmacology for Pharmacy Technicians (CI) – no concerns
6. PHT 103 Pharmaceutical Calculations (CI) – no concerns
7. PHT 145 Prescription Processing and Compounding (CI) – no concerns
8. PHT 174 Co-op Education I (CI) – no concerns
9. PHT 189 Study Problems (CI) – no concerns
10. PHT 198 Pharmacy Experience (CI) – no concerns
11. PHT 274 PHT Co-op Education II (CI) – no concerns
12. Full Review – Assessment
	1. BMG 275 Business and Supply Chain Analytics (CAR) – well done
	2. HVA 105 Residential and Light Commercial Heating Systems (CAR) – nice job, please move suggested changes to Action Plan
	3. MBC 185 Medical Computer Skills and Electronic Health Records (CAR) – good work is being done\*
	4. MBC 205 Introductory ICD Coding (CAR) – good job\*
	5. MBC 210 Intermediate/Advanced ICD Coding (CAR) - \*
	6. MBC 215 Introductory Procedural Coding (CAR) – great reflection\*
	7. MBC 220 Intermediate/Advanced Procedural Coding (CAR) – well done, succinct and to the point\*
	8. MBC 223 Medical Office Procedures (CAR) – well done, please move suggested changes to Action Plan \*
	9. MBC 250 Medical Coding Practicum (CAR) - nice job, please move suggested changes to Action Plan \*

\*MBC syllabi recommended approval with the following proviso and assessment reports informed “The Curriculum and Assessment committees appreciate the department’s commitment to assessing and updating all MBC courses prior to the hire of a new faculty member in this area; however, when changes are identified in the assessment report, we would like to see those changes incorporated into the corresponding course. We understand that this ideal is difficult to achieve at this time. To encourage a timely update to courses based on assessment, we have approved courses with minimal changes with the recommendation that each course be assessed and updated no later than Winter 2021.”

**Adjournment**