AGENDA

1. **CALL TO ORDER**

Chairperson McColl called the meeting to order at 2:02 PM.

2. **ROLL CALL**

3. **APPROVAL OF MINUTES**

The committee voted 9 to 0, with 0 abstentions to **APPROVE** the minutes from the February 4, 2022 Curriculum Review Committee Meeting.

4. **NON ACTION/ANNOUNCEMENTS**

5. **ACTION/VOTING ITEMS**

<mark>NON ACTION/ANNOUNCEMENTS</mark>

DEPARTMENT ANNOUNCEMENTS:
The Business and Professional Studies Department is announcing:
1. The *deletion* of the following courses:
    a. ADAS 2510 - Microsoft Office Applications II
    b. ADAS 2520 – Office Transcription II
    c. ADAS 2610 – Microsoft Office Applications III
    d. MEDL 2360 – Medical Document Processing
    e. MEDL 2380 – Medical Office Transcription I
    f. MEDL 2480 – Medical Office Transcription II
    g. OFTD 1105 – Essential Note Taking Skills
    h. OFTD 1130 – Editing Skills for Office Communications I
    i. OFTD 1170 – Office Transcription I
    j. OFTD 1180 – Speech Recognition Software Applications I
    k. OFTD 1190 – Speech Recognition Software Applications II
    l. OFTD 1220 – Microsoft Office Applications I
    m. OFTD 1280 – Editing Skills for Office Communications II
    n. OFTD 1370 – Business File Management
    o. OFTD 1380 – Customer Service Essentials

DEPARTMENT GENERAL EDUCATION PROGRAM REQUIREMENTS ANNOUNCEMENTS:
The Allied Health Department is announcing:
1. The *replacement* of **COMM 1100** (Public Speaking) with **COMM 1010** (Communication Fundamentals) for the following programs:
    a. DMSD (Diagnostic Medical Sonography)
    b. HSTO (Histotechnician)
2. The *removal* of **MATH 1025** (Introduction to College Math) for the following program:
    a. RESP (Respiratory Therapy)

3. The *removal* of **MATH 1200** (College Algebra) for the following programs:
    a. DMSD (Diagnostic Medical Sonography)
    b. HSTO (Histotechnician)
    c. CLAB (Medical Laboratory Technology)
    d. RESP (Respiratory Therapy)
    e. XRAY (Radiography)
4. The *addition* of **ENGL 1010A** as an acceptable ENGL requirement for the following programs:
    a. DMSD (Diagnostic Medical Sonography)
    b. HSTO (Histotechnician)
    c. CLAB (Medical Laboratory Technology)
    d. RESP (Respiratory Therapy)
    e. XRAY (Radiography)
    f. MRIC (Magnetic Resonance Imaging Certificate)
    g. PHLE (Phlebotomy Certificate)
    h. RENL (Renal Dialysis Certificate)
5. The *addition* of **MATH 1175C** as an acceptable MATH requirement for the following programs:
    a. HSTO (Histotechnician)
    b. CLAB (Medical Laboratory Technology)
    c. RESP (Respiratory Therapy)

The Dental Health Department is announcing:
1. The *replacement* of **COMM 1100** (Public Speaking) with **COMM 1010** (Communication Fundamentals) for the following programs:
    a. DENT (Dental Assisting)
    b. DHYG (Dental Hygiene)

The Nursing Department is announcing:
1. The *replacement* of **COMM 1100** (Public Speaking) with **COMM 1010** Communication Fundamentals for the Fire Science Program (FIRE).
2. The *replacement* of **MATH 1025** (Introduction to College Math) with **MATH 1139** (Mathematics for Liberal Arts Students) for the Fire Science Program (FIRE)

The Rehabilitative Health Department is announcing:
1. The *replacement* of **COMM 1100** (Public Speaking) with **COMM 1010** (Communication Fundamentals for the following programs:
    a. OCTA (Occupational Therapy Assistant)
    b. PHTA (Physical Therapy Assistance)
2. The *removal* of **MATH 1025** (Introduction to College Math) for the following programs:
    a. OCTA (Occupational Therapy Assistant)
    b. PHTA (Physical Therapy Assistance)
3. The *addition* of **MATH 1139** as an acceptable MATH requirement for the following programs:
    a. OCTA (Occupational Therapy Assistant)
    b. PHTA (Physical Therapy Assistance)
4. The *addition* of **ENGL 1010A** as an acceptable ENGL requirement for the following programs:
    a. OCTA (Occupational Therapy Assistant)
    b. PHTA (Physical Therapy Assistance)
5. The *addition* of **MATH 1139C** as an acceptable MATH requirement for the following programs:
    a. OCTA (Occupational Therapy Assistant)
    b. PHTA (Physical Therapy Assistance)

The Biology Department is announcing:
1. The *removal* of **HIST 2250** (History of Black America) as a History Elective for the Environment, Sustainability, and Management (BSTM) program.

Revised Course Proposal: Humans and the Environment
BIOL 1050, 3 credits
Originators: Katharine Harrison

RATIONALE:
The course objectives have been revised in order to satisfy new general education credit core curriculum requirements.

The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal with the edit to add "the study of the biology principles related to the human relationship to the ecosystem" to the beginning of the course description.

New Course Proposal: Fundamentals of Property and Casualty Insurance
BUSN 1XXX, 3 credits
Originators: Maria Coclin

RATIONALE:
During the period 2020 to 2030, employment of insurance sales agents is projected to grow 7 percent and employment of financial analysts (such as a risk analyst) is projected to grow 6 percent, in line with the average for all occupations. (Source: United States Department of Labor)

The Independent Insurance Agents of RI (IIARI) is partnering with the Community College of Rhode Island to help design, pilot, and scale programming to prepare students to successfully pass the RI Property & Casualty Insurance Producer license exam. This will assist those seeking employment both within the independent insurance companies and larger insurance companies such as Amica.

This foundational course provides a platform for further study into an industry with varying opportunities: Specifically, "The insurance industry is multi-disciplinary. If you excel at sales, consider becoming an agent or broker. Love numbers? Actuaries, statisticians, and accountants are an integral part of an insurance company's success. Claims departments are always looking for calm, service-oriented problem-solvers." – Amy Trione, CPCU, M.Ed., ARM, AIC

The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal.

Revised Program Proposal: A.S. Professional Studies, Medical Administrative Assistant
MDAD, 62 credits
Originator: Cheryl Amantea

RATIONALE:
The Medical Administrative Assistant Associate in Science Degree (MDAD) program has not been updated for many years and the curriculum contains administrative office courses that teach skills that are no longer used in industry. These courses include speech recognition transcription; file management; and editing. Automated audio voice transcription, e-file management, and editing software products have replaced these once human-based skills.

According to the Bureau of Labor Statistics: industry demand for Medical Administrative Assistants is expected to remain stable with a 0.8 percent increase nationally. The national median annual salary for medical administrative assistants working full time is $38,090 and 604,780 jobs exist nationally for this career field. There are 2,000+ medical administrative assistant jobs located in Rhode Island; however, when considering the Providence/Worcester/Boston area, the number of jobs expands to 28,000.

The Professional Studies Certificate and Degree Programs already include the 19-credit Medical Insurance Billing and Coding Certificate (MIBC), of which all courses stack into this Associate in Science Degree in Professional Studies / Medical Administrative Assistant Concentration. These are the MIBC courses:

-the 19-credit (7courses) Medical Insurance Billing and Coding Certificate (MIBC) stacks into this proposed degree program:

BIOL 1070	Human Biology
MEDL 2350	Medical Terminology
MEDL 2385	ICD-CM Medical Insurance Coding
MEDL 2390	CPT Medical Insurance Coding
MEDL 2410	Medical Insurance Billing
MEDL 2420	Practical Applications in Professional Medical Coding
MEDL 2430	Electronic Medical Records and Practice Management

The committee voted 9 to 0, with 0 abstentions to **APPROVE** the proposal with the edit to change the word "possess" to "demonstrate" in SLO #2.

Revised Program Proposal: A.A. General Studies
GENS, 61-63 credits
Originator: John Cole

RATIONALE:
Changes to the General Studies A.A. Degree necessitated by changes to the General Education requirements.

The committee voted 5 to 2, with 2 abstentions to **DENY** the proposal.