

Curriculum Committee Minutes and Recommendations

April 21, 2016

Present: Jennifer Cherry, Chair, Tara Privette, Tim Britt, Billie Gateley, Vivian Grooms, Gloria Hester, Robin Marek, Stacey Hendren, Nick Ashbaugh, Terri Messer, Mary Wadley

The Curriculum Committee met and discussed the following proposals. The committee voted to recommend all proposals with the caveat of changing MATH 1730 to a 4 credit hour course only if MATH 1710 is a pre-requisite, as this would match the course at The University of Memphis.

1. Equate course AOM 294 Internship to ADMN 2395, APT Internship, 3 CH; This internship course requires students to apply critical thinking, problem-solving, and communications skills to a real or simulated business environment.
2. New Course: PLBT 1300 Phlebotomy, 3 CH, Pre-req.: ACT READ 19, ENGL 18, MATH 19; This course introduces students to basic concepts in phlebotomy. Topics addressed include selection and use of phlebotomy equipment, patient identification, site selection and preparation. The proper procedure for performing venipuncture and skin puncture will be taught in a simulated environment. The student will practice proper phlebotomy technique on model training arms. (to be effective Summer 2016)
3. New Course: PLBT 1301 Phlebotomy Clinical I, 3 CH, Pre-req.: PLBT 1300; This course expands on concepts taught in PLBT 1300. In this course, the student will perform blood collection procedures on classmates and patients to include venipuncture and skin puncture procedures. The blood collection procedures will be performed in a highly-structured environment with instructor supervision and will be performed using proper

technique and with careful attention to standard precautions. (to be effective Summer 2016)

4. New Course: AHSC 1310 EKG/Soft Skills, 3 CH, Pre-req.: ACT READ 19, ENGL 18, MATH 19; ECG Technicians perform electrocardiograms and are one of the first people to assist patients experiencing cardiac symptoms. ECG Technicians are a critical member of the patient care team found in physician offices, emergency rooms, and hospital based cardiology clinics across the country. The ECG Technician Certificate includes theory and hands-on instruction during the seven-week program. Individuals interested in starting a career in the medical field, prospective patient care technicians, current nurses, or those looking to develop skills may benefit from this program. This is comprehensive 40-hour course including labs. This certificate program will assist students in preparing for the National Health Career Association Certified ECG Technician (CET) exam.

5. New Course: AHSC 1320 Clinical Medical Assistant I, 3 CH, Pre-req.: PLBT 1301, AHSC 1310; This program prepares students for the duties of a Clinical Medical Assistant (CMA) in the clinical setting. Students will begin their course of study in the front office of the medical practice, then moving into the clinical portion of the course. In CMA I, students will learn about the scope of practice of the Clinical Medical Assisting profession and how to be successful as a student. Many times, CMAs perform routine office tasks to keep the medical offices running efficiently, so they will study professionalism, therapeutic communication, appropriate patient interaction, legal considerations, HIPAA, and bioethics. They learn basic administrative functions in a medical practice including units on medical terminology, electronic medical record and

coding. Moving to the clinical side, students first learn infection control and medical asepsis. Regarding patient care, students begin by learning the patient interview. Also covered will be taking and recording vital signs, the components of a physical examination and patient education. In previous courses, students have mastered collecting laboratory specimens and performing successful EKGs. They will review and practice both these skills during the course.

This certificate program will assist students in preparing for the National Health Career Association Certified Clinical Medical Assistant (CCMA) exam.

6. New Course: AHSC 1330 Clinical Medical Assistant II, 3 CH, Pre-req.: AHSC 1320;
This program prepares students for the duties of a Clinical Medical Assistant's (CMA) role in the clinical setting. In CMA II, the skills are patient-directed since a CMA's duties include various tasks as taking patients' medical histories, explaining treatment procedures, preparing patients for a variety of medical procedures, and assisting the physician with routine office procedures. At the direction of the physician, a CMA can instruct patients about medication and special diets, prepare and administer injections using dosage calculation, authorize drug refills and call prescriptions to a pharmacy. CMAs also draw blood, perform ECGs, prepare patients for X-rays, remove sutures and change dressings using sterile techniques. When the prescribed CMA skills in this class are mastered, a simulation lab is set up in which each student is given a scenario and interacts with a patient (another student) as if the student is already a credentialed CCMA. The instructor and other students watch and give feedback.

This certificate program will assist students in preparing for the National Health Career Association Certified Clinical Medical Assistant (CCMA) exam.

7. New Course: AHSC 1340 Clinical Medical Assistant Clinical, 3 CH, Pre-req.: AHSC 1330; This course is a supervised clinical practice of Clinical Medical Assistant procedures and skills that were learned in previous courses. Students will be under the direct supervision of a nurse or medical assistant in an off-campus setting. Clinical competency in specified skills will be evaluated and documented.

8. New Course: MATH 0020 Math Lab for Special Programs, 3 CH, Placement by testing; Math lab for students with math ACT scores less than 19 in special programs not requiring a college level math course. Completion will satisfy Tennessee Board of Regents learning support math competencies. (to be effective Summer 2016)

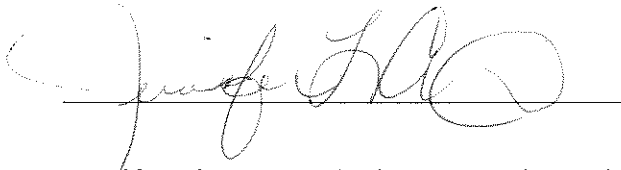
9. New Course: ENGL 0899 Writing Preparation, 3 CH, Placement by testing; ENGL 0899 is a three-credit course allowing students who do not need a college-level ENGL course or who score a 14 and below on the ACT the opportunity to improve writing skills before moving to certificate programs or the co-req ENGL classes. Successful completion of the course does not satisfy TBR learning support writing competencies. Students will retake the placement test after completion of the course to determine whether TBR learning support writing competencies have been met. (to be effective Summer 2016)

10. Course Description change: ENGL 0010; Co-requisite English lab for students with English ACT scores 15-17 enrolling in ENGL 1010. Completion will satisfy the

Tennessee Board of Regents learning support writing competencies. This course does not meet English requirements for graduation or elective credits for graduation.

11. New Course: READ 0899 Reading Preparation, 3 CH, Placement by testing; READ 0899 is a three-credit course allowing students planning to apply to certificate programs the opportunity to meet TBR Reading competencies. Successful completion of the course does not satisfy TBR learning support reading competencies. Students will retake the placement test after completion of the course to determine whether TBR learning support reading competencies have been met. (to be effective Summer 2016)
12. Require COL 1030 as part of the General Studies major (not 60+3, but rather reducing electives from 19 to 16)
13. MATH 1730 variable credit of 4 to 5—**The committee recommends having the course be 4 credits with the addition of MATH 1710 as a pre-requisite to match The University of Memphis.**
14. Update pre-reqs to include READ for ENGL 1020, 2310, 2320, 2111, 2121, 2210, 2220 (due to co-req model)

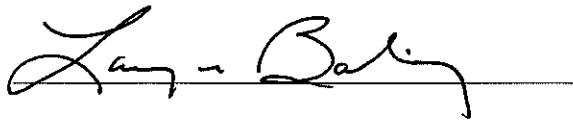
On behalf of the Curriculum Committee, I respectfully submit these proposals for approval, to be effective Fall 2016, unless otherwise noted.



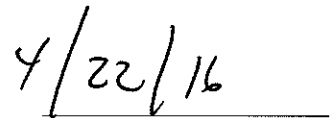
Jennifer Cherry, Curriculum Committee Chair



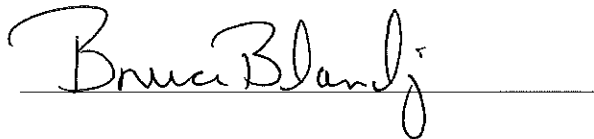
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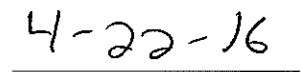
Dr. Larry Bailey, VPAA



Date



Dr. Bruce Blanding, President



Date