

**CRAFTON HILLS COLLEGE
CURRICULUM COMMITTEE
MINUTES
February 27, 2017**

VOTING MEMBERS:

Note: ✓ If Present

Troy Dial ✓
Gwen DiPonio ✓
Laurie Green ✓
Catherine Hendrickson ✓
Rick Hogrefe
Robert McAtee

Dianne Purves ✓
Gary Reese
Kim Salt (Chair) ✓
Michael Sheahan
Sherri Wilson ✓

NON-VOTING MEMBERS:

Note: ✓ If Present

Kathy Bakhit ✓
Kirsten Colvey
Joe Cabrales ✓
Kristin Garcia
Kristina Heilgeist ✓

Sherrie Loewen ✓
Miriam Saadeh ✓
Mark Snowwhite ✓
Michelle Tinoco ✓
June Yamamoto

VISITORS:

Jim Holbrook

1. Approval of minutes from February 13, 2017 meeting

The minutes were approved with corrections.

2. Action Items

COURSE MODIFICATIONS

- A. HIT 101 Medical Terminology

The committee approved to table the course.

Concerns:

- Need clarification regarding computer-assisted instruction in computer laboratory (Representative Texts and Instructional Materials)
- Need ranges (Assignments and Methods of Evaluation)
- More alignment between Objectives and SLOs
- Kim will correct the spelling of "functions" under 16D (Course Content)

NEW COURSE

- A. EMS 168 Complex Standardized Patients

Jim Holbrook informed the committee that EMS 168 is the second course in the series of four courses that he reported on at the last Curriculum meeting. This course is essential for the study of standardized patients and the simulation and performance of medical and traumatic scenarios.

The committee approved EMS 168 as a new course.

- **DISCIPLINE:** Emergency Medical Services
- **DEPARTMENT:** Public Safety and Services
- **COURSE ID:** EMS 168
- **COURSE TITLE:** Complex Standardized Patients
- **PREREQUISITE:** None
- **COREQUISITE:** None
- **DEPARTMENTAL RECOMMENDATION:** None
- **SEMESTER UNITS:** 2.5
- **MINIMUM SEMESTER HOURS:**
LECTURE: 24
LAB: 48
- **CATALOG DESCRIPTION:** The instruction in complex standardized patient techniques using rehearsal exercises and the production of complex standardized patient with emphasis on poly-pharmacology, complex medical and traumatic complaints which include indeterminate patients.
- **SCHEDULE DESCRIPTION:** Advanced preparation of standardized patient simulation with complex medical or traumatic illness or injury.

3. Operational Issues

Last year it was decided by Chairs Council to have Kristina H. remove courses from the catalog that have not been offered in some time. Some courses were out of compliance (no SLOs, units to hours did not match, issue with .25 units, etc.). By removing or “hiding” the courses in the catalog, this created an issue with articulation and consistency in documents. Normally, if a course is deleted from the catalog, the course is removed from ASSIST and related documents. If the course is reinstated, the course goes through the curriculum process and is rearticulated and resubmitted to IGETC/CSUGE for approval. Kim stated that our current process does not allow for “hiding” courses. Kristina will provide Kathy B. with the list of courses that were removed from the catalog and Troy D. will provide articulation information. Kathy will address this issue with the Chairs to determine if the courses should be deleted. If the course(s) need to be deleted, the course(s) will need to be submitted through CurricUNET as a course deletion and if the course is attached to a program/certificate, it will also need to be updated through CurricUNET.

Kim S. will check to see if MATH 090ABC was deleted in CurricUNET. In addition, she will check to see if MATH 095ABC were change to blue (Historical).

Troy D. suggested that we wait until next academic year to delete MATH 108. That way, it will still be in ASSIST for students who apply for transfer in Fall 2017.

Since purchasing Smart Catalog, Joe C. stated that he has been scheduling open labs for updating catalog information. This process has replaced the Catalog Committee. In addition, the development of the Workflow System is being discussed.

Kristina H. informed the committee that FIRET 125 was rejected by the State. The department has been notified and the course will be submitted for deletion through CuricUNET.

Kristina H. will send Kathy B. the proposal from Smart Catalog, Academic Content Management for Curriculum Management Software and Services.

The next Curriculum meeting will be held on **March 27, 2017 at 2 p.m. in CCR (Crafton Center) 233.**