



Academic Affairs Committee Minutes

Tuesday, October 25, 2016, 2:00-4:00 pm, SC213

Attendees: S. Courchesne, M. Cross, D. Felisberto, A. Fishbone, C. Knoepfler, K. Holmes, M. McCarthy, J. Ronsivalli, P. Willett, G. Young

Guests: L. Bass, F. Gilkey, S. Mathis

Recorder: Jane Bailey

1. Review of minutes from 9/25/16 meeting - accepted
2. Proposals for initial review –

Proposal	Type	Course #	Course/Program Name	Implement	Acpt Implem	Explanation	Proposer	
1617-011		ENG101	English Comp I	Fall 2017	Fall 2017	Course revision	S. Mathis	Approved pending approval from each of the division deans
1617-012		ENG102	English Comp II	Fall 2017	Fall 2017	Course revision	S. Mathis	Approved pending approval from each of the division deans
1617-013			Liberal Arts Associate Degree	Fall 2017	Fall 2017	Revision of program	S. Mathis	Approved
1617-014		PED200	Functional Anatomy & Kinesiology	Fall 2017		Course revision	R. Parker	Invite Rob to next meeting to discuss rationale. Syllabus missing
1617-015			Medical Office Assistant Certificate	Fall 2017		Revision of program	K.W. Hudson	Invite Kathy to next meeting to clarify committee's concerns
1617-016		MRT104	Medical Billing Administration	Spring 2017		Revision of course	Hudson/Wheaton	Invite Kathy to next meeting to clarify whether a student needs to retake if they took it in the past, and co-req's.
1617-017		HES292	Medical Office Assistant Externship	Spring 2017	Spring 2017	New Course	K.W. Hudson	Approved
1617-018			AS: Health Information Technology	Summer 17	Summer 2017	Program inactivation	N. Julin	Approved
1617-019		MRT203	Quality Improvement & Management Techniques	Fall 2017	Fall 2017	Course inactivation	N. Julin	Approved

Proposal	Type	Course #	Course/Program Name	Implement	Acpt Implem	Explanation	Proposer	
1617-020		MRT297	Health Information Technology Practicum	Fall 2017		Course inactivation	N. Julin	Approved
1617-021		HON107	Honors Col. Crime Trthrough Times	Spring 2017	Spring 2017	Course revision	G. Hurajt	Approved by P. Willett

CC: W. Heineman, S. Shain, M. Farrell, F. Gilkey