

Academic Affairs Committee Minutes
Tuesday, November 8, 2016, 2:00-4:00 pm, SC213

Attendees: M. Cross, D. Felisberto, A. Fishbone, K. Holmes, M. McCarthy, D. Naudzunus, J. Ronsivalli, P. Willett, G. Young

Guests: M. Farrell, F. Gilkey, K. Hudson, N. Julin, R. Parker, D. Wheaton

1. Review of minutes from 10/25/16 meeting - Accepted
2. Proposals for second review

Proposal	Type	Course #	Course/Program Name	Implement	Acpt Implem	Explanation	Proposer	status
1617-014		PED200	Functional Anatomy & Kinesiology	Fall 2017	Fall 2017	Course revision	R. Parker	Originally proposed removal of BIO101 & 102 or BIO122 as prereqs. But changed them to be taken concurrently.
1617-015			Medical Office Assistant Certificate	Fall 2017	Fall 2017	Revision of program	K.W. Hudson	Approved pending receipt of objectives
1617-016		MRT104	Medical Billing Administration	Spring 2017	Spring 2017	Revision of course	Hudson/Wheaton	Approved
1617-017		HES292	Medical Office Assistant Externship	Spring 2017	Spring 2017	New Course	K.W. Hudson	Approved on last agenda

3. Proposals for initial review

Proposal	Type	Course #	Course/Program Name	Implement	Acpt Implem	Explanation	Proposer	status
1617-022			Medical Billing Certificate	Fall 2017		Revision of program	Julin/Hudson	Approved pending receipt of objectives
1617-023			Electronic Health Record Specialist Certificate	Fall 2017		Revision of program	Julin/Hudson	Approved
1617-024			LA: Journalism/Communication	Fall 2017		Revision of program	A. Callahan	Approved

Proposal	Type	Course #	Course/Program Name	Implement	Acpt Implem	Explanation	Proposer	status
1617-025		COM105	Film Studies	Fall 2017		Course revision	A. Callahan	Approved pending receipt of syllabus

Heather Mores – reported that the Board of Trustees approved the Recording Policy which had previously come before the committee.

Adjourned 3:30