

CURRICULUM REVIEW COMMITTEE MINUTES

Thursday, July 27, 2006
3:00-3:30 pm
Chancellor's Conference Room
Administration Building

Members in Attendance: Ben Wickersham, Don Mikles, Jim Nixon, Johnelle Welsh, Bill Alexander, Jeanette Jost, Bill Beebe, Dana Watson, Bob Grazinski, Jerry Herrick

Members Absent: Jim Yeonopolus

Agenda Items:

- Ben H. Wickersham called the meeting to order and reviewed the Committee's charge. He gave update on reaffirmation status.
- Action Items were presented to the Committee with approval/disapproval so noted.
- Jerrie Cleaver, Coordinator/Faculty, Office Technology Department, presented changes and addition to the Office Technology Medical Secretary/Transcriptionist certificate. The proposal is to revise the existing certificate by changing the title from Medical Secretary/Transcriptionist, to Medical Secretary and adding a separate stand alone certificate titled Medical Transcription. The revised certificate is in response to industry request and needs. The Medical Transcription certificate will be developed for online delivery. Discussion included faculty qualifications for curriculum development and for teaching. The proposal was unanimously accepted by the committee.
- Information Items Distributed Included:
 1. Advisory Committee minutes
 2. Proposed/revised curriculum plan
 3. Additional courses chart.

- Dean Update: None

Adjourn

Next Meeting: Thursday, September 21, 2006 at 3:00 PM