

COMMUNITY COLLEGE OF PHILADELPHIA

ACADEMIC AFFAIRS STANDING SUB-COMMITTEE ON CURRICULUM

Meeting Minutes

Thursday, January 24, 2008

3:30 PM, Conference Room M2-34

Presiding: Dr. S. Thompson, Administrative Delegate

Present: Administrative Delegates

M. A. Celenza

E. Freeny

M. E. McGorry

P. Watkins

Faculty Delegates

K. Harter

R. McAndrew

D. Rossi (Alternate)

Agenda Items Discussed:

1. Approval of November 9, 2007, Minutes. D. Rossi made a motion to accept the minutes; R. McAndrew seconded the motion to approve the minutes as written. The Committee unanimously approved and accepted the minutes.
2. Proposal for Revision to the Medical Assisting and Office Management (MAOM) Program. D. Rossi gave an overview of the proposed revisions to the MAOM program. Prerequisites are being changed because the courses are in both the Health Services Management (HSVM) and Patient Service Representative (PSR) programs. The credit hours in this program will be increased from 63 to 64. Some courses will be open to all students at the College.

M. Celenza added because of the demand for training in health care, the Department anticipates more courses in the future will be shared across Allied Health programs. The Health Services Management Program deals with administrative functions, and D. Rossi is working on the Patient Service Representative program for individuals who work in a health care facility but not specifically direct patient care.

R. McAndrew asked about the HIT program and its status; D. Rossi reported that the HIT program was housed under the Allied Health Department but the degree program is being phased out.

K. Harter inquired about the Banner designations in both documents presented and identified inconsistencies in the designations. D. Rossi will correct all errors identified.

3. Proposal for Revision to the Health Services Management (HSVM) Program. D. Rossi gave an overview of the proposed revisions to the HSVM program. R. McAndrew asked about substituting ECON 112 or MATH 150 in the program. M. Celenza explained that the courses were not being substituted for each other but students are provided a choice.

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K. Harter identified inconsistencies in course designations and numbering of courses in the document.

D. Rossi explained that deleting HSVM 220 will not impact students because the course was not written.

E. Freeny asked about the requirement of MATH 118 placement and ENGL 101 ready placement.

K. Harter motioned to approve the HSVM program revisions as amended at this meeting.

E. Freeny seconded the motion.

4. Other Business. S. Thompson asked if there was a need for the Committee to meet if there were no agenda items. The Committee agreed that if there are no agenda items, the committee members would be polled to see whether or not they had any agenda items to bring to the committee and if not, the meeting would be cancelled.

The meeting adjourned at 4:10 PM.