

HSH Division Curriculum Meeting Minutes
 May 17, 2024
 HSH Division Conference Room 5203
 12:00PM

Item	Action	Notes	Presenter(s)
1. Welcome and check in		<p>CCC update: Local GE Pattern Recommendations to retain one lifelong learning course and the natural science lab requirement for the natural science course.</p> <p>Extension of Title 5 review for HORT courses approved.</p>	Draper
2. Approval of HSH minutes 4/12/24	Action	Approved by consensus	Draper
3. New Course Proposal: EMS F060C: Emergency Physician Seminar Series	Action	<p>Kurusu explained that the class is one of a 3-part series that is intended to be taught by their medical director. This class will supplement the regular paramedic didactic. HSH CC advised to check with their accrediting body about the policy regarding adding units to their curriculum. Also, from an equity standpoint, can content be trimmed out in other areas of the main 60A series where there might be duplication of content to keep overall units the same? This is a question that Kurisu will look into. Also, name of course may be updated to make it broader, ex. Emergency Medicine Seminar Series.</p> <p>Motion to approve M/S (St. Onge-Cole, Su) Approved.</p>	Kurusu
4. Course Change Request: HLTH F020: Intro to Public Health	Action	Health 20 was not received in time for the agenda. Discussion will be deferred until the next meeting	Draper
5. Title 5 updates	Action	Motion to approve that there needs to be a representative from the respective department to move forward with their curriculum updates. There was no representative from Respiratory Therapy or	

		DMS so their curriculum updates will be reviewed at the next HSH Curriculum meeting on May 31st. Motion to approve M/S (Campbell, Su) Approved	
HSH Division NCBH F400 Supplemental Instruction Biological and Health Sciences		Campbell explained minor changes/updates she made to COR Motion to approve M/S (St. Onge-Cole, Chan) Approved	Campbell
Dental Assisting D A F050 Orientation to Dental Assisting		Stanna reviewed the COR updates to reflect equity and inclusion and equity statement was added. Course description and course objectives were updated to reflect equity mindset. New textbook added. No new course content was added. Motion to approve M/S (St. Onge-Cole, Chan) Approved	Staana
D A F074 DA Clinical Practice		Stanna reviewed the COR updates. Course description and course objectives were updated to reflect equity mindset and an equity statement was added. No new course content was added. There was a change to the allocation of hours. This is an externship class. Lost 16 hours in clinic but added 1 hour to lecture. Revised course description and course objectives with an equity mindset. Methods of evaluation and instruction update. Equity statement was added. Motion to approve M/S (Chan, Campbell) Approved	Staana
D A F073 DA Supervised Clinic		Stanna reviewed the COR updates. Course description and course objectives were updated to reflect an equity mindset and an equity statement was added. Similar to DA 73, allocation of hours were changed, but the units stayed the same.	Staana

		Motion to approve M/S (Chan, Campbell) Approved	
Dental Hygiene D H 318 Introduction to Clinic		Leight updated the COR, but was not present. Chan explained some of the title 5 updates to course description and course objectives with an equity lens. This COR was rolled back by committee for Leight to review/edit the methods of evaluation and will be reviewed during the next HSH meeting.	Chan
D H 320A Clinical Dental Hygiene I D H 320B Clinical Dental Hygiene II D H 320C Clinical Dental Hygiene III D H 320D Clinical Dental Hygiene IV		Chan explained the unit change for DH 320A removing 7 embedded hours, reducing units by 1 for all 4 courses to reflect 2 units. Course description and course objectives were updated with an equity lens and equity statement was also added. Numbering updated. All 4 courses were rolled back to review/edit methods of evaluation. Courses will be placed on the May 31 agenda.	Chan
Emergency Medical Technology EMS 5053 Emergency Technician: Basic Part B		Kurisu revised course description, course objectives to have more of an equity mindset. Textbook was updated. An equity statement was added. Motion to approve M/S (St. Onge-Cole, Su) Approved.	Kurisu
Pharmacy Technology PHT F058 Fundamentals of Pharmacology		Su revised course description and course objectives with an equity mindset. Methods of evaluation and instruction update. Equity statement was added. Motion to approve M/S (St. Onge-Cole, Campbell) Approved.	Su
PHT F101 Pharmacy Careers A PHT F102 Pharmacy Careers B PHT F103 Pharmacy Careers C		Su explained revisions to the course descriptions and course objectives with an equity mindset. Textbook was updated. Equity statement was added. Motion to approve M/S (Campbell, St-Onge-Cole) Approved.	Su

Radiologic Technology R T F075 Sectional Anatomy		Campbell explained that the R T F075 will mirror the DMS sectional anatomy course. Course objectives were updated with an equity mindset and added an equity statement. Motion to approve M/S (St. Onge-Cole, Su) Approved.	Campbell
R T F071 Advanced Clinical Experience: MRI		Campbell explained that this is an MRI course. Updated course objectives to reflect equity mindset, no change in content, equity statement added. Motion to approve M/S (St. Onge-Cole, Su) Approved.	Campbell
R T 200L Radiologic Technology as a Career		Campbell explained that faculty responsible for COR revisions is not present. HSH reviewed and language in COR needs to be updated. It was rolled back for further revision.	Campbell
V T F051A Freshman Seminar		Course was reviewed and HSH Curriculum Committee provided suggestions to update course objectives to be more measurable and course content to align with the course objectives. Suggestions were given to update the language in equity statement with more inclusive language with an equity lens. Course was rolled back and St-Onge-Cole will revise and submit. The HSH Curriculum Committee agreed to approve the course after the stated revisions were made. Motion to approve M/S (Campbell, Draper) Approved.	St Onge-Cole
V T F051B Current Topics in Veterinary Technology II		Course was reviewed and HSH Curriculum Committee provided suggestions to update course objectives to be more measurable and course content to align with the course objectives. Also gave suggestions to update the language in equity statement with more inclusive language with an equity lens. Course was rolled back and St Onge-Cole will revise and submit. The HSH Curriculum	St Onge-Cole

		<p>Committee agreed to approve the course after the stated revisions were made.</p> <p>Motion to approve M/S (Campbell, Draper) Approved.</p>	
V T F051C Service Learning and Leadership for Veterinary Nurses		<p>Course was reviewed and HSH Curriculum Committee provided suggestions to update course objectives to be more measurable and course content to align with the course objectives. Suggestions given to update the language in equity statement with more inclusive language with an equity lens. Course was rolled back, and St Onge-Cole will revise and submit. The HSH Curriculum Committee agreed to approve the course after the stated revisions were made.</p> <p>Motion to approve M/S (Campbell, Draper) Approved.</p>	St Onge-Cole
V T F051D Senior Seminar		<p>Course was reviewed and HSH Curriculum Committee provided suggestions to update course objectives to be more measurable and course content to align with the course objectives. Suggestions given to update the language in equity statement with more inclusive language with an equity lens. Course was rolled back, and St Onge-Cole will revise and submit. The HSH Curriculum Committee agreed to approve the course after the stated revisions were made.</p> <p>Motion to approve M/S (Campbell, Draper) Approved.</p>	St Onge-Cole
V T F051E Current Topics in Veterinary Technology V		<p>Course was reviewed and HSH Curriculum Committee provided suggestions to update course objectives to be more measurable and course content to align with the course objectives. Suggestions given to update the language in equity statement with more inclusive language with an equity lens. Course was rolled back, and St Onge-Cole will revise and submit. The HSH Curriculum Committee agreed to approve the course after the stated revisions were made.</p>	St Onge-Cole

		Motion to approve M/S (Campbell, Draper) Approved.	
V T F051F Career Exploration for Veterinary Nurses		<p>Course was reviewed and HSH Curriculum Committee provided suggestions to update course objectives to be more measurable and course content to align with the course objectives. Suggestions given to update the language in equity statement with more inclusive language with an equity lens. Course was rolled back, and St Onge-Cole will revise and submit. The HSH Curriculum Committee agreed to approve the course after the stated revisions were made.</p> <p>Motion to approve M/S (Campbell, Draper) Approved.</p>	St Onge-Cole
V T F052B Veterinary Assisting II		<p>Course was reviewed and HSH Curriculum Committee provided suggestions to update course objectives to be more measurable and course content to align with the course objectives. Suggestions given to update the language in equity statement with more inclusive language with an equity lens. Course was rolled back, and St Onge-Cole will revise and submit. The HSH Curriculum Committee agreed to approve the course after the stated revisions were made.</p> <p>Motion to approve M/S (Campbell, Draper) Approved.</p>	St Onge-Cole
V T F053A Veterinary Medical Terminology V T F053B Medical Calculations for Veterinary Nurses V T F053C Introduction to Large Animal Nursing V T F055 Small Animal Nursing I V T F056 Small Animal Nursing II V T F057L Advanced Small Animal Nursing V T F058L Surgical Assisting for the Veterinary Nurse V T F060 Veterinary Office Practice		<p>These courses were deferred to the HSH CC meeting scheduled for May 31. St Onge-Cole will continue to review course objectives, content and equity statements to expedite the review process.</p>	

V T F066 Exotic Animal Care V T F075A Animal Care Skills I V T F075B Animal Care Skills II V T F075C Large Animal Skills Laboratory V T F095 Veterinary Technician Proficiency V T F088A Clinical Preceptorship V T F086 Laboratory Animal Nursing V T F084L Veterinary Anesthesia Laboratory V T F083 Pharmacology for Veterinary Nurses V T F081 Clinical Pathology Methods V T F089 Clinical Internship I V T F091 Clinical Internship II V T F092 Clinical Internship III V T F093 Clinical Internship IV			
VT F084L Veterinary Laboratory Anesthesia Laboratory		St Onge-Cole discussed the course content, units and delivery of this course. A change in units is needed to better reflect what is happening in lab anesthesiology for technicians. While this course was in CourseLeaf, it was not updated in time for the agenda. Course was rolled back to Dean Cheung for load adjustment.	
6. Adjournment: 2:47 PM			
7. Next Meeting: May 31, 2024, 12:30 PM			

Attendees:

Cathy Draper, Instructor, Health Department, HSH Curriculum Committee Representative
Rachelle Campbell, Program Director, Radiologic Technology Dept. HSH Curriculum Committee Representative
Shaelyn St Onge-Cole, Program Director, Veterinary Technology, HSH Curriculum Committee Representative
Zenaida (Pia) Staana, Acting Director of Dental Assisting Program
Patti Chan, Program Director, Dental Hygiene
Angela Su, Program Director, Pharmacy Technology
Glenn Kurisu, Program Director, EMS department
Nancy Cheung, Dean of Health Sciences and Horticulture

Minutes recorded by: Glenn Kurisu