HSH Curriculum Committee Meeting Minutes
May 31, 2024
12:30PM
Room 5203

1. Welcome and check-in (12:34pm)
    a. Draper shared the highlights from the College Curriculum Committee Meeting update from 5/28. Topics included the streamlining of graduation petition process, new degree app, and allows to get them into counseling, semester conversations, common course numbering, program mapping for, adding ethnic studies piece, life-long learning course area requirement.
2. Meeting minutes 5/17/24/ Action item
    a. **Motion to approve** M/S (St Ongle-Cole, Su) approved

3. New Course Proposal Updates/Informational
    - EMS 61C Emergency Medicine Seminar I
    - EMS 61C Emergency Medicine Seminar II
    - EMS 61C Emergency Medicine Seminar III
        - Kurisu discussed the approval of the Emergency Medicine Seminar courses and will begin working on the CORs. Expressed thanks to the HSH Committee for all their help.

4. Course Change Request/ Action item
    - HLTH F020 Introduction to Public Health

        - Draper shared changes required for the Public Health ADT program Committee for public health is reviewing body, requires specific language, and organization. Edits were required for the description, to be in compliance with the CID. Changes to objectives and order listed, required by committee. New COR aligns with course objectives and content; clearer verbiage required by CPH added. Equity statement added in addition to content activities and assignments.
        - **Motion to approve M/S**(Campbell, St Ongle-Cole) approved

5. Title 5 Course Review/ Action items

    Dental Hygiene
    - DH 318 Introduction to Clinic
        - Chan/Leicht made changes from last meeting: Updated course description and course objectives and aligned them with the course content. Added equity statement. Updated overall course formatting.
        - Motion to approve M/S (Campbell, St Ongle-Cole) approved.

    - DH 320A Clinical Dental Hygiene I
        - Chan made changes from last meeting: Updated course description and course objectives and aligned them with the course content. Added equity statement. Updated overall course formatting.

    - DH 320B Clinical Dental Hygiene II
        - Chan made changes from last meeting: Updated course description and course objectives and aligned them with the course content. Added equity statement. Updated overall course formatting.

    - DH 320C Clinical Dental Hygiene III

- Chan made changes from last meeting: Updated course description and course objectives and aligned them with the course content. Added equity statement. Updated overall course formatting.

- DH 320D Clinical Dental Hygiene IV
  - Chan made changes from last meeting: Updated course description and course objectives and aligned them with the course content. Added equity statement. Updated overall course formatting.

  - **Motion to approve DH 320A, DH 320B, DH 320C, DH 320D, M/S** (St-Onge-Cole/Chan) approved.

Diagnostic Medical Sonography

- DMS 51A Sectional Anatomy
  - Updated course description and course objectives and aligned them with the course content. Added equity statement. Updated overall course formatting, methods of Instruction and textbook.
  - **Motion to approve M/S** (Campbell, St Ongle-Cole)approved.

- DMS 50A DMS Principles and Protocols
  - Updated course description and course objectives and aligned them with the course content. Added equity statement. Updated overall course formatting, methods of Instruction and textbook.
  - **Motion to approve M/S** (St Ongle-Cole, Draper)approved.

- DMS 50B Sonography & Patient Care
  - Rolled back to course owners for further revisions and updates

- DMS 52A Physical Principles of Diagnostic Medical Sonography I
  - Updated course description and course objectives and aligned them with the course content. Added equity statement. Updated overall course formatting, methods of Instruction and textbook.
  - **Motion to approve M/S** (Chan, St Ongle-Cole) approved

- DMS 52B Physical Principles of Diagnostic Medical Sonography II
  - Updated course description and course objectives and aligned them with the course content. Added equity statement. Updated overall course formatting, methods of Instruction and textbook.
  - HSH CC will reformat and update textbooks section to finalize the revisions.
  - **Motion to approve M/S** (Campbell, St Ongle-Cole) approved.

- DMS 52C Physical Principles of Diagnostic Medical Sonography III
  - Updated course description and course objectives and aligned them with the course content. Added equity statement. Updated overall course formatting, methods of Instruction and textbook.
  - HSH CC will reformat and update textbooks section to finalize the revisions.
  - **Motion to approve M/S** (Campbell, St Ongle-Cole) approved

- DMS 53A Diagnostic Medical Sonography I
  - Course description revised by HSH CC. Course objectives need to align with course content.
  - Rolled back to course owners to align course objectives with course content.

- DMS 53B Diagnostic Medical Sonography II

- Rolled back to course owners to update course description as part of a series of DMS courses and to update course objectives to align with course content.

- DMS 53C Diagnostic Medical Sonography III
  - HSH CC recommended revised quick fixes and rolled back to course owners to update course description as part of a series of DMS courses and to update course objectives to align with course content.
  - Rolled back to course owners

- DMS 56A Vascular Sonography
  - Course objectives and course content are not aligned and needs further revisions
  - Rolled back to course owners

- DMS 56B Advanced Applications of Vascular Technology
  - Course objectives and course content are not aligned and needs further revisions
  - Rolled back to course owners

- DMS 54A Gynecology
  - Course objectives and course content are not aligned and needs further revisions
  - Rolled back to course owners

- DMS 54B Gynecology and Obstetrics
  - Rolled back to course owners, same issues as A

- DMS 55A Obstetrics I
  - Course objectives and course content are not aligned and needs revisions
  - Some objective language included in course content. Needs updating and revisions as well as formatting.
  - Rolled back to course owners

- DMS 55B Obstetrics II
  - Description same as 55A. Updated to be more advanced and continuation than 55A Updated and different to 55A.
  - Rolled back to course owners

- DMS 60A Critique & Pathology I
  - Add emphasis to each course with one in each course obj and content
  - Rolled back to course owners

- DMS 60B Critique & Pathology II
  - Add emphasis to each course with one in each course obj and content
  - Rolled back to course owners

- DMS 60C Critique & Pathology III
  - Add emphasis to each course with one in each course obj and content
  - Rolled back to course owners

- DMS 60D Critique & Pathology IV
  - Add emphasis to each course with one in each course obj and content
  - Rolled back to course owners

- DMS 60E Critique & Pathology V
  - Add emphasis to each course with one in each course obj and content
  - Rolled back to course owners

- DMS 60F Critique & Pathology VI

- Add emphasis to each course with one in each course obj and content
- Rolled back to course owners

- DMS 70B Clinical Preceptorship II
  - Course description emphasis is same as other courses, needs to be different from each course.
  - Rolled back to course owners

- DMS 70D Clinical Preceptorship IV
  - Course description emphasis is same as other courses, needs to be different from each course.
  - Rolled back to course owners

- DMS 70E Clinical Preceptorship V
  - Course description emphasis is same as other courses, needs to be different from each course.
  - Rolled back to course owners

- DMS 72A DMS Procedures and Applications
  - Rolled back to course owners for revisions

- DMS 80A Advanced Sonographic Principles
  - Course obj updated, content edited by the HSH CC.
  - Formatting will be corrected by HSH CC reps
  - **Motion to approve M/S** (St Ongle-Cole, Campbell) Approved

Radiologic Technology

- RT 53D
  - Change to the units. Calculated by total course hours. Nothing was changed to the course content,
  - **Motion to approve M/S** (Draper, St Ongle-Cole) approved

- RT 200L Radiologic Technology as a Career
  - Prerequisite to the program, units same, added a prerequisite, Comm 2 (General education course).
  - Course objectives updated and edited for clarity
  - **Motion to approve M/S** (St Ongle-Cole, Draper) Approved

Respiratory Therapy

- RSPT 200L Introduction to Respiratory Therapy:
  - Course objectives and course content edited for clarity and improved formatting. Equity statement added.
  - **Motion to approve M/S** (St Ongle-Cole, Draper) Approved

- RSPT 55A thru G Mediated Studies in Respiratory Therapy
  - Course objectives and course content edited for clarity and improved formatting. Equity statement added .
  - **Motion to approve**(St Ongle-Cole, Campbell) approved

- RSPT 54 Orientation to Respiratory Care
  - Formatting updated on course obj. Methods of instruction updated.
  - **Motion to approve** (St Ongle-Cole, Campbell) approved

- RSPT 50B Introduction to Patient Care Procedures
  - Course objectives, course content, methods of instruction edited for clarity and improved formatting. Equity statement added.
  - **Motion to approve M/S** (St Ongle-Cole, Campbell) approved

- RSPT 53A Introduction to Respiratory Therapy Pharmacology
  - Course objectives, course content, methods of instruction, required assignments edited for clarity and improved formatting. Equity statement added.
  - **Motion to approve M/S** (St Ongle-Cole, Chan)approved

- RSPT 51C Patient Assessment and Pulmonary Disease
  - Formatting was adjusted, methods of instruction updated. Equity statement was added.
  - **Motion to approve M/S** (St Ongle-Cole, Chan) approved

- RSPT 57 Orientation to Hospital Care and Patient Care II
  - Course objectives and course content edited for clarity and improved formatting. Notation to Mary Vanatta to check load. Weekly hours removed.
  - **Motion to approve M/S** (St Ongle-Cole, Campbell) approved

- RSPT 56 Orientation to Hospital Care and Patient Care I
  - HSH Committee will approve with changes for 36 total total hours and for Mary Vanatta to check the load
  - **Motion to approve M/S** (St Ongle-Cole, Campbell) approved

RSPT F061 Adult Mechanical Ventilation
- Course description updated and revised by HSH CC. Course objectives and course content edited for clarity and improved formatting.
- **Motion to approve M/S** (St Ongle-Cole, Campbell) approved.

- RSPT 70A Clinical Rotation I
  - Course description updated and revised by HSH CC, course objectives were aligned with course content. Formatting updates and equity statement was added. Weekly hours removed, total course hours is 72. Notation to have Mary Vanatta check the load.

- RSPT 70B Clinical Rotation II
  - 288 total contact hours. Weekly hours taken out. Notation for Mary Vanatta to check load. Second of the clinical rotation series. Course description updated. Equity statement added. Course content edited for clarity, no major content changes.

- RSPT 70C Clinical Rotation III
  - 288 hours third course in the series. Changed weekly hours to 288 total class hours. Course objectives and course content edited for clarity, no major content changes. Methods of evaluation updated

- RSPT 70D Clinical Rotation IV
  - 288 total contact hours. Course description, objectives and course content edited for clarity No major content changes. Equity statement added. Notation for Mary Vanatta to check load.

Motion to approve RSPT 70A, RSPT 70B, RSPT 70C, RSPT 70D, M/S (St-Onge-Cole, Hanning)

- RSPT F062 Management, Resume and National Board Examination
    - Rolled back to course owner to revise course description and review objectives and content.

Veterinary Technology

- VT F052B
    - Course description, objectives and course content edited for clarity Rolled back to course owner to correct formatting.

- VT F053A Veterinary Medical Terminology
    - HSH CC revised course description and course objectives. Content needs to align with the objectives.
    - Rolled back to course owner

6. Additional Business
   In the interest of time, the following courses will be reviewed at the next HSH CC meeting:
    - VT F053B Medical Calculations for Veterinary Nurses
    - VT F053C Introduction to Large Animal Nursing
    - VT F055 Small Animal Nursing I
    - VT F056 Small Animal Nursing II
    - VT F057L Advanced Small Animal Nursing
    - VT F058L Surgical Assisting for the Veterinary Nurse
    - VT F060 Veterinary Office Practice
    - VT F066 Exotic Animal Care
    - VT F075A Animal Care Skills I
    - VT F075B Animal Care Skills II
    - VT F075C Large Animal Skills Laboratory
    - VT F095 Veterinary Technician Proficiency
    - VT F088A Clinical Preceptorship
    - VT F086 Laboratory Animal Nursing
    - VT F084L Veterinary Anesthesia Laboratory
    - VT F083 Pharmacology for Veterinary Nurses
    - VT F081 Clinical Pathology Methods
    - VT F089 Clinical Internship I
    - VT F091 Clinical Internship II
    - VT F092 Clinical Internship III
    - VT F093 Clinical Internship IV
7. Next meeting
    a. June 4th at 8:00am in Room 5203
    b. Adjournment: 3:45PM

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; Angela Su, Program Director, Pharmacy Technology; Patti Chan, Program Director, Dental Hygiene; Nicole McSweeney, BS, RDMS, RDC, Clinical Associate Diagnostic Medical Sonography instructor; Lisa Hills, Director of Clinical Education, Respiratory Therapy; Brenda Hanning, Respiratory Therapy Program Director; Glenn Kurisu, EMS Program Director.

Minutes recorded by: Glenn Kurisu