AGENDA

1. **Agenda Approval**
   
   BCIS 12 will be pulled from the agenda until D. Thompson can be here to represent it. Motion to approve agenda as amended; J. Dahlgren, Second: C. Roberson, Approval: Unanimous

2. **Approval of Minutes**

   A. September 30, 2013
   
   Motion to approve minutes; R. White, Second: J. Dahlgren, Approval: Unanimous with one abstention S. Sloan

3. **Consent Agenda**

   A. Course Modification

   1. **ACCT 100 – QuickBooks Pro-Computerized Accounting**
      
      Change in hours (from 34 lec/8.5 lab to 34 lec/17 lab); changes in unit titles and examples of assignments; *Effective Term: Fall 2014*

   B. New Program

   1. **AA-T in Music** (Transfer) (24 Units); *Effective Catalog Year: 2014-15*

   C. Minor Program Change

   1. **AS Degree in Radio-TV-Film: Video Production** (Career); *Effective Catalog Year: 2014-15*

      Addition of PLO:
      
      - Identify and analyze the gatekeeping and agenda setting function in news distribution.
      
      Motion to approve consent agenda; R. White, Second: T. Day, Approval: Unanimous

4. **New Business**

   A. Major Course Modifications

   1. **BCIS 62 – Introduction to Medical Coding**

      Change in title (was “Medical Insurance Coding”); changes in catalog description, objectives unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2014*
2. **BCIS 63 – Introduction to Medical Billing**
Change in title (was “Medial Insurance Billing”); changes in catalog description, objectives unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2014*

3. **BCIS 75 – Introduction to Medical Front Office Procedures**
Change in title (was “Medial Front Office Procedures”); changes in catalog description, objectives unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2014*

Connie Petlack represented BCIS
- These courses are the last of the BCIS Curriculum Review
- BCIS 62 and 63 are related and part of a major a medical billing student would take
- Titles are changing because the department will be creating advanced courses down the road (within 2 years)
- BCIS 75 will have an advanced course added
- Committee Suggestions:
  - BCIS 63
    - Course description and Objective D: Add (error-free) to “clean claim”
    - Out of Class Assignment 2: Change “Workman’s Comp” to “Worker’s Compensation”
  - Motion to vote on these courses as a block and place on consent pending changes; S. Carey, Second: J. Dahlgren, Approval: Unanimous

**B. Minor Course Modification**

1. **BCIS 12 – Business Writing Skills**
Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Spring 2014*

**C. Course Families (Effective Term: Fall 2014)**

* = new courses added to existing family

1. **Piano Family**
   - MUS 40 – Piano I
   - MUS 41 – Piano II
   - MUS 42 – Piano III*
   - MUS 43 – Piano IV*

2. **Guitar Family**
   - MUS 20 – Guitar I
   - MUS 21 – Guitar II
   - MUS 22 – Guitar III
   - MUS 23 – Guitar IV*

3. **Voice Family**
   - MUS 30 – Voice I
   - MUS 31 – Voice II*
   - MUS 32 – Voice III*
   - MUS 33 – Voice IV*

Motion to place on Consent; D. Welton, Second: D. Danielson, Approval: Unanimous

**D. Major Program Changes (Effective Catalog Year: 2014-15)**

1. **AS Degree in EMT-Paramedic** (Career)
   Core: Deletion of FSC 116; Change in units (from 35.25 to 35 Units)

2. **CA in EMT-Paramedic** (Career)
   Core: Deletion of FSC 116; Change in units (from 35.25 to 35 Units)
The department is removing FSC 116 from the degree and certificate because the content is already covered in EMS 170
- Motion to place on Consent; S. Carey, Second: S. Sloan, Approval: Unanimous

5. **Miscellaneous Agenda Items**
   A. General Education Rule (CSU Area E; Butte Area F) – Susan Carey
      - Around 7 years ago, the curriculum committee decided that if a course is placed in GE CSU Area E, it automatically appears in Butte Area F (as both are Self-Integration)
      - Some courses were not grandfathered into this rule
      - Propose approving courses missing from Butte F that appear in CSU E
         - Courses are: FN 2, HLTH 10, PSY 15, SOC 3, 8, 14
      - Committee suggestions:
         - Clear it with the appropriate departments
         - Use grid box to align SLO’s with Area F GELO’s
      - Place on next agenda
   B. Next Meeting – October 21, 2013
      - Motion to adjourn; T. Day, Second: J. Dahlgren, Approval: Unanimous