

**PALM BEACH STATE COLLEGE CURRICULUM COMMITTEE MEETING AGENDA
OCTOBER 29, 2020**

The Curriculum Committee meetings will be held via Zoom virtual conference. College personnel are asked to contact [Christi White](#) by Thursday at noon if they wish to attend but have not received an invitation to the Curriculum Committee Meeting.

Curriculum Development Session immediately following adjournment of curriculum agenda.

***Appointed members (serving 2-year terms).**

Curriculum Committee Members		List of Guests:
Trineshia Sellars – Chair	Chemistry, Year 4	Julie Sivigny, Academic Services – Curriculum Development
Juliett Tracey – Vice Chair	Business, Year 3	Jen Hudson, Academic Services – Catalog
Cynthia Alexandre – Past Chair	Mathematics, Year 4*	
Dr. Angela Adame-Smith	Psychology, Year 2	
Joseph Brownlee	Mathematics, Year 1	
Dr. Jehu Chong	Business/Bachelors, Year 2	
Chad Crouse	Public Safety, Year 1	
Eligio Marquez	Trade and Industry, Year 3*	
Lawanna McCoy	Social Science, Year 1	
Allen Mullenax	Trade and Industry, Year 2	
Dr. Nadine Sirota	Nursing, Year 2	
Julia Steff	Health Sciences, Year 1	
Administrative Members		
Dr. Velmarie Albertini (Non-Voting)	Dean, Curriculum	
Teresa Armas	Financial Aid	
Kenneth Badaracco	Campus Registrar	
Santrel Carries	Office of the Registrar	
Jennifer Johnson	Academic Dean	
Dr. Kathleen Karran-McCoy	Student Services	
Christi White (Non-Voting)	Academic Services, Curriculum	

*(renewed)

List of Presenters:

Jane Fisher/Doreen Singer	Surgical Services A.S.
Zalmond Abbondanza	MAC1105C
Jennifer Johnson	Developmental Education Math
Penny Knight	Medical Assisting A.S./CCC

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FA - Possible Financial Aid Action Warranted

Changes are highlighted in yellow

WELCOME

I. APPROVAL OF MINUTES OF SEPTEMBER 24, 2020

Discussion:

Data sources consulted: Minutes

Action:

II. FOR YOUR INFORMATION

A. CCE/Avocational

B. VPAA/DBOT Action

1. Dr. Yohe approved on 9-28-2020 via email the update of the Low Voltage CCP Program (5450) webpage completion requirements to reflect the correct State mandated TABE levels from 9-9-9 to the correct requirement of 10-10-10.

C. Minutes Corrections

D. Housekeeping

1. **Interior Design A.S. (2012)** is proposing a course sequence change **effective August 2021**. The proposal indicates changing the course sequence of IND2420 Materials to the first-year fall term and IND2461 Building Systems to the second-year summer term. Change in sequence is proposed to require ALL first-year students to take IND2420 Materials with beginning interior design courses in the fall, making the start of the program in the fall. IND2420, a foundation course, is currently offered in the summer. Students who apply to the program after the beginning of summer classes miss registering for the course and have to wait a year to take it. Most interior design courses are offered once a year and summer courses are offered during the 12-week summer term. Future students starting in the summer will be advised to register for two or more of the required general education courses if not completed yet. Changing the course sequence is proposed to offer IND2461 Building Systems during the summer after completing first-year fall/spring courses. Moving IND2461 to the summer will provide students with the foundation of first-year courses to further their knowledge of interior construction and building systems.

Term 1 Summer

ENC1101	College Composition 1
SPC1017	Fundamentals of Speech Communication
ARH1000	Art Appreciation (or Humanities Elective)

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Term 2 Fall

IND1233C	Design Studio 1
IND1401C	Technical Design
IND2100	History of Interiors 1
IND2460	Materials, Estimating and Specifications

Term 3 Spring

IND1234C	Design Studio 2
IND2130	History of Interiors 2
IND2307C	Interior Design Graphics
IND2460C	CAD for Interiors 1

Term 4 Summer

IND1935	Barrier Free and Building Codes
IND2461	Building Systems
EVR1001	Introduction to Environmental Science

Term 5 Fall

IND2237C	Design Studio 3
IND2432C	Interior Lighting
IND2463C	CAD for Interiors 2
IND2608	Sustainable Design

Term 6 Spring

IND2238C	Design Studio 4
IND2261C	Interior Detailing
IND2505	Professional Practices
IND2941	Interior Design Internship
PSY2012	Introduction to Psychology (or social science elective)

- 2. Massage Therapy CCP (5232)** has proposed to update their Program Learning Outcomes as follows: Approved by Dr. Karen Pain on 10/2/2020.

PLO #1. Perform massage therapy skills and services in the manipulation of soft tissue of the human body under the supervision of a licensed massage therapist. [Communications, Critical Thinking]

Will replace existing outcome: Apply massage therapy skills and services in the manipulation of soft tissue of the human body under supervision of a licensed massage therapist.

PLO #2: Accurately obtain client/patient information through data collection and competently communicate with massage therapists, clients, patients, and other health care providers. [Communications]

Will replace existing outcome: Accurately obtain and utilize client/patient information through data collection and competently communicate with massage therapists, clients, patients and other health care providers.

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PLO #3: Demonstrate clinical reasoning and problem-solving abilities when working with case studies, utilizing Western and Eastern human anatomy and physiology and pathology as it relates to the practice of massage & bodywork modalities. Critical Thinking]
Will replace existing outcome: Synthesize western and eastern human anatomy, physiology and pathology as it relates to the practice of massage and bodywork modalities, to demonstrate clinical reasoning and problem-solving abilities.

PLO #4: Evaluate basic business practices, professional standards, scope of practice and state law as it relates to massage therapy. [Communications, Critical Thinking]

Will replace existing outcome: Identify basic business practices, professional standards, scope of practice and state law as it relates to massage therapy.

3. CIP Code Updates: The Florida Department of Education (FLDOE) was made aware that institutions must be using valid 2020 Classification of Instructional Program (CIP) codes for programs to continue to be eligible for Title IV financial aid in 2020-21. FLDOE plans to adopt the new CIPs in 2021-22; however, given the impact on Title IV, institutions should immediately begin using valid 6-digit 2020 CIP codes for impacted programs for Title IV purposes. (email string below)

FLDOE Frameworks will not be updated until 2021-2022, but the CIP codes for the programs listed below need to be updated for 2020-2021 to remain Title IV eligible.

FA

CIP Title (Program Title)	Program Type	Florida CIP Number 2010	2010 Federal CIP	2020 Federal CIP	2020 Federal CIP Title	Program Offered at Your Institution? (Yes)
Alternative Energy Engineering Technology	CCC	0615050304	150503	151701	Energy Systems Technology/Technician.	Yes
Crime Scene Technician	CCC	0743010601	430106	430406	Forensic Science and Technology.	Yes
Crime Scene Technology	AS	1743010600	430106	430406	Forensic Science and Technology.	Yes

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III. OLD BUSINESS

A. A motion was made at the 9/24/2020 for **Surgical Services A.S. and CCC** to update the admission criteria, course sequence, and prerequisites and vote next meeting. **The updates are listed below:**

Admission Criteria:

- Attend a mandatory Surgical Technology open house information session;
- Complete all required program prerequisites with a grade of C or higher;
- Submit a completed Surgical Technology program application.

<u>Surgical Services A.S. degree - New</u>					
Course Prefix/Number	Title	Credit Hours	Term Offered	Area	Pre/Co Requisites
General Education Requirements- 27 credits required					
BSC 2085	Anatomy and Physiology 1	3	Fall 1	Gen Ed	Corequisite: BSC2085L
BSC 2085L	Anatomy and Physiology 1 Lab	1	Fall 1	Gen Ed	Corequisite: BSC2085
ENC 1101	College Composition 1	3	Fall 1	Gen Ed	
SPC 1017	Fundamentals of Speech Communication	3	Fall 1	Gen Ed	
HSC 2531	Medical Terminology	3	Fall 1	Required	
BSC 2086	Anatomy and Physiology 2	3	Spring 1	Gen Ed	Prerequisites: BSC2085 and BSC2085L with grade of C or higher. Corequisite: BSC2086L
BSC 2086L	Anatomy and Physiology 2 Lab	1	Spring 1	Gen Ed	Prerequisites: BSC2085 and BSC2085L with grade of C or higher. Corequisite: BSC2086
PSY2012 OR SYG 2000	Intro to Psychology or Intro to Sociology	3	Spring 1	Gen Ed	
Mathematics	Any course from Mathematics-Area III	3	Spring 1	Gen Ed	
Humanities	Any course from Humanities-Area II, Tier 1	3	Spring 1	Gen Ed	
MCB 2010	Microbiology	3	Summer 1	Gen Ed	Prerequisite: BSC2085 or BSC1010 with grade of C or higher

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					Corequisite: MCB2010L
MCB 2010L	Microbiology Lab	1	Summer 1	Gen Ed	Corequisite: MCB2010
STS 1302C	Intro to Surgical Technology	3 (Lecture 2/Lab 2)	Summer 1	Required	Prerequisites: BSC2085, BSC2085L and HSC2531 all with a grade of C or higher. Corequisites: MCB2010, and MCB2010L
STS 1304C	Intro to Surgical Techniques	3 (Lecture 2/Lab 2)	Fall 2	Required	Prerequisites: STS1302C, MCB2010, MCB2010L all with a grade of C or higher. Corequisites: STS1323C, STS1340C, HSC1434C
STS 1323C	Surgical Techniques and Procedures 1	3 (Lecture 2/Lab 2)	Fall 2	Required	Prerequisites: STS1302C, MCB2010, MCB2010L all with a grade of C or higher. Corequisites: STS1304C, STS1340C, HSC1434C
STS 1340C	Pharmacology and Anesthesia	3 (Lecture 2/Lab 2)	Fall 2	Required	Prerequisites: MCB2010, MCB2010L, STS1302C all with a grade of C or higher. Corequisite: STS1304C, STS1323C, HSC1434C
HSC 1434C	Central Sterile Clinical	3 (Lecture 2/Clinical 8)	Fall 2	Required	Prerequisites: STS1302C, MCB2010, MCB2010L all with a grade of C or higher. Corequisites: STS1304C, STS1323C, STS1340C
STS 2324C	Surgical Techniques and Procedures 2	3 (Lecture 2/Lab 2)	Spring 2	Required	Prerequisites: STS1304C, STS1323C, STS 1340C, and HSC1434C all with a grade of C or higher. Corequisites: STS2365C, STS2944
STS 2365C	Leadership for Surgical Services	3 (Lecture 2/Lab 2)	Spring 2	Required	Prerequisites: STS1304C, STS1323C, STS1340C, and HSC1434C all with a grade of C or higher. Corequisites: STS2324C, STS2944C
STS 2944C	Surgical Specialties Clinical 1	5 (Lecture 2/Lab 2/Clinical 16)	Spring 2	Required	Prerequisites: STS1304C, STS1323C, STS1340C and HSC1434C all with a grade of C or higher. Corequisites: STS2324C, STS2365C
STS 2945C	Surgical Specialties Clinical 2 Course FEE: \$257.00 (7) and \$10.00 Distance Learning Fee and	5 (Lecture 1/Lab 4/Clinical 16)	Summer 2	Required	Prerequisites: STS2324C, STS2365C, and STS2944C with a grade of C or higher. Corequisites: STS2955

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	Medical Accident and Liability Insurance \$12.90				
STS 2955C	Capstone for Surgical Technology	3 (Lecture 2/Lab 2)	Summer 2	Required	Prerequisites: STS2324C, STS2365C, and STS2944C all with a grade of C or higher. Corequisite: STS2945C
		Total	64		

- Concerns:** -Please provide an explanation of the meaning of 3 (Lecture 2/Lab 2) and 5 Lecture 1/Lab 4/Clinical 16) etc.
 - The framework of the program and alignment with Guided Pathways is still in question; could information be provided concerning this matter?
 -Students attending school in the summer months will financial aid be accessible

Discussion:

Data sources consulted: Curriculum Support Documents

Action:

IV. NEW BUSINESS

Credits/Clock Hours

A. AA COURSES AND TRACKS

Mathematics

1. New Courses

Effective: January 2021

Presenter: Zalmond Abbondanza

Cluster Approved: 9/10/2020

Assigned Curriculum Reviewers: Cynthia Alexandre and Joseph Brownlee

CC Discipline Representative: Cynthia Alexandre and Joseph Brownlee

Pilot Results: The pilot ran in Spring 2020 and was interrupted by the conversion of classes to remote instruction due to COVID-19. Data from the first two exams administered prior to conversion to remote were collected from 5 pilot classes and compared to data taken from identical exams from control courses taught using the same format, sans corequisite support and with students who had taken the standard prerequisite course. These are the results:

Students in pilot courses: 94

Students in control courses: 403

Exam 1 average for pilot course: 73

Exam 1 average for control course: 70

Results of t-test: No statistical difference ($p=.183$, 95% confidence interval)

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Exam 2 average for pilot course: 74

Exam 2 average for control course: 76

Results of t-test: No statistical difference ($p=.424$, 95% confidence interval)

Although the pilot was interrupted and the data collection was limited to the first two exams, the data gathered show that the student success rates based solely on the first two exams is statistically equivalent and would suggest that the pilot was successful, with students in the pilot having approximately the same results in a class that saves two credits, a semester of time and tuition costs.

Justification: The high rate of failure of our students to complete the MAT1033C/MAC1105 sequence requires reconsideration of the current presentation of this material. The purpose of this course is to allow students to enter and complete the College Algebra MAC1105C course in one semester with a total of 5 General Education Core course credits, rather than completion in two semesters with a total of 7 credits consisting of 4 college credits and 3 General Education Core credits, by replacing the prerequisite 4-credit requirement of MAT1033C with the proposed 5-credit corequisite course, MAC1105C, College Algebra Corequisite. Colleges across the country have adopted the corequisite model of instruction with documented success. Specifically, our nearest neighbor State College, Broward College, has already adopted this same model for their corequisite approach to College Algebra, with the same call number and structure as proposed in this document. This course will reduce the time and money spent by students who are not in need of a full 4-credit intermediate algebra course, but rather are in need only of as-needed support with the math and study skills required for the material in College Algebra. The corequisite approach as incorporated in this course has also been shown to improve retention and completion in schools where it is offered. Data gathered from schools that have been using this approach suggest that students who take their college-level course in conjunction with a corequisite course that is designed to review skills that are required for success in the topics presented in the college-level course have a significantly higher rate of completion. The MAC1105C corequisite course would allow a waiver of the MAT1033C 4-credit prerequisite required for the standard MAC1105 course. The material covered in the corequisite component would consist of any and all material that supports the material being taught in the MAC1105 course and only such material will be covered. Support material covered in the corequisite course will consist mainly of material taught in MAT1033C, but may also include more developmental material and/or material from other areas, such as geometry and logic.

Course Number	Title	Course Information	Prerequisites	Corequisites
a. MAC1105C	College Algebra Corequisite	2 credits (2 Lecture); AW grading scale	High School Algebra 2 or higher	MAC 1105

Discussion:

Data sources consulted: Curriculum Support Documents

Action:

B. DEVELOPMENTAL EDUCATION COURSES

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Developmental Education - Mathematics

1. Revised Courses

Presenter: Jennifer Johnson

Assigned Curriculum Reviewers: Juliett Tracey and Lawanna McCoy

CC Discipline Representative: Jennifer Johnson, Joseph Brownlee, Lawanna McCoy, Cynthia Alexandre

Effective: Spring 2021

Cluster Approved: 4/21/2020

Justification: Request is to update course descriptions and course outcomes for MAT 0022 and MAT0056 Advanced Developmental Algebra to eliminate redundancy with MAT1033.

	Current Course Number	Current Title	Proposed Changes
a.	MAT 0022	Developmental Algebra	Course Description; Course Learning Outcomes
b.	MAT 0056	Advanced Developmental Algebra	Course Description; Course Learning Outcomes

Discussion:

Data sources consulted: Curriculum Support Documents

Action:

C. ASSOCIATE IN SCIENCE (A.S.)

Health Sciences

1. New Courses – Medical Assisting Advanced

Presenter: Penny Knight

Assigned Curriculum Reviewers: Jehu Chong, Julia Steff

CC Discipline Representative: Julia Steff, Nadine Sirota

Effective: Fall 2021

Cluster Approved: 3-26-2019

Business Partnership Council Approved: 4-6-2019

Justification: The program curriculum was developed in compliance with State of Florida Program Frameworks, Standards and Guidelines adopted by the American Association of Medical Assistants (AAMA), the Medical Assisting Education Review Board (MAERB), and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The CCC will replace the noncredit PSAV in Medical Assisting currently offered by PBSC. The A.S. will provide students with the ability to apply credit earned to an advanced degree using credit courses.

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PBSC Medical Assisting program currently achieves 4.1% market share according to the EMSI report, however the count of students is inaccurate on the report and PBSC had 34 completers, not 19. With 34 completers the noncredit MA program market share would be around 7% or higher. There is an opportunity to increase market share by converting the MA program from noncredit to credit. The credit program would provide the program with the ability to offer more flexible scheduling of classes.

	Course Number	Title	Course Information	Pre/corequisites
a.	MEA1007C	Introduction to Medical Assisting	AS/CCC; 3 credits (32 Lecture/32 Lab contact hours); AW Grading Scale	None
b.	MEA1304C	Introduction to Medical Office Procedures	AS/CCC; 3 credits (32 Lecture/32 Lab contact hours); AW Grading Scale	Prerequisite: MEA1007C with a grade of C or higher
c.	MEA1021C	Diseases and Disorders 1	AS/CCC; 3 credits (32 Lecture/32 Lab contact hours); Medical Accident \$4.75 and Liability \$8.15 required; AW Grading Scale	Prerequisites: MEA1007C, BSC2085 and BSC2085L all with a grade of C or higher Corequisites: BSC2086 and BSC2086L (soft)
d.	MEA1250C	Diseases and Disorders 2	AS/CCC; 3 credits (32 Lecture/32 Lab contact hours); Medical Accident \$4.75 and Liability \$8.15 required; AW Grading Scale	Prerequisite: MEA1021C with a grade of C or higher
e.	MEA2246L	Pharmacology Lab	AS/CCC; 1 credit (32 Lab contact hours); AW Grading Scale	Corequisite: HIM1442C (soft)
f.	MEA2248C	Basic Lab and Phlebotomy	AS/CCC; 3 credits (32 Lecture/32 Lab contact hours); Medical Accident \$4.75 and Liability \$8.15 required; AW Grading Scale	Prerequisite: MEA1021C with a grade of C or higher
g.	MEA2253C	Diagnostic Procedures	AS/CCC; 3 credits (32 Lecture/32 Lab contact hours); Medical Accident \$4.75 and Liability \$8.15 required; AW Grading Scale	Prerequisite: MEA1021C with a C or higher

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h.	MEA2246C	Physician Reimbursement and Revenue	AS/CCC; 3 credits (32 Lecture/32 Lab contact hours); AW Grading Scale	Prerequisite: MEA1304C with a grade of C or higher
i.	MEA2305C	Advanced Medical Office Procedures	AS/CCC; 3 credits (32 Lecture/32 Lab contact hours); AW Grading Scale	Prerequisite: MEA1304C with a grade of C or higher
j.	MEA2803C	Externship for Medical Assisting	AS/CCC; 3 credits (16 Lecture/256 Clinical contact hours); Medical Accident \$4.75 and Liability \$8.15 required; AW Grading Scale	Prerequisites: BSC2086, BSC2086L, HIM1610C, HSC2531, MEA1007C, MEA 1250C, HIM1442C, MEA2246C, MEA2248C, MEA2253C, MEA1355C, MEA2305C all with a grade of C or higher
k.	MEA2903	Leadership for the Medical Assistant	AS; 3 credits (48 Lecture contact hours); AW Grading Scale	Prerequisites: BSC2086, BSC2086L, HIM1610C, HSC2531, MEA1007C, MEA 1250C, HIM1442C, MEA2246C, MEA2248C, MEA2253C, MEA1355C, MEA2305C all with a grade of C or higher

2. New Program

Program Name: Medical Assisting Advanced A.S.

CIP Code: 1351080103

Credits: 65

Presenter: Penny Knight

Assigned Curriculum Reviewers: Allen Mullenax, Nadine Sirota

CC Discipline Representative: Julia Steff, Nadine Sirota

Effective: Fall 2021

FA

Cluster Approved: 3/26/2019

Business Partnership Council Approved: 4/6/2019

Deans Council Step 1 Approval: 3/19/2020

Deans Council Step 2 Approval: 3/19/2020

President's Cabinet Approval: 10/5/2020

District Board of Trustees Approval: 11/10/2020

PLOs Approved by IRE: 7/27/2020

Justification: The program curriculum was developed in compliance with State of Florida Program Frameworks, Standards and Guidelines adopted by the American Association of Medical Assistants (AAMA), the Medical Assisting Education Review Board (MAERB), and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The CCC will replace the noncredit PSAV in Medical Assisting currently offered by PBSC. The A.S. will provide students with the ability to apply credit earned to an advanced degree using credit courses.

PBSC Medical Assisting program currently achieves 4.1% market share according to the EMSI report, however the count of students is inaccurate on the report and PBSC had 34 completers, not 19. With 34 completers the noncredit MA program market share would be around 7% or higher. There is an opportunity to increase market share by converting the MA program from noncredit to credit. The credit program would provide the program with the ability to offer more flexible scheduling of classes.

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Course Prefix/Number	Title	Credit Hours	Area of Program	Term Sequence
BSC2085	Anatomy and Physiology 1	3	Gen Ed	1
BSC2085L	Anatomy and Physiology 1 Lab	1	Gen Ed	1
HIM1610C	Office Applications for Health Professions	3	Required	1
HSC2531	Medical Terminology	3	Required	1
MEA1007C	Introduction to Medical Assisting	3 Semester: 13	Required	1
BSC2086	Anatomy and Physiology 2	3	Gen Ed	2
BSC2086L	Anatomy and Physiology 2 Lab	1	Gen Ed	2
HIM1442C	Pharmacology for HIM	2	Required	2
MEA1021C	Diseases and Disorders 1	3	Required	2
MEA1304C	Introduction to Medical Office Procedures	3	Required	2
MEA2246L	Pharmacology Lab	1 Semester: 13	Required	2
MEA1250C	Diseases and Disorders 2	3	Required	3
MEA1355C	Physician Reimbursement and Revenue	3	Required	3
MEA2248C	Basic Lab and Phlebotomy	3	Required	3
MEA2253C	Diagnostic Procedures	3	Required	3
MEA2306C	Advanced Medical Office Procedures	3 Semester: 15	Required	3
HIM1000C	Introduction to Health Information Management	3	Required	4
MEA2801C	Externship for Medical Assisting	3	Required	4
MEA2903	Leadership for the Medical Assistant	3	Required	4
SPC1017	Fundamentals of Speech Communication	3 Semester: 12	Gen Ed	4
ENC1101	College Composition	3	Gen Ed	Any
	Area III Math	3	Gen Ed	Any
	Area II Humanities	3	Gen Ed	Any
PSY 2012	Introduction to Psychology	3	Gen Ed	Any

Discussion:

Data sources consulted: Curriculum Support Documents

Action:

**D. COLLEGE CREDIT CERTIFICATE (CCC)
Health Sciences**

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1. New Courses – Medical Assisting Specialist

Effective: Fall 2021

Presenter: Penny Knight

Cluster Approved: 3-26-2019

Assigned Curriculum Reviewers: Angela Adame-Smith, Chad Crouse

Business Partnership Council Approved: 4-6-2019

CC Discipline Representative: Julia Steff, Nadine Sirota

Justification: This certificate program will be a part of the Medical Assisting Advanced A.S. degree program (1351080103). The program curriculum was developed in compliance with State of Florida Program Frameworks, Standards and Guidelines adopted by the American Association of Medical Assistants (AAMA), the Medical Assisting Education Review Board (MAERB), and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This CCC will replace the noncredit PSAV in Medical Assisting currently offered by PBSC. The A.S. will provide students with the ability to apply credit earned to an advanced degree using credit courses.

PBSC Medical Assisting program currently achieves 4.1% market share according to the EMSI report, however the count of students is inaccurate on the report and PBSC had 34 completers, not 19. With 34 completers the noncredit MA program market share would be around 7% or higher. There is an opportunity to increase market share by converting the MA program from noncredit to credit. The credit program would provide the program with the ability to offer more flexible scheduling of classes.

Course Number	Title	Course Information	Pre/corequisites
MEA1007C	Introduction to Medical Assisting	AS/CCC; 3 credits (32 Lecture/32 Lab contact hours); AW Grading Scale	None
MEA1304C	Introduction to Medical Office Procedures	AS/CCC; 3 credits (32 Lecture/32 Lab contact hours); AW Grading Scale	Prerequisite: MEA1007C with a C or higher
MEA1021C	Diseases and Disorders 1	AS/CCC; 3 credits (32 Lecture/32 Lab contact hours); Medical Accident \$4.75 and Liability \$8.15 required; AW Grading Scale	Prerequisites: MEA1007C, BSC2085 and BSC2085L all with a grade of C or higher Corequisites: BSC2086 and BSC2086L (soft)
MEA1250C	Diseases and Disorders 2	AS/CCC; 3 credits (32 Lecture/32 Lab contact hours); Medical Accident \$4.75 and Liability \$8.15 required; AW Grading Scale	Prerequisite: MEA1021C with a grade of C or higher
MEA2246C	Pharmacology Lab	AS/CCC; 1 credit (32 Lab contact hours); AW Grading Scale	Corequisite: HIM1442C (soft)
MEA2248C	Basic Lab and Phlebotomy	AS/CCC; 3 credits (32 Lecture/32 Lab contact hours); Medical Accident \$4.75 and Liability \$8.15 required; AW Grading Scale	None

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MEA2253C	Diagnostic Procedures	AS/CCC; 3 credits (32 Lecture/32 Lab contact hours); Medical Accident \$4.75 and Liability \$8.15 required; AW Grading Scale	Prerequisite: MEA1021C with a C or higher
MEA2246C	Physician Reimbursement and Revenue	AS/CCC; 1 credit (32 Lab contact hours); AW Grading Scale	Corequisite: HIM1442C (soft)
MEA2248C	Advanced Medical Office Procedures	AS/CCC; 3 credits (32 Lecture/32 Lab contact hours); Medical Accident \$4.75 and Liability \$8.15 required; AW Grading Scale	Prerequisite: MEA1021C with a C or higher
MEA2253C	Externship for Medical Assisting	AS/CCC; 3 credits (32 Lecture/32 Lab contact hours); Medical Accident \$4.75 and Liability \$8.15 required; AW Grading Scale	Prerequisite: MEA1021C with a C or higher

1. New Program

Program Name: Medical Assisting Specialist CCC

CIP Code: 0351080104

Credits: 44

Presenter: Penny Knight

Assigned Curriculum Reviewers: Trineshia Sellars, Eligio Marquez

CC Discipline Representative: Nadine Sirota, Julia Steff

Program Notes: Controlled Access

Justification: This certificate program will be a part of the Medical Assisting Advanced A.S. degree program (1351080103). The program curriculum was developed in compliance with State of Florida Program Frameworks, Standards and Guidelines adopted by the American Association of Medical Assistants (AAMA), the Medical Assisting Education Review Board (MAERB), and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This CCC will replace the noncredit PSAV in Medical Assisting currently offered by PBSC. The A.S. will provide students with the ability to apply credit earned to an advanced degree using credit courses.

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Effective: Fall 2021

FA

Cluster Approved: 3-26-2019

Business Partnership Council Approved: 4-6-2019

Deans Council Step 1 Approval: 3/19/2020

Deans Council Step 2 Approval: 3/19/2020

President's Cabinet Approval: 10/5/2020

District Board of Trustees Approval: 11/10/2020

PLOs Approved by IRE: 7/27/2020

**PALM BEACH STATE COLLEGE CURRICULUM COMMITTEE MEETING AGENDA
OCTOBER 29, 2020**

	Course Prefix/Number	Title	Credit Hours	Term Offered
a.	BSC2085	Anatomy and Physiology 1	3	1
b.	BSC2085L	Anatomy and Physiology 1 Lab	1	1
c.	HIM1610C	Office Applications for Health Professions	3	1
d.	HSC2531	Medical Terminology	3	1
e.	MEA1007C	Introduction to Medical Assisting	3	1
f.	BSC2086	Anatomy and Physiology 2	3	2
g.	BSC2086L	Anatomy and Physiology 2 Lab	1	2
h.	HIM1442C	Pharmacology for HIM	3	2
i.	MEA1021C	Diseases and Disorders 1	3	2
j.	MEA1304C	Introduction to Medical Office Procedures	3	2
k.	MEA2246L	Pharmacology Lab	3	2
l.	MEA1250C	Diseases and Disorders 2	3	3
m.	MEA1355C	Physician Reimbursement and Revenue	3	3
n.	MEA2248C	Basic Lab and Phlebotomy	1	3
o.	MEA2253C	Diagnostic Procedures	3	3
p.	MEA2305C	Advanced Medical Office Procedures	3	3
q.	MEA2803C	Externship for Medical Assisting	3	4
		Total Credits	44	

E. CAREER CERTIFICATE PROGRAM (CCP)

Discipline: Health Sciences

1. Deleted Program and Courses: Medical Assisting CCP

Presenter: Penny Knight

CIP Code: 0351080102

Total Clock Hours: 1300 **Program Code:** 5236

Assigned Curriculum Reviewers: All Members

CC Discipline Representative: Julia Steff, Nadine Sirota

Effective: Fall 2021

Cluster Approved: 3-26-2019

Business Partnership Council Approved: 4-6-2019

Deans Council Approved: 3/19/2020

President's Cabinet Approved: 10/5/2020

DBOT Approved: 11/12/2020

FA

**PALM BEACH STATE COLLEGE CURRICULUM COMMITTEE MEETING AGENDA
OCTOBER 29, 2020**

Justification: There is an opportunity to increase market share by converting the MA program from noncredit to credit. The credit program would provide the program with the ability to offer more flexible scheduling of classes.

	Course Prefix/Number	Title	Last Term Offered	Clock Hours
a.	MEA0005	Introduction to Medical Assisting	Fall 2020	78
b.	MEA0230	Medical terminology for Body Systems	Fall 2020	95
c.	MEA0231	Anatomy and Physiology	Fall 2020	69
d.	MEA0234	Diseases, Disorders and Treatment for Medical Assisting I	Spring 2021	120
e.	MEA0237	Diseases, Disorders and Treatment for Medical Assisting II	Spring 2021	120
f.	MEA0242	Pharmacology for the Medical Assistant	Summer 2021	95
g.	MEA0254	Basic Medical Laboratory Techniques for the Medical Assistant	Summer 2021	50
h.	MEA0258	Radiology for the Medical Assistant	Spring 2021	50
i.	MEA0310	Introduction to Medical Office Procedures	Fall 2020	90
j.	MEA0322	Advanced Medical Office Procedures	Spring 2021	75
k.	MEA0334	Medical Insurance & Coding	Spring 2021	75
l.	MEA0520	Phlebotomy for the Medical Assistant	Summer 2021	75
m.	MEA0540	Electrocardiography for the Medical Assistant	Summer 2021	75
n.	MEA0801	Externship in Medical Assisting	Fall 2021	173

Discussion:

Data sources consulted: Curriculum Support Documents

Action:

V. MOTION TO DISMISS ADMINISTRATIVE MEMBERS AND GUESTS

Discussion: NA

Action:

A. General Education Council – Dr. Karen Pain

Discussion:

Action:

VI. CURRICULUM COMMITTEE BUSINESS

**PALM BEACH STATE COLLEGE CURRICULUM COMMITTEE MEETING AGENDA
OCTOBER 29, 2020**

NEXT MEETING DECEMBER 3, 2020, 3PM

Curriculum Development Session immediately following adjournment.

2020-2021 Curriculum Actions

Actions	BAS/BS	AA	AS	ATC	ATD	CCC	CCP	Dev. Ed	Totals
New Program	-	-	1	-	-	1	-	-	2
New Course	-	1	11	-	-	-	-	2	14
Revised Program	-	-	-	-	-	-	-	-	-
Revised Course	-	-	-	-	-	-	-	-	-
Deleted Program	-	-	-	-	-	-	1	-	1
Deleted Course	-	-	-	-	-	-	9	-	9
Other	-	-	-	-	-	-	-	-	-
Agenda Totals	-	1	12	-	-	1	10	2	26
Cumulative Total for AY 20-21	-	2	23	-	-	2	19	4	50