

CCRI CURRICULUM REVIEW COMMITTEE MEETING

October 19, 2018, 2:00 to 4:00pm

President's Conference Room – Knight Campus

MINUTES

NON ACTION/ANNOUNCEMENTS

The English Department requests the following changes:

The English Department is requesting the following course code changes:

Original	Change to
Comm 2204: History of Film I	FILM 2204: History of Film I
Comm 2205: History of Film II	FILM 2205: History of Film II

The change is requested to facilitate a clearer transfer with RIC and URI, who both use FILM for this course.

Curriculum Review Committee meeting dates for the academic year 2018/2019 are available online.

The next Curriculum Review Committee meeting will take place on, November 30, 2018 please note – Initial proposals are due to deans by October 26, 2018.

ACTION/VOTING ITEMS

New Course Proposal: Human Anatomy and Physiology I

BIOL 2010, 4 credits

Originator: Cindy Hansen and Karen Montgomery

RATIONALE:

The change is needed for articulation with colleges and universities.

CATALOG DESCRIPTION

NEW:

Human anatomy and physiology of the human body is taught in a two semester sequence, using a systems approach. The relationship between form and function is emphasized, both microscopically and gross, at each level of organization.

BIOL 2010_Human Anatomy and Physiology I (4 credits)

This course provides basic anatomical terminology and homeostatic concepts beginning at the molecular level of organization and progressing through cell biology, histology, the integument, and skeletal, muscular and nervous systems. Prerequisites: (1) ENGL 0890 with grade of B or better or Accuplacer exemption from reading, (2) Math 0500 with grade of C or appropriate test score. BIOL 1002 *strongly* recommended.

Lecture: 3 hours, Lab: 3 hours

Motion to Approve: Jason Stockford, 2nd Renee Saris-Baglana

The committee voted 8 to 3, with 0 abstentions to APPROVE with minor revisions

New Course Proposal: Human Anatomy & Physiology II
BIOL 2020, 4 credits
Originator: Cindy Hansen and Karen Montgomery

RATIONALE:

The change is needed for articulation with colleges and universities.

CATALOG DESCRIPTION:

Human anatomy and physiology of the human body is taught in a two semester sequence, using a systems approach. The relationship between form and function is emphasized, both microscopically and gross, at each level of organization.

BIOL 2020 Human Anatomy and Physiology II (4 credits)

This course continues basic anatomical terminology and homeostatic concepts beginning with the endocrine system, progressing through the cardiovascular and lymphatic systems, including immunity, the respiratory system, the digestive system and metabolism, the urinary system including acid/base and fluid/electrolyte balance, and reproductive systems. (Prerequisite: BIOL 1010 with a grade of C or better) Lecture: 3 hours, Lab: 3 hours

Motion to Approve: Jana Knibb, 2nd Leslie Kilgore

The committee voted 8 to 3, with 0 abstentions to APPROVE.

New Course Proposal: Introduction to Geoscience Research Methods
GEOL 2010, 4 credits
Originator: D. Mathew Rieger, Ph.D.

RATIONALE:

This course is part of an initiative to incorporate the high impact practice of more research in undergraduate education, increase the number and diversity of students graduating with a degree in the sciences (particularly the geosciences), ease the transition of students transferring from CCRI to 4-year colleges, and ensure students have the skills required to enter the workforce. The course will introduce students to scientific research methods, particularly those used in the geosciences, including hypothesis development, experiment design, data collection/analysis/interpretation, and scientific communication.

Geoscience is a growing field in the labor market. According to the U.S. Bureau of Labor Statistics' Occupational Outlook Handbook, the job market for geoscientists is expected to grow 14% between 2016-26. The field of geoscience is also a well-paid field with a 2017 median salary of \$89,850.

The course will be cross listed at URI where CCRI and URI students will take the course together. The course will be co-taught by a CCRI geoscience faculty member (e.g. myself) and a URI faculty member (e.g., Dr. Brian Savage). This will help introduce CCRI students that will be transferring to URI to the URI faculty, facilities, and students. Note: This course does not need to be co-taught if offered at CCRI alone in the future.

Finally, data were collected during the implementation of the experimental course that indicates that the course is effective in achieving its learning objectives and some of its other goals.

CATALOG DESCRIPTION

OLD (Experimental):

Course introduces students to geoscience field-based practices, research, data analysis and interpretation within the various areas of geosciences. Students will collect, analyze, interpret and present within an initially guided and student directed, independent projects. This course will focus on building transferrable skills, independent thinking, and improving knowledge applications.

CATALOG DESCRIPTION

NEW:

Course introduces students to geoscience research methods, which include hypothesis development, field practices, data analysis and interpretation, and scientific communication within the various areas of geosciences. Students will collect, analyze, interpret and present within an initially guided and student directed, independent projects. This course will focus on building transferrable skills, independent thinking, and improving knowledge applications.

Motion to Approve: Leslie Killgore, 2nd Steve Murray

The committee voted 11 to 0, with 0 abstentions to APPROVE the course with the removal of the word “various” from the Administrative Planning section of the proposal.

New Program Proposal: Travel, Tourism and Hospitality Certificate

HOSP, 29 Credits

Originator: Candace Grist

RATIONALE:

According to Department of Commerce projections, international travel to the United States should grow by 2.7 percent annually through 2020. The United States leads the world in international travel and tourism exports and ranks second in terms of total visitation.

Tourism is Rhode Island’s second-largest industry, accounting for over \$5.57 billion in tourism-related sales and providing jobs for over 50,000 people.

The TTH Advisory Board has articulated that Rhode Island has a shortage of qualified personnel possessing customer service, technology and soft skills required to fill these entry-level positions. It recommends that students complete a certificate that provides students with foundational knowledge of the Travel, Tourism, and Hospitality industry.

CCRI is the only Rhode Island school that offers certificates in Travel and Tourism and Hospitality. Students in the current certificate take eight core courses and then three courses within two different specialties (Travel or Hospitality). The Travel certificate focuses on airline reservation systems and travel agency management. The hospitality concentration goes into depth in hotel management and marketing. The updated proposal eliminates two separate certificates, creating one certificate that provides students with a broader overview of the opportunities available in the industry.

The new program emphasizes customer service and soft skills, essential for entry-level positions. Students are also exposed to some of the newest and fastest career tracks in the travel industry, including home-based agency ownership, travel journalism, blogging, vlogging, etc.

CATALOG DESCRIPTION

NEW:

Tourism is currently Rhode Island's second-largest industry. The Travel, Tourism and Hospitality certificate provides students with skills and knowledge necessary for successful career in this growing industry. Graduates are prepared for entry-level positions with hotel and lodging, food service, airlines, airport operations, car rentals, conventions and meetings, tourism and attractions, casinos, and cruise lines. Students will perform a variety of tasks and complete projects to help them develop their skills required to work in the industry. Students will also have to opportunity to tour various establishments within the industry such as hotels, convention center, and casinos.

New Course Proposal: Introduction to Travel, Tourism and Hospitality

HOSP XXXX, 3 credits

Originator: Candace Grist

RATIONALE:

Based on conversations with members of the Travel, Tourism and Hospitality Advisory Board, this course was suggested to provide an overview of the three industries. It provides a sound basis for students to learn the terminology and career paths available.

CATALOG DESCRIPTION

NEW:

This course is an overview of the travel, tourism, and hospitality industry. It explores the structures, products and services of industry suppliers, such as transportation companies, attractions, hotels and other lodging providers, and of marketing organizations, such as travel agencies, tour packagers and destination-promotion organizations. The course provides students with an overview of the specific area of study with an emphasis on industry trends and future developments, terminology and an understanding of interrelationships of the three.

Revised Course Proposal: Lodging Management and Guest Service

HOSP 1010, 3 credits

Originator: Candace Grist

RATIONALE:

This course is a revision of HOSP-1010 Lodging Management I. The new course aligns more closely with the current curriculum offered at Johnson & Wales and provides a stronger emphasis on guest-service skills. Changes are also based on meetings with the Advisory Board recommendations to include more opportunities for training students in customer/guest service skills.

CATALOG DESCRIPTION

OLD:

This course introduces the student to an overview of the lodging management industry, including the organization of guest services and hospitality careers, as well as front office cycle and housekeeping operations.

CATALOG DESCRIPTION

NEW:

This course is designed to provide students with a basic understanding of front office operations within the hospitality industry. Topics include hotel classification and organization, the front office guest cycle, security, housekeeping operations, and revenue management. Students will also take the Guest Service Gold program

and the exam to earn their Guest Service Gold certificate through the American Hotel and Lodging Association. Students will also tour a local hotel.

New Course Proposal: Hospitality and Travel Technology

HOSP XXXX, 3 credits

Originator: Candace Grist

RATIONALE:

This course replaces TRVL 2010 and TRVL 2110, Computer Reservations Systems I and II, which previously trained students in using a Global Distribution System to make airline reservations. In keeping with the spirit as an overview certificate of all travel and hospitality facets, this course will expose students to the various technology used in all areas of travel, tourism and hospitality.

CATALOG DESCRIPTION

NEW:

This introductory course provides students with comprehensive knowledge of technological systems available in the hospitality and travel and tourism industry. Students gain a basic understanding in the use of property management systems, point of service systems, and global distribution systems (SABRE). Students will have the opportunity to practice programs using simulation software.

Revised Course Proposal (Name Change): Travel, Tourism and Hospitality Workplace Experience

HOSP XXXX, 3 credits

Originator: Candace Grist

RATIONALE:

Changing the course name from Office Administration Cooperative Work Experience to Travel, Tourism and Hospitality Work Experience better aligns with the program and makes it more easily identifiable. It will have the same course description as before.

CATALOG DESCRIPTION

OLD:

This is a planned and supervised cooperative work experience that provides students with an opportunity to observe and participate in a work environment related to their academic interests. Students attend class on campus during weeks one through five then work approximately 13 hours a week in an approved cooperative work experience placement during weeks six through 15.

CATALOG DESCRIPTION

NEW:

Same as old catalog description.

New Course Proposal: Travel Sales and Tour Planning
HOSP XXXX, 3 credits
Originator: Candace Grist

RATIONALE:

Based on feedback with Advisory Board, a class on travel sales and service in addition to conducting tours is a valuable asset for students entering into the travel industry; especially with regards to companies that create and sell tours and travel products.

CATALOG DESCRIPTION

NEW:

This overview course covers the essentials of tour planning and selling travel products. Topics include tour operations, components of a tour, tour management positions, and characteristics of professional tour guides. Customer service and sales are also reviewed in respect to researching and recommending appropriate travel products such as tours and cruises.

New Course Proposal: Principles of Food and Beverage Management
HOSP XXXX, 3 credits
Originator: Candace Grist

RATIONALE:

An introductory course in Food and Beverage Management will provide students with an overview of the industry and the basic concepts required for an entry-level position in the field.

CATALOG DESCRIPTION

NEW:

This course introduces students to the basic principles of food and beverage management. Topics include product purchasing, receiving, storing and issuing; quality food production standards. Managing buffets, banquets and catered events and standardizing recipes are also addressed.

Motion to Table: Jason Stockford, 2nd Steve Murray

The committee voted to TABLE 10 to 0, with 1 abstention

Revised Program Proposal: Medical Insurance Billing & Coding Certificate
MIBC, 29 Credits
Originator: Robert Pezzillo

RATIONALE:

The MIBC is being updated to reflect industry changes in the medical coding and billing field.

CATALOG DESCRIPTION

OLD:

This concentration provides students with the knowledge, skills and abilities to process medical insurance forms and to code medical records using the CPT and ICD-CM coding systems. Upon completion of the program, students are **eligible** to take the national Certified Professional Coders examination. Employment of medical records and health information technicians is expected to grow much faster than average for all occupations.

CATALOG DESCRIPTION

NEW:

The MIBC program provides students with the knowledge, skills and abilities to process medical insurance claim forms and to code medical documentation using the CPT and ICD-CM coding systems. Upon completion of the program, students are **prepared** to take the American Academy of Professional Coders ® (AAPC) Certified Professional Coder (CPC) ® exam.

Revised Course Proposal: ICD-10-CM Medical Insurance Coding

MEDL 2400, 2 credits

Originator: Robert Pezzillo

RATIONALE:

The catalog description needs updating to reflect the industry changes within medical coding and changes within the course.

CATALOG DESCRIPTION

OLD:

This course familiarizes students with International Classification of Diseases and Clinical Modification codes (ICD-CM). An overview of the Tabular List (Volume I) and the Alpha Index (Volume II) will include coding fundamentals and conventions. Various coding scenarios challenge small student groups to apply techniques learned to code claims. (Corequisite: MEDL 2350 or permission of instructor) Lecture: 2 hours

CATALOG DESCRIPTION

NEW:

This course familiarizes students with the latest volume of the World Health Organizations International Classification of Diseases and Clinical Modification medical diagnostic codes (ICD-CM). An overview of the format of the ICD-CM manual is combined with an understanding of diagnostic coding fundamentals, including medical coding conventions and guidelines. CCRI is a member of AAPC® (American Academy of Professional Coders) and the AAPC Professional Medical Coding Curriculum is integrated into the course program. (Corequisite: MEDL 2350 or permission of instructor) Lecture: 2 hours

Revised Course Proposal: Medical Insurance Billing

MEDL 2410, 3 credits

Originator: Robert Pezzillo

RATIONALE:

The Catalog description needs updating to reflect changes in the course.

CATALOG DESCRIPTION

OLD:

This course prepares students for employment as medical insurance specialists in physicians' offices and clinics. Topics include the claim process, inpatient and outpatient billing, procedural coding and billing requirements of various health care providers.

CATALOG DESCRIPTION

NEW:

This course introduces medical billing concepts and procedures related to preparing proper medical billing forms for submission to various medical insurance carriers. Topics include understanding the CMS-1500 claim form, the medical claim process, the revenue cycle, and discussions related to both private and government related insurance programs.

This course will also prepare students to take the National Health Care Association's Certified Billing & Coding Specialist (CBCS) assessment to become NHA CBCS certified.

New Course Proposal: Practical Applications II

MEDL 2440, 4 credits

Originator: Robert Pezzillo

RATIONALE:

The current MIBC program does not offer access to an electronic medical coding program to prepare provider medical documents for submission to medical insurance companies for processing. All of the current medical coding documentation class activities are paper based.

With the proposed Practical Applications II class, students will have access to the AAPC (American Academy of Professional Coders) on-line medical coding software. This industry recognized electronic medical coding program would provide real world experience for students preparing medical coding documents for insurance billing processing.

CCRI would be the only medical coding program in the area that would offer this opportunity for our MIBC students.

CATALOG DESCRIPTION

OLD:

N/A

CATALOG DESCRIPTION

NEW:

This course offers students the opportunity to code mock provider medical documentation using electronic medical coding software. Students will gain experience on how medical coding software works and the process associated with submitting electronic medical claim forms

Motion to Table: Jason Stockford, 2nd Jana Knibb

The committee voted 10 to 0, with 1 abstention to TABLE

Revised Program Proposal: LAMA Program/Liberal Arts Mathematics (Program Suspension)

60 Credits

Originator: Soudabeh Valicenti

RATIONALE:

For the past 8 years the LAMA program has had 3 graduates.

Graduate History by Program

Major Description	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Liberal Arts - Math	0	0	1	0	0	1	0	1

CATALOG DESCRIPTION

OLD:

The Mathematics concentrations prepares students for advanced study in mathematics at the bachelor’s degree level. The concentration also provides an excellent foundation in mathematics or any related fields requiring a strong mathematics background.

Required Courses

Students concentrating in mathematics should take 15 of the 16 to 19 required elective credits as follows:

Courses typically taken freshman and sophomore year in a bachelor’s degree program

- MATH 1900, 1910, 1920, 2910, 2990

Students who begin studying math at CCRI and plan to transfer to a bachelor’s degree program in majors other than math or science should select

- MATH 1430 and one of the following: MATH 1200, 1210, 1450, 1470, 1472, 1475, 1900

Additional courses recommended but not required as electives

- Math 1510, 1550

CATALOG DESCRIPTION

NEW:

N/A

Motion to Approve Suspension: Renee Saris-Baglana, 2nd Maria Coclin

The committee voted 10 to 0, with 1 abstention to APPROVE the suspension.

Revised Course Proposal: Introduction to Radiography

XRAY 1000, 3 credits

Originator: Patricia Lucas

RATIONALE:

The intent of this proposal is to correct the Course Description.

The course description includes “an observation in an affiliated radiology department will be arranged.”

This is no longer an option, as students Must have all *medical records* up to date in order to visit a hospital.

CATALOG DESCRIPTION

OLD:

This course is designed to give prospective Radiography students an introduction to allied health professions in general and to diagnostic imaging in particular. Topics include admission and graduation requirements for health programs. Medical terminology and an overview of anatomy is taught, along with basic imaging concepts. Radiation safety and patient care issues are addressed. An observation in an affiliated radiology department will be arranged. Note: This course is a requirement for Radiography students but is open to all students.

CATALOG DESCRIPTION

NEW:

This course is designed to give prospective Radiography students an introduction to allied health professions in general and to diagnostic imaging in particular. Topics include admission and graduation requirements for health programs. Medical terminology and an overview of anatomy is taught, along with basic imaging concepts. Radiation safety and patient care issues are addressed. Note: This course is a requirement for Radiography students but is open to all students.

Motion to Approve: Jason Stockford, 2nd Leslie Killgore
The committee voted 11 to 0, with 0 abstentions to APPROVE.

Revised Course Proposal (Title Change): **OLD: Principles of Imaging Non-Traditional Patients and MRI XRAY 2460, 3 credits**
NEW: Principles of Imaging Diverse Patient Populations
Originator: Patricia Lucas

RATIONALE:

Our credentialing agency The Joint Review Committee on Education in Radiologic Technology (JRCERT) has determined that MRI safety training be moved to Clinical Radiography X-ray 1010, **before** the students start their first clinical experience at the hospital.

The new Course Title is more appropriate for the material covered

CATALOG DESCRIPTION

OLD:

This course allows students to apply their knowledge of radiographic imaging and patient care to a variety of non-traditional patient populations such as pediatric, geriatric, and trauma patients. Students will also study the unique principles and patient care involved in magnetic resonance imaging.

CATALOG DESCRIPTION

NEW:

This course allows students to apply their knowledge of radiographic imaging and patient care to a variety of non-traditional patient populations such as pediatric, geriatric, and trauma patients.

Motion to Approve: Jason Stockford, 2nd Renee Saris-Baglana
The committee voted 11 to 0, with 0 abstentions to APPROVE.
