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Notice of Regularly Scheduled Meeting  
February 03, 2015 - Tuesday  
3:00 PM  
TECC (HU102)

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**Called to Order @ 3:02pm**

**Members Present:**

Ms. Cheryl Aschenbach, Chair  
Ms. Elizabeth Elam  
Ms. Lisa Gardiner  
Mr. Chad Lewis  
Ms. KC Mesloh  
Ms. Fran Oberg  
Ms. Toni Poulsen  
Ms. Alison Somerville, Articulation Officer, Vice Chair  
Ms. Stephney Stuart

**Members Not Present:**

ASB Representative  
Mr. Kory Konkol  
Mr. Cory McClellan  
Ms. Susan G. Mouck  
Dr. Tammy Robinson, Interim Vice President of Academic Services/Athletic Director

**Staff:**

Ms. Susan Kelley, Instructional Services Technician

1. **Agenda Approved (With Revision add A.2 add discipline of Biology to HO 3-Poulson/Mesloh: MSCU)**
2. **Approved Meeting Minutes: January 20, 2014 meeting( Elam/Poulson: MSCU)**  
Information only: December 16, 2014 Approved Minutes
3. **Action taken by Curriculum Subcommittee**

**AGR 42 Farm Surveying, Irrigation and Drainage**

Approved Textbook change.

Walker/Skoogerboe, "Surface Irrigation: Theory & Practice", 1987, Prentice Hall, ISBN 9780138779290

Hoffman and Evans, "Design and Operation of Farm Irrigation Systems"; 2<sup>nd</sup> edition, 2007; American Society of Agricultural Engineers; ISBN 9781892769640

Effective: Fall 2015

4. **Action**

**A. HO 3 Medical Terminology( Oberg/Stuart: MSCU)**

Approved modifying course description, course objectives and course content. Changes to course outline to better meet the requirements for medical assisting courses.

Catalog Description:

~~Basic medical terms with emphasis on word analysis, construction and application to the health occupation professions. This course is appropriate for nursing students and other health occupation students. This course has been approved for interactive television delivery.~~

This course covers basic medical terminology and the vocabulary of medical specialties. Special emphasis is on the use of prefixes and suffixes, and non-technical explanations of medical terms and descriptions of anatomy, physiology, and pathology. Students learn to utilize medical terminology as it applies to the structure of the human body, common laboratory tests, radiological and operative procedures, as well as basic pharmacology.

Effective: Fall 2015

**A.2 HO 3 Medical Terminology( Oberg/Stuart: MSCU)**

Approved adding the discipline of Biology to HO 3.

Effective: Fall 2015

**B. HO 70 Introduction to Administrative Medical Assistant I (Tabled-Gardiner/Elam: MSCU)**

Approve new course proposed. LCC CIMP notes interest in expanding health occupations/allied health programs and courses. This course as a stand-alone course initiates the development of certificates of accomplishment, which will lead to a proposed certificate of achievement program in medical assisting. The course also meets workforce needs. **Catalog Description:**

This course is designed to provide specific information and skills training required for front office administrative medical assistants. The course covers administrative and clerical functions of an office assistant including patient reception, scheduling appointments, telephone procedures, medical records management, office management, professional conduct and effective communication.

2.0 units, 34 Hours Lecture

Scheduled: Spring

Effective: Fall 2015

*The committee feels strongly that HO 3 –Medical Terminology should be a pre-requisite and not a co-requisite. The student should know medical terminology before taking this class. The committee also recommends HO 54 Structure and Function of the Human Body as a prerequisite*

**C. HO 70 Introduction to Administrative Medical Assistant I (Tabled-Gardiner/Elam: MSCU)**

Approve adding HO 3 as a Co-requisite.

Effective: Fall 2015

*The committee recommends adding ENGL 105 and MATH 103 as recommended preparation, plus add HO 54 as a pre-requisite.*

**D. HO 70 Introduction to Administrative Medical Assistant I (Tabled-Gardiner/Elam: MSCU)**

Approve assigning disciplines: Business, Health Care Ancillaries

Effective: Fall 2015

*Is business and appropriate discipline? A business major would not necessarily know medical terminology. The committee recommends only including Health Care Ancillaries as an assigned discipline.*

**E. HO 71 Introduction to Administrative Medical Assistant II (Tabled-Elam/Lewis: MSCU)**

Approve new course proposed. LCC CIMP notes interest in expanding health occupations/allied health programs and courses. This course as a stand-alone course initiates the development of certificates of accomplishment, which will lead to a proposed certificate of achievement program in medical assisting. The course also meets workforce needs. **Catalog Description:**

*This course introduces and instructs Allied Health students in the use of accounting systems for medical and dental offices (including the pegboard and computerized accounting systems) and health insurance procedures. Emphasis is placed on medical accounting terminology, ledgers, methods used in payroll accounting, preparation of account charts and correct completion of benefit and claim forms. This course also prepares students to work with insurance forms in medical offices, hospitals and other clinical settings and in the proper use of procedural and diagnostic coding utilizing the most current editions of Physicians Current Procedural Terminology and International Classification of Diseases.*

2.0 units, 34 Hours Lecture

Scheduled: Spring

Effective: Fall 2015

*Like with HO 70, the committee feels strongly that HO 3 –Medical Terminology should be a pre-requisite and not a co-requisite. The student should know medical terminology before taking this class. The committee also recommends HO 54 Structure and Function of the Human Body as a prerequisite*

**F. HO 71 Introduction to Administrative Medical Assistant II(Tabled-Elam/Lewis)**

Approve adding HO 3 as a Co-requisite.

Effective: Fall 2015

*The committee recommends adding ENGL 105 and MATH 103 as recommended preparation, plus add HO 54 as a pre-requisite.*

**G. HO 71 Introduction to Administrative Medical Assistant II(Tabled-Elam/Lewis)**

Approve assigning disciplines: Business, Health Care Ancillaries

Effective: Fall 2015

*Is business an appropriate discipline? Business may be appropriate for this course as it is mainly accounting. Course originator Cherie Lujano should be made aware that the committee has questions about business being an assigned discipline.*

**H. HO 85 Diagnostic Testing (Tabled-Mesloh/Oberg: MSCU)**

Approve new course proposed. LCC CIMP notes interest in expanding health occupations/allied health programs and courses. This course as a stand-alone course initiates the development of certificates of accomplishment, which will lead to a proposed certificate of achievement program in medical assisting. The course also meets workforce needs. **Catalog Description**

This course presents the principles of diagnostic testing to students interested in medical assisting in a clinical setting. Students are introduced to the various types of medical laboratories and methods of quality control for specimen collection, transport, and testing while they learn to screen patients for various diagnostic tests and to follow-up test results. Emphasis is placed on the application of laboratory safety practices in accordance with Standard Precautions and Occupational Safety & Health Administration (OSHA) regulations. Students use common laboratory equipment to perform Clinical Lab Improvement Act (CLIA) approved tests for medical assistants, including hematology, chemistry, immunology and microbiology tests, urinalysis, and respiratory function testing and result analysis. Topics also include the principles of radiological tests, such as X-rays, computerized axial tomography (CT) scanning and magnetic resonance imaging (MRI).

1 unit, 51 Hours Lab

Scheduled: Spring

Effective: Fall 2015

*The question was asked: Why are these courses listed as stand-alone?*

*When new courses are presented without belonging to an existing degree or certificate, they are listed as stand-alone. When the certificate or degree is developed the status will change to program applicable.*

**I. HO 85 Diagnostic Testing (Tabled-Mesloh/Oberg: MSCU)**

Approve adding HO 54 as a prerequisite and HO 3 and HO 84 as co-requisites

Effective: Fall 2015

*HO 3 –Medical Terminology should be a pre-requisite and not a co-requisite.*

*The student should know medical terminology before this class. Add ENGL 105 as recommended preparation.*

**J. HO 85 Diagnostic Testing (Tabled-Mesloh/Oberg: MSCU)**

Approve assigning discipline: Health Care Ancillaries

Effective: Fall 2015

**K. HO 88 Phlebotomy (Tabled-Gardiner/Somerville: MSCU)**

Approve new course proposed. LCC CIMP notes interest in expanding health occupations/allied health programs and courses. This course as a stand-alone course initiates the development of certificates of accomplishment, which will lead to a proposed certificate of achievement program in medical assisting. The course also meets workforce needs. **Catalog Description:**

This course prepares students to perform venipunctures, capillary punctures, and basic blood lab test expected of entry-level medical assisting positions in clinics and other health care settings consistent with health care regulations in California. With successful completion of this course, the student will be eligible to sit for the National Examination and become a Certified Phlebotomist Technician I with the State of California.

2.0 Units, 24 Hours Lecture, 24 Hours Lab

Scheduled: Spring  
Effective: Fall 2015

*The committee is concerned that the course does not meet the requirements to sit and take the state test for certification, most specifically the number of hours of lecture and lab needed to sit for certification exams (40/40 needed for students without any phlebotomy experience). Either we need to add additional hours and units or make a second course.*

*Add ENGL 105 as recommended preparation.*

**L. HO 88 Phlebotomy (Tabled-Gardiner/Somerville: MSCU)**

Approve adding HO 54 as a Prerequisite.

Effective: Fall 2015

**M. HO 88 Phlebotomy (Tabled-Gardiner/Somerville: MSCU)**

Approve assigning discipline: Licensed Vocational Nursing

**N. PLSC 1 American Institutions(Mesloh/Oberg: MSCU)**

Approved changes in Course Objective, Course Content and Specific Assignments categories to address discussions regarding public opinion and test theories based on diversity, political culture, political socialization, and ideologies. To better align with C-ID recommendations.

Effective: Fall 2015

**5. Discussion**

**A. Certificate of Accomplishment – Administrative Medical Assistant (Front Office)**

Proposal of a new certificate of Accomplishment

**Certificate of Accomplishment – Administrative Medical Assistant**

**Required Core Courses: 8 Units**

| Course No. | Course Title                                       | Units |
|------------|--|-------|
| HO 3       | Medical Terminology                                | 3     |
| HO 70      | Administrative Medical Assisting I                 | 2     |
| HO 71      | Administrative Medical Assisting II                | 2     |
| HO 49A     | Introduction to Health Occupations Work Experience | 1     |

**Program Student Learning Outcomes**

Upon completion of the Certificate of Accomplishment - Administrative Medical Assistant, the student will be able to:

- 1 Demonstrate the ability to perform typical administrative duties in a medical setting, including financial transactions and insurance billing.
- 2 Interpret medical records, articles, and texts for diagnosis, treatment, laboratory, and x-ray information.

*We do not need keyboarding as a pre-requisite as most of the forms that are filled out on the computer are checking boxes. We need to add CPR as a pre-requisite to the program and courses, as it's important for both the administrative and back office medical assisting certificates. **The point was raised that to qualify for***

*financial aid, certificates need to be 16 units or more. Maybe we should combine the certificates to make a certificate of achievement that would be 20.5-21 units as well. The committee agreed that this should be recommended to the program developer. Additionally, there is still concern that the proposed program may not lead to eligibility for certification depending on the certifying organization. Which MA certification are employers looking for: California Certifying Board for Medical Assistants (CCBMA) or American Association of Medical Assistants (AAMA)? AAMA requires graduation from a CAAHEP or ABHES accredited medical assisting program.*

**B. Certificate of Accomplishment – Clinical Medical Assistant (Back Office)**

Proposal of a new certificate of Accomplishment.

**Certificate of Accomplishment – Clinical Medical Assistant**

**Required Core Courses: 12.5 - 13 Units**

| Course No. | Course Title   | Units |
|------------|--|-------|
| HO 3       | Medical Terminology  | 3     |
| HO 54      | Structure and Function of the Human Body                         | 3     |
| HO 120     | Cardiopulmonary Resuscitation (CPR)                              | 0.5   |
| Or         | CPR Certification  |       |
| HO 82      | Principles of Infection Control Prevention and Sterile Technique | 1.5   |
| HO 84      | Introduction to Patient Care                                     | 2     |
| HO 85      | Diagnostic Testing   | 1     |
| HO 88      | Phlebotomy   | 2     |

**Program Student Learning Outcomes**

Upon completion of the Certificate of Accomplishment - Clinical Medical Assistant, the student will be able to:

- 1 Demonstrate the ability to utilize knowledge of the structure and function of the eleven major body systems and entry-level clinical medical assisting skills to provide appropriate patient care and education in a clinical setting.
- 2 Demonstrate the utilization of appropriate aseptic technique under a variety of clinical conditions.
- 3 Demonstrate the ability to perform typical entry-level clinical medical assisting diagnostic laboratory procedures safely in accordance with Standard Precautions and OSHA regulations.
- 4 Interpret medical records, articles, and texts for diagnosis, treatment, laboratory, and x-ray information.
- 5 Perform venous and capillary punctures on adults, children and infants consistent with Department of Health Services, IPIC and OSHA standards.
- 6 Demonstrate effective communication with family, patients, physicians and other clinical site staff regarding the client's health status at a level consistent with an entry-level clinical medical assistant. **Maintain strict adherence to all HIPPA, Privacy and Compliance regulations for all patient related communications.**

*We need to be able to note on our website that this will lead to eligibility for certification/test through a specific organization (CCBMA?).*

*We need to look closer at the course offering schedule (fall vs spring or late start.)*



*Right now courses are set up to start in spring, but it's likely this program won't be approved until fall. It makes more sense to have a fall start for the program, and include the pre-requisites in the first 8 weeks before starting the program or start pre-requisites in summer and start program in fall.*

**C. HO 82 Principles of Infectious Control Prevention and Sterile Technique**

New course proposed. LCC CIMP notes interest in expanding health occupations/allied health programs and courses. This course as a stand-alone course initiates the development of certificates of accomplishment, which will lead to a proposed certificate of achievement program in medical assisting. The course also meets workforce needs. **Catalog Description**

This course provides an overview and application of current Occupational Safety and Health Administration (OSHA) policies and regulations and Standard Precautions related to infection ~~control~~ prevention in the clinical setting. This course is designed to meet OSHA and blood-borne pathogen ~~control~~ prevention for medical assisting and other allied health students who have potential exposure to infectious material such as blood, urine and other body fluids. The evolution of asepsis and infection ~~control~~ prevention is presented as a basis for understanding the need for protection in health care and service environments. The application and use of personal protective equipment (PPE), medical and surgical aseptic hand washing techniques, disposal of biohazard material and other related topics is explored and practiced. This course also covers the differences between disinfection and sterilization. Students sterilize instruments, materials and equipment using a variety of methods and set-ups to maintain and work in a sterile field.

1.5 units, 17 Hours Lecture, 24 hours Lab

Scheduled: Fall

*Need questions answered from course outline Cherie sent.*

*Add HO 84 as co-requisite. Add ENGL 105 as a recommended preparation. Also, Linda Wagner, CEO at Chester Hospital, had a lot of feedback at the advisory meeting; has her feedback been included in the revised outline?*

**D. HO 84 Introduction to Patient Care**

Approve new course proposed. LCC CIMP notes interest in expanding health occupations/allied health programs and courses. This course as a stand-alone course initiates the development of certificates of accomplishment, which will lead to a proposed certificate of achievement program in medical assisting. The course also meets workforce needs. **Catalog Description**

This course provides clinical medical assisting students with the fundamentals of patient care in the clinical setting. Students practice the communication skills needed to obtain patient information, as well as instruct and educate patients. Students apply the principles of medical documentation to record information obtained from patient interviews, measuring vital signs, procedures performed or other pertinent patient information as an entry in the patient's medical record. Correct body mechanics needed to assist, move and position patients are presented and students practice positioning patients, preparing trays, measuring a patient's vital signs and assisting with general and specialized clinical procedures performed in the medical setting and within the "Scope of Practice" for the Clinical Medical Assistant.

2 units, 17 Hours Lecture, 51 Hours Lab

Scheduled: Spring

*Need content review HO 82 for HO 84. Need answers to the questions Cherie sent back on the course outline. Also need to clarify textbooks since different HO 84 outlines have varied from one to three required books. Also, add Engl 105 as a recommended preparation.*

## **6. Future Dates**

### **Curriculum/Academic Standards Meeting Schedule for First and Third Tuesdays at 3:00 PM in the TECC**

*Note: Additional meetings may be scheduled as needed.*

#### **Spring**

March 3 & 17

April 21

May 5

## **7. Information**

**Reminder:** The following instructional programs are due. Curriculum Review (course outlines) should be done early in the process.

### **Instructional Program Reviews Due**

Agriculture – May 2014

Human Services-May 2015

History/Social Science/Sociology/Psychology/Anthropology-May 2015

Work Experience-May 2015

Fire Technology- May 2015

Gunsmithing-May 2015

Welding-May 2015

Vocational Nursing-May 2015

### **Any Person Having Business Not on the Agenda**

**Adjournment** MSCU: Poulsen/Elam at 3:48pm

### **Future Agenda**