

UNIVERSITY CURRICULUM COMMITTEE

Minutes #3 approved (2009 Supplement and 2010-2012 Undergraduate Catalog)

September 24, 2008

Members Present: Barry, Califf, Clairardin, Cook, Kaesberg, Lopez, Morenus, Murphy, Palmer, Radhakrishnan, Rosenthal, Smith, Standard, Trefzger

Members Absent: Dean, Lessoff, Semonis, Walker

Guests Present: Frank Waterstraat from Health Sciences; Jess Ray, Registrar

1. Morenus convened the meeting at 3:07 p.m.
2. **APPROVAL OF MINUTES: #2, September 10, 2008.** There were a few editorial changes. Califf moved to approve with amendments, Palmer seconded. The minutes were unanimously approved with editorial changes.
3. **PROPOSAL ACTION:**

**HSC Registered Health Information Technician (RHIT) to Health Information Management
On-line Sequence (Kaesberg/Standard)
Health Information Management On-Campus Sequence (Revision)**

Frank Waterstraat was present from Health Sciences. Standard reviewed last week's discussion of the proposal.

- Standard inquired about the letter of concurrence from KNR and Waterstraat said that it is on its way.
- Cook asked if we resolved the issue of what would occur if a second or later course could not be offered due to lack of adequate enrollment. Waterstraat said that there will be a stipend going back to the department that will give Health Sciences money in case of shortfalls. He does not anticipate lack of students.
- Waterstraat also mentioned that the new sequence will probably not be offered until fall of 2010 because the on-line program needs to be approved by North Central Association of Colleges and Schools.

Kaesberg moved to approve the new RHIT–HIM Online Sequence and revision of the HIM Program to add the HIM On-Campus Sequence contingent on receipt of the KNR letter of concurrence for the KNR proficiency hours, Standard seconded, and the committee voted unanimously to approve the proposal.

Note: Ryburn will send both the electronic and paper copy of the Executive Summary and program proposal to the Academic Senate Office.

Catalog copy follows (for 2010-2012 Undergraduate Catalog):

Health Information Management Program

Website: www.healthsciencesilstu.edu/health_info_manag/

Degree Offered: B.S.

Health information managers are professionals responsible for the management of health data and health information systems in health care organizations and organizations that use health data. They ensure data quality; code and classify data; maintain data security and privacy; design, implement and manage health information systems (both manual and electronic); evaluate medical care data to monitor quality and risk; and manage support personnel.

MAJOR IN HEALTH INFORMATION MANAGEMENT

The Health Information Management (HIM) program major offers two course sequences to students who are seeking to earn a Bachelor of Science degree in Health Information Management.

**HIM On-Campus Sequence – This sequence is designed for students who are taking courses on campus.
RHIT-HIM On-line Sequence – This sequence is designed specifically for students who have completed an Associate of Applied Sciences degree in Health Information Technology (HIT) and are currently Registered Health Information Technicians (RHIT).**

New Freshmen, New and Internal Transfer Admission Requirements:

New freshmen, transfer students and internal transfers (current Illinois State students wanting to change their major) desiring admission to the Health Information Management Program must meet the admission requirements established by the University. Students currently enrolled at Illinois State University who wish to change their major to Health Information Management (HIM) and transfer students seeking admission to the HIM Program should see the Health Sciences Department's academic advisor for information.

Health Information Management On-Campus Sequence:

The Health Information Management On-Campus Sequence is restricted to students taking HIM courses on campus.

Admission and retention in the HIM On-Campus Sequence:

To be admitted and retained in the HIM major, a student must:

- Be in good academic standing in the University with a minimum cumulative 2.00 GPA;
- Have a grade of C or better in the following courses, or their equivalents, to enroll in the HIM professional courses: HSC 105; KNR 181 and 182;
- Maintain a minimum cumulative 2.00 GPA for retention in the major; and
- Earn grades of C or higher in all major courses.

Course Requirements:

- Prerequisite courses (12-14 hours): ECO 101 or 103 or 105; HSC 105; KNR 181 and 182.
- Major courses (58 hours): HSC 200, 201, 202, 204*, 210, 212, 213, 214, 230, 298.03, 300, 310, 320, 340, 345, 346, 398.03; ENG 145.13 or 249; MQM 220, 323.
- Recommended courses: BSC 145; ITK 150.

Registered Health Information Technician to Health Information Management (RHIT-HIM) Online Sequence:

The Registered Health Information Technician (RHIT) to Health Information Management (HIM) Online Sequence is restricted to students who have successfully completed an Associate of Applied Sciences in Health Information Technology and are currently credentialed RHITs. The program is designed to give these students an opportunity to earn a Bachelor of Science Degree in Health Information Management in six semesters. All courses will be delivered online via distance learning. Students will be expected to complete on course each semester.

Admission to the RHIT-HIM Online Sequence:

To be admitted and retained in the RHIT-HIM Online Sequence, a student must:

- Be admitted to Illinois State University;
- Be a graduate of a Registered Health Information Technician-associated degree program accredited by the Commission on the Accreditation of Health Informatics and Information Management;
- Be currently certified as a Registered Health Information Technician;
- Maintain a minimum cumulative 2.00 GPA for retention in the major; and
- Earn grades of C or higher in all major courses.

Course Requirements:

- Major courses (31 hours): HSC 326, 327, 328, 330, and 398.03.

Graduation Requirements:

To graduate all RHIT students must complete or have completed an Associate of Arts (A.A.) degree or an Associate of Sciences (A.S.) or a specified portion of the Illinois Transferable General Education Core Curriculum.

Accreditation and Credentialing:

The HIM Program is accredited by the Commission on Accreditation of Health Informatics and Information Management (www.cahiim.org) in cooperation with the American Health Information Management Association (www.ahima.org). Graduates of the program are eligible and expected to write the national registry examination. Successful completion of the registry examination leads to the Registered Health Information Administrator (RHIA) professional designation.

BSC Organismal Biology and Public Outreach Sequence (Revised) (Trefzger/Semonis)

Trefzger reviewed last week's discussion of the proposal to revise the Organismal Biology and Public Outreach Sequence. Biological Sciences has provided revised catalog copy as requested. Trefzger moved to approve the proposal, Murphy seconded, and the proposal was approved by unanimous vote of the committee. Catalog copy follows (*for the 2010-2012 Undergraduate Catalog*):

Organismal Biology and Public Outreach Sequence:

Majors selecting this sequence seek broad organismal expertise and experience in public outreach for science education. This sequence is designed for students seeking educational jobs and careers in arboreta, botanical gardens, environmental and nature centers, museums, and zoos. The minimum requirements for this sequence are:

- **39 total hours in Biological Sciences required.**
- **Required: BSC 196, 197, 201, 203, 219, 220, 297, and 304; CHE 220 or 230 and 231; PHY 105, 108, or 110; MAT 120 and 121 or MAT 145 and 146. Either ECO 138, GEO 138, POL 138, or PSY 138 may substitute for MAT 146.**
- **14 hours minimum in organismal courses required, at least two of which must be laboratory courses (*): BSC 211*, 212*, 223*, 283*, 286*, 290, 292*, 294, 295*, 296, 301*, 311*, 325, 330*, 333*, 335/336*, 337*, 375/376, 378/379*, 396*.**
- **Obtain a minimum of 120 hours of direct experience in public outreach (2 credit hours of Professional Practice, BSC 398).**
- **BSC 202, 307, and Biological Science courses below 195 may not be used in the major.**
- **A minimum of 12 hours in Biological Science courses must be completed at Illinois State University.**

CHE Minor in Chemistry (Revised) (Califf/Dean)

Califf reviewed last week's discussion of the proposal to revise the Minor in Chemistry. Clarification of the rationale was received. Califf moved to approve the proposal, Clairardin seconded and the proposal was approved by a unanimous vote of the committee. Catalog copy follows (*for the 2010-2012 Undergraduate Catalog*):

MINOR IN CHEMISTRY

- **21 hours required in Chemistry, including at least 13 hours in courses numbered 200 or higher, excluding CHE 204.**
- **Required courses: CHE 140, 141, 215, and 220 or 230/231.**

**LAN Major in French (Revised) (Palmer/Radhakrishnan)
Teacher Certification Sequence (Revised)**

Palmer reviewed last week's discussion of the proposal to revise the Major in French and the Teacher Certification Sequence. Palmer moved to approve the proposal, Radhakrishnan seconded, and the proposal was approved by a unanimous vote of the committee. Catalog copy follows (*for the 2010-2012 Undergraduate Catalog*):

MAJOR IN FRENCH

- A minimum of 35 hours and maximum of 43 hours in French are required. The number of hours required for the Major in French depends on the level at which a student begins the program. Students with no previous study in French begin the language with FR 111 and must complete 43 hours. Students with 2 years of high school French (or equivalent) normally begin with FR 112 and must complete 39 hours beyond 111. Students with 3 years of high school French (or equivalent) normally begin with FR 115 and must complete 35 hours beyond 111 and 112.
- Required courses: FR 115, 116, 213, 214, 220, 235, two out of 221, 222, 305, plus 9 elective hours at the 300-level or above including at least one 300-level literature course, and in one of the 300-level courses students must complete a capstone synthetic project.

Teacher Certification Sequence:

- A minimum of 38 hours and a maximum of 46 hours in French are required. The number of hours required for the Major in French for Teacher Certification depends on the level at which a student begins the program. Students with no previous study in French begin the language with FR 111 and must complete 46 hours. Students with 2 years of high school French (or equivalent) normally begin with FR 112 and must complete 42 hours beyond 111. Students with 3 years of high school French (or equivalent) normally begin with FR 115 and must complete 38 hours beyond 111 and 112.
- Required courses: FR 115, 116, 209, 213, 214, 220, 235, 305; LAN 319, 320; and either FR 221 or 222, plus one 300-level elective and sufficient other electives to meet the total hour requirement as indicated above.
- Part of entitlement program leading to K-12 (Type 10) certification.
- Recommended electives: FR 314, 335, 340; LAN 321.

Note: The Teacher Certification Sequence also needs CTE review/approval and has already been forwarded.

4. LIAISON REPORTS:

- a. **Council on General Education:** Morenus reported that there was nothing coming from CGE to UCC at this time. Rosenthal said that there are assessments ongoing that might lead to General Education changes in the future.
- b. **Council for Teacher Education:** Palmer – Nothing to report.
- c. **Academic Affairs Committee:** Lessoff reported that AAF will be reviewing the Proficiency Policy, COB dress code and the ten-year sunset policy for courses.

5. STAFF REPORT:

ISU Policy Website Information/Undergraduate Catalog – Rosenthal: Rosenthal and Ray have a report of ISU policies on the website and the comparison with information in the undergraduate catalog. In some cases, the information does not match, but generally, the information is not in conflict. As time allows, Rosenthal and Ray will look at the policies, suggest changes, and will bring anything of substance to the UCC if needed.

“Front of Catalog” Reorganization – Rosenthal distributed an outline of the suggested reorganization of the “front of the catalog.” The front of the catalog has a lot of general items that may or may not belong. Last year it was decided that as we go into the 2-year catalog cycle, we would look at the catalog and see how it agrees with other information that is available to students (on websites, etc.). The subcommittee members who worked on the reorganization last year were Buckley, Clairardin, Morenus, Palmer, and Semonis. Rosenthal asked the committee what they thought about the reorganization, before we go forward with it. Califf said that the reorganization is a huge improvement. With some additional editing, the reorganization will go forward with the 2010-2012 catalog.

6. MISCELLANEOUS:

Rosenthal said that the Academic Affairs Committee happily received the University Curriculum Committee’s annual report from last year.

7. **INFORMATION:** The University Curriculum Committee Executive Secretary approved the following:

Temporary Courses (2008-2009):

COM

(title change)

392.08 TOPICS IN COMMUNICATION INSTRUCTION: TEACHING COMMUNICATION AS CRITICAL INQUIRY

1 sem. hr.

Identification and development of new instructional content, approaches, strategies, and materials for selected oral communication concepts in educational and business classrooms. May be repeated; maximum 3 hours; each topic may be taken once. Formerly *TOPICS IN COMMUNICATION INSTRUCTION: TEACHING FUNDAMENTALS OF SPEECH*.

New Courses (2009 Supplement to the 2008-2010 Undergraduate Catalog):

HSC

326 HEALTHCARE FINANCIAL MANAGEMENT AND REIMBURSEMENT SYSTEMS

6 sem. hrs.

Analysis and application of principles and theories of financial management and reimbursement systems utilized in the United States healthcare system. Prerequisites: RHIT-HIM Online Sequence only.

327 HEALTHCARE QUALITY MANAGEMENT, LAW, AND RISK MANAGEMENT

6 sem. hrs.

Analysis and application of principles and theories concerning United States healthcare quality management, law, and risk management. Prerequisites: HSC 326. RHIT-HIM Online Sequence only. A minimum grade of C is required in all prerequisite courses.

328 PLANNING, IMPLEMENTATION, AND MANAGEMENT OF HEALTH INFORMATION SYSTEMS

6 sem. hrs.

Addresses the Health Information Manager's role and responsibilities in planning, implementing and managing health information systems to manage health data. Prerequisites: HSC 327. RHIT-HIM Online Sequence only. A minimum grade of C is required in all prerequisite courses.

329 MANAGEMENT FOR THE HEALTH INFORMATION ADMINISTRATOR

5 sem. hrs.

Organization and management of personnel and processes by health information administrators. Prerequisites: HSC 328. RHIT-HIM Online Sequence only. A minimum grade of C is required in all prerequisite courses.

330 HEALTH DATA ANALYSIS FOR DECISION MAKING

5 sem. hrs.

Collect, analyze, and report clinical data to address administrative problems and issues. Prerequisites: HSC 329. RHIT-HIM Online Sequence only. A minimum grade of C is required in all prerequisite courses.

Revised Courses (2009 Supplement to the 2008-2010 Undergraduate Catalog)

BSC

311 RAIN FOREST ECOLOGY

3 sem. hrs.

Introduction to the natural history and ecology of rain forests; intensive tropical field work and investigative learning. Foreign travel and field work required. Formerly BSC 306.08 *REGIONAL AND AREA STUDIES: COSTA RICAN RAIN FOREST*. Prerequisites: BSC 201 and consent instructor.

Revised Courses:

BSC

333 PLANT DIVERSITY
4 sem. hrs.

History and diversity of plants and other green organisms covering major events, groups of organisms, and their phylogenetic relationships. Lecture and lab. Formerly BSC 222. Prerequisites: BSC 201 and one 200 level botany course or graduate standing.

Deleted Course: *(2010-2012 Catalog)*

LAN (FR)

395 SENIOR SEMINAR
3 sem. hrs.

Close reading and analysis of literary texts representative of the major genres and literary periods, in their socio-historical contexts. Prerequisites: Senior standing in the major.

Editorial Course Changes: *(2010-2012 Catalog)*

CHE

(description)
204 CHEMISTRY OF LIFE OC-SMT
3 sem. hrs.

Application of chemical principles to the understanding of life processes and exploration of classes of molecules important in everyday life. Lectures, demonstrations and lab. Not for credit major or minor. Prerequisites: Inner Core; CHE 102 or 1 year high school chemistry. BSC 101 or equivalent recommended.

(description)
290 RESEARCH IN CHEMISTRY
1-2 sem. hrs.

CR/NC only. May be repeated; maximum 6 hours; only 3 hours are applicable toward the major or minor. Prerequisites: 17 hours of Chemistry; Department form must be completed prior to registration.

- 8. ADJOURNED:** The meeting was adjourned at 3:40 p.m. The next meeting will be held on October 8, 2008.