



## Outcomes Assessment Work Group

# APPROVED

# MINUTES

*Tuesday, December 11, 2012*

*Conference Rm. A 2:30 PM*

**Members Present:** Gerald Wray, Bonnie Hunt, James E. Todd, Brian Sanders, Kathleen Ennis, T. Ward

**Members Absent:** David Baggett, Beth Bailey, Chad Redwing, Letitia Miller, Kamran Payvar, Milan Motroni, Pedro Mendez

**Others Present:** H. Townsend (Administrative Secretary, Academic Senate)

### **I. APPROVAL OF ORDER OF AGENDA**

**Hearing no objections the work group approved the order of the agenda.**

### **II. APPROVAL OF MINUTES**

*November 27, 2012*

***M/S/U (B. Sanders, K. Ennis) to approve the minutes for the November 27, 2012 meeting.***

### **III. NOTIFICATION AGENDA (OAW Approved CLOS)**

See OAW minutes of November 27, 2012 for recently approved CLOs brought through the OAW.  
<http://outcomesassessment.sites.mjc.edu/index.php>

### **IV. CONSENT AGENDA (CLOS previously withdrawn for revisions and Recent Curriculum Approved Courses)**

***Please Note:*** Several courses are slated to come back to the OAW once final revisions have or have not been made by the author. These are courses that were pulled at the November 27, 2012 meeting.

**a. Course Modifications Approved by the Curriculum Committee November 20, 2012:**

**AGM - 50: Preparation for Mechanical Technology**



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*As a result of satisfactory completion of this course, the student should be prepared to:*

1. Effectively use various measurement and layout devices.
2. Correctly identify common tools that are used in various shop applications.

***Hearing no objections, the CLOs for AGM 50 were approved.***

### **AGM - 200: Introduction to Mechanical Technology**

*As a result of satisfactory completion of this course, the student should be prepared to:*

1. To complete a basic woodworking project with the given materials, tools, and equipment.
2. To complete a basic metalworking project with the given materials, tools, and equipment.

***AGM 200 was pulled from the agenda by J. Todd. James will contact the instructor with a suggested revision.***

### **AGM - 210: Agricultural Welding**

*As a result of satisfactory completion of this course, the student should be prepared to:*

1. Complete a series of arc welds meeting industry standards as judged by the instructor given the materials, tools, and equipment.
2. Complete a series of oxy-fuel welds meeting industry standards as judged by the instructor given the materials, tools, and equipment.

***AGM 210 was pulled from the agenda by J. Todd. James will contact the instructor with a suggested revision.***

### **AGM - 211: Advanced Agricultural Welding**



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*As a result of satisfactory completion of this course, the student should be prepared to:*

1. Identify different metal samples and determine the proper welding method to be used to join the material.
2. Pass an American Welding Society certification test.

***Hearing no objections, the CLOs for AGM 211 were approved.***

**AGM - 225: Principles of Electrical Wiring**

*As a result of satisfactory completion of this course, the student should be prepared to:*

1. Properly design, install and construct common residential/agricultural branch circuits radiating from a common service panel as per industry standards.
2. Determine the machine needs and requirements of an electrical motor and order a suitable replacement motor.

***Hearing no objections, the CLOs for AGM 226 were approved.***

**BUSAD - 201: Financial Accounting**

*As a result of satisfactory completion of this course, the student should be prepared to:*

1. Identify and assess ethical issues related to financial accounting and reporting.
2. Analyze financial transactions and statements to evaluate the financial health of businesses.



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3. Determine and apply Generally Accepted Accounting Principles in the appropriate applications.

***Hearing no objections, the CLOs for BUSAD 201 were approved.***

### **BUSAD - 202: Managerial Accounting**

*As a result of satisfactory completion of this course, the student should be prepared to:*

1. Compare and contrast financial and managerial accounting and evaluate the role of the management accountant.
2. Demonstrate logical and relevant business decisions through the utilization of various forms of accounting analysis.
3. Analyze and interpret ethical issues in the management and accounting environment, identify key issues, and formulate strategies to address them.

***Hearing no objections, the CLOs for BUSAD 202 were approved.***

### **MUST - 124: Music Theory 4**

*As a result of satisfactory completion of this course, the student should be prepared to:*

1. Analyze and understand the harmonic structure of musical works of the late 19th Century.
2. Relate to structural forms such as Sonata and Rondo.
3. Create guided composition exercises in 4 parts incorporating late 19th Century harmonic procedures such as chromatic modulation.
4. Write and recognize examples of enharmonic modulation.
5. Define, analyze and / or write examples of 20th century techniques such as Symbolism, set theory, polytonalism.
6. Compose music using musical elements included in the course content.



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***Hearing no objections, the CLOs for MUST 124 were approved.***

### **MUST - 132: Aural Skills 2**

*As a result of satisfactory completion of this course, the student should be prepared to:*

1. Sight-read and sing musical excerpts based on diatonic major and minor scales from a score using movable Do Solfege syllables.
2. Sing and identify complete set of diatonic intervals.
3. Accurately take rhythmic and melodic dictation.

***Hearing no objections, the CLOs for MUST 132 were approved.***

### **PE - 141: Supervision in Athletic Training**

*As a result of satisfactory completion of this course, the student should be prepared to:*

1. Select taping and/or wrapping techniques based on the athlete's chief complaint or mechanism of injury.
2. Organize and maintain medical kits with the appropriate supplies for each sporting event.
3. Relate National Athletic Trainer's Association entry level competencies to established treatment protocols.

***Hearing no objections, the CLOs for PE 141 were approved.***

b. Newly Adopted Courses Approved by the Curriculum Committee November 20, 2012:

NONE

### **V. NEW BUSINESS: (CLOS from Assessment Chair Approval Stream)**

### **MDAST - 352: Medical Coding/CPT**



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*As a result of satisfactory completion of this course, the student should be prepared to:*

1. Explain the basic coding rules and use of the entire CPT book.
2. Apply ICD9CM coding rules and convention through coding application.
3. Explain the regulatory environment that includes reimbursement information that surrounds outpatient coding.
4. Differentiate the various functions and processes associated with medical records, both for inpatient and outpatient coding.

***MDAST 352 Withdrawn by T. Ward from the Agenda due to course inactivation.***

### **MDAST - 353: Medical Coding/I C D**

*As a result of satisfactory completion of this course, the student should be prepared to:*

1. Explain definitions, including principal diagnosis, principal procedure and secondary diagnosis, sequencing them correctly
2. Apply the basic coding rules/guidelines and use of the ICD9CM book.
3. Apply ICD9CM coding rules and conventions through coding application.
4. Identify the differences between CPT and ICD9CM coding system
5. Explain the various function and processes associated with medical records, both for inpatient and outpatient coding.

***MDAST 353 Withdrawn by T. Ward from the Agenda due to course inactivation.***

### **MDAST - 354: Intermediate Medical Coding/ICD9CM**



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*As a result of satisfactory completion of this course, the student should be prepared to:*

1. Apply the coding rules by assigning ICD9CM codes.
2. Identify the major elements of the DRG/PPS reimbursement system for inpatient coding.
3. Apply the POA present on admission modifiers.
4. Explain the coding rules for various complex and intermediate anatomical areas.
5. Apply the discharge disposition field correctly.

***MDAST 354 Withdrawn by T. Ward from the Agenda due to course inactivation.***

### **VI. DISCUSSION ITEMS**

#### **1. Comprehensive Report/Assessment Day**

**OAW MEMBERS**

The Work group discussed the production of the Comprehensive Report. J. Todd reported that he will finalize the report this weekend.

J. Todd explained the process and time allotted to the work group for assessment on Institute Day. James said that everyone will walk away on Institute Day knowing the role of the OAW. K. Ennis volunteered to participate on Institute Day. James asked for more ideas to be sent to him via his email.

#### **2. OAW/Curriculum Liaison**

**KATHLEEN ENNIS**

K. Ennis explained that she had one course, MUST 123 with CLOs that were in need of a revision. K. Ennis discussed the possible revisions with the author.

#### **3. Other**

**JAMES TODD**



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J. Todd explained that the Instruction Office 2 approval stream within CNET has tons of courses with CLO updates that need to be approved and implemented. James wants this to be completed by Friday, January 11, 2013.