**Washtenaw Community College**

**Joint Curriculum and Assessment Committee Minutes**

**Thursday, September 19, 2019; 2:00 pm – 3:30 pm; LA 263**

Curriculum Members: Lisa Veasey (Chair), Jennifer Baker, Marvin Boluyt, Scott Britten, Joy Garrett, Valerie Greaves, Rob Lowing, Kiela Samuels (absent)

Assessment Members: Shawn Deron (Chair), Jim Egan, Joy Garrett, Patricia Hill, Eva Samulski (absent), Victor Vega (absent), Jason Withrow (absent), Tom Zimmerman

Guests: Rhonda Johns, Lisa Nelson, Sera Bird

## Minutes from the meeting of 9/19/19 were approved.

## Review agenda – no changes

## Announcements – Discussion of Assessment Data Collection will take place in today’s meeting.

## Discussion

1. Full Review – Both
	1. Medical Assisting (PP) – recommended approval with changes to description of criteria for entry
	2. MED 101 Introduction to Medical Assisting (NC) – recommended approval with suggested changes to description and tools; suggestion to split tools
	3. MED 104 Medical Assistant Math and Pharmacology (NC) – recommended approval with suggested changes to language describing tools, description, and Outcome #4
	4. MED 112 Medical Assistant Administrative I (NC) – recommended approval with suggested change to how tools are scored; suggestion to split tools
	5. MED 114 Medical Assistant Lab I (NC) – recommended approval with suggested change to how tools are scored
	6. MED 116 Medical Insurance Billing and Coding Basics for MA (NC) – recommended approval with suggested changes to description and how tools are scored; suggestion to split tools
	7. MED 210 Medical Assistant Administrative II (NC) – recommended approval with suggested changes to objective #1, how tools are scored
	8. MED 221 Medical Assistant Lab II (NC) – recommended approval with suggested changes to Outcome #3, description, how tools are scored
2. Full Review – Assessment
	1. BIO 162 General Biology II Cells and Molecules (CAR) – good explanation of tools used to assess the outcomes and good identification of strengths and areas for improvement; suggestion to move discussion from Outcome #1 and #3 to intended changes
	2. MRI 120 MRI Procedures I (CAR) – suggestion to get data related to specific outcomes and report results separately and to clarify meaning of percentages reported for final exam/overall final grade

**The discussion of Assessment Data Collection was pushed to the 9/19/19 C&A meeting.**

**Adjournment**