

**NEOSHO COUNTY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES MEETING**  
**MINUTES**

**DATE:** January 12, 2006

**TIME:** 5:30 P.M.

**PLACE:** Student Union, room 209

**PRESENT:** Kevin Berthot  
Mariam Mih  
Steve Payne  
Basil Swalley

**ABSENT:** Kathy Fryd  
David Peter

**PRESENT:** Dr. Vicky R. Smith, President  
Dr. Brian Inbody, Vice President of Student Learning  
Ben Smith, Dean of Planning and Operations  
Brenda Krumm, Dean of Outreach/Workforce Development  
Lisa Last, Dean of Student Development/Registrar  
C. W. Moore, Instructor  
Robert Grigsby, Student  
Kent Pringle, Board Attorney  
Terri Dale, Board Clerk  
Shanna Foster, Chanute Tribune

The meeting was called to order by Kevin Berthot, Vice Chairman at 5:30 p.m. in room 209 in the Student Union.

### **III: Public Comment**

There were no speakers. Mr. Berthot wished Mrs. Mih a happy birthday.

### **Approval of the Agenda**

Mr. Berthot asked to amend the agenda by adding Executive Session as item E under new business.

**Mr. Berthot asked that the agenda be approved as amended. The motion was made and seconded that the agenda be approved as amended. Motion carried.**

### **Presentation of Certificates-Industrial Trades Program**

Brenda Krumm, Dean of Outreach and Workforce Development, summarized the Industrial Trades

Program and explained that in the spring semester the College will partner with USD 413 to offer the program to high school students. Dean Krumm introduced Mr. C. W. "Bud" Moore, instructor and coordinator for the program.

Mr. Moore reported he was proud to be a part of the program and proud of the instructional staff. Mr. Moore reported that the program had been received well by the community and that the classes had toured Young's Welding, Cleaver Farm and Home and Advanced Systems Homes. The program will enhance employability and skill levels for students and expose them to job opportunities.

Robert Grigsby, one of the students who completed the certificate program, was in attendance and Mr. Berthot presented him with his certificate.

## **V. Consent Agenda**

The following items were approved by consent.

- A. Minutes from December 8, 2005
- B. Claims for disbursement for December 2005
- C. Personnel
- D. New Courses

### **Consent Agenda V-C: Personnel**

#### **1. Resignation**

It was the President's recommendation that the Board accept the resignation of Linda Gabel, nursing instructor at the Ottawa campus. Ms. Gabel will be paid through February 2006.

### **Consent Agenda Item V-D: New Courses**

There were two new courses for consideration; EDUC 260 Introduction to Early Childhood Education, and ETEC 170 Computer Applications in Manufacturing II.

EDUC 260, a three credit hour course, was created to replace three one-hour courses in Family and Consumer Sciences in child development. This should aid the student in transferring the course to bachelor degree-granting institutions.

The second course is ETEC 170. Through an \$8,000 grant from the Kansas Department of Commerce, which is still pending, the College will be able to offer a course in MasterCAM software. The software and instructor materials alone are \$8,000, for an eight seat course, so the grant was greatly needed. MasterCAM software deals with tooling and manufacturing of parts through computer controlled equipment, taking a computerized design and turning it into a metal, wood or plastic part. The college will be able to offer the course multiple times in order to offer the course to more than just eight people.

Both courses were approved by divisional staff, the College Curriculum Committee, and the Chief Academic Officer.

The administration recommended that the Board approve these courses and direct the Vice President for Student Learning to add them to the College Master Course List.

The new courses are on the following pages.

## **COURSE SYLLABUS**

### **COURSE IDENTIFICATION**

Course Prefix Number: ETEC170  
Course Title: Computer Applications in Manufacturing II  
Division: Applied Science  
Program: Industrial Engineering Technology  
Credit Hours: 3 hrs.  
Revision Date: Fall 2005

### **CLASSIFICATION OF INSTRUCTION**

Vocational

### **COURSE DESCRIPTION**

This course deals with the study and application of computer aided design system. The course involves the use of Mastercam and related programs that can be used in manufacturing methods and processes. This course is a continuation of ETEC 125.

### **PREREQUISITES AND/OR COREQUISITES**

ETEC 125 Computer Applications in Manufacturing

### **TEXTS**

CNC Software, Inc., Mastercam Handbook, Volume 1 (version X), Tolland, CT 2005

### **COURSE OUTCOMES/ COMPETENCIES**

- Upon successful completion of this course, student will be able to:

- 
1. Describe the machining process.
    - a. Choose a machine type and machine definition that will be used to cut the part.
    - b. Open or import a part file.
    - c. Set the machine group properties, including file, tool, stock, and safety zone settings.
    - d. Create toolpaths and apply them to geometry.
    - e. Verify and edit the toolpaths using the Toolpath Manager, Backplot and Verify functions.
    - f. Post process selected machine group operations.
  2. Choose a machine and control definition.
    - a. Select a machine definition.
    - b. Edit machine definition.
  3. Work with control files and control definitions.
    - a. Create and edit control definitions that represent the machine's control properties.
    - b. Define default data paths and file locations for operations based on the control.
    - c. Define default post processing settings and communication settings.
    - d. Write post text and miscellaneous values to the post processor.
    - e. Create and modify toolpath defaults and save them.
    - f. Store settings in a control file.

4. Set machine group properties.
  - a. Use the toolpath manager.
  - b. Use the insert arrow.
  - c. Create machine groups and toolpath groups.
  - d. Set machine group properties.
  
5. Create toolpaths.
  - a. Select the machine definition.
  - b. Choose a toolpath type.
  - c. Use the dialog boxes and prompts that display to chain geometry or select points or other entities.
  - d. Select the tool and refine the tool parameters
  - e. Define and create the toolpath operation for the toolpath type.
  - f. Describe different toolpath types.
  
6. Utilize editing functions.
  - a. Use the Toolpath Manager.
  - b. Use the Backplot functions.
  - c. Use the Verify functions.
  
7. Demonstrate post processing actions.
  - a. Produce the correct NC code for your machine and application.
  - b. Use the NCI file to create the final NC program for a specific machine or control.

## **COURSE OUTLINE**

- I. The machining process
- II. Selecting machine and control definitions
- III. Working with control files and control definitions
- IV. Machine group properties
- V. Toolpaths
- VI. Editing
- VII. Post-processing
- VIII. Examples

## **INSTRUCTIONAL METHODS**

1. Lecture and discussion will be used in presentation of concepts, information, and assignment requirements.
  
2. Outside assignments will consist of reading and completion of worksheets.
  
3. Illustrations will be presented on the chalk board, overhead projector, audio-visuals and computer network. Handouts, mock-ups, models or charts will be used to clarify problems.

## **STUDENT REQUIREMENTS AND METHOD OF EVALUATION**

1. Concepts will be evaluated through the use of workbook, periodic tests, and computer drawings.
2. Worksheets and drawings will be scored according to format requirements for style and accuracy.
3. Points will be assigned and accumulated for each worksheet, test, and computer application.

**GRADING SCALE**

Grades will be determined according to the following scale:

90% to 100% = A; 80% to 89 = B; 70% to 79% = C; 60% to 69% = D; 0% to 59% = F

**Attendance Policy**

Unless students are participating in a school activity or excused by the instructor, they are expected to attend class. If a student's unexcused absences exceed twice the credit hour designation for the course, the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the Vice President of Student Learning for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is re-instated into the class, the instructor will be notified. Administrative Withdrawals (AW) cannot occur after seventy-five percent (75%) of the class has been completed.

**Academic Integrity**

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Consequences of violation of the Academic Integrity policy can range from redoing the assignment for partial credit to course dismissal at the discretion of the instructor. Definitions and examples of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

**ASSESSMENT OF STUDENT GAIN**

Pre-assessment ideally begins during the advisement and enrollment process prior to the beginning of the course where the advisor and student determine through the interview process the level of placement for the student. During the period of the first two weeks of a normal semester, each student will be observed and/or interviewed; and initial papers produced will be examined to determine needed competency development throughout the course. Post-assessment to determine gain in competency will be measured at the end of each unit of study.

**ADVISORY COUNCIL INVOLVEMENT**

The program maintains a Board of Reference for this vocational component. The coordinator communicates with the Board on a regular basis concerning issues or problems that occur and meets with the group one or two times each year.

Information and statements in this document are subject to change at the discretion of NCCC. Changes will be published in writing and made available to students.

NOTE: If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify the Director of Advising and Counseling, Chanute Campus, Sanders Hall, 620-431-2820 ext 280, as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

**Course Syllabus****COURSE IDENTIFICATION**

Course Prefix/Number: EDUC260  
 Course Title: Introduction to Early Childhood Education  
 Division: Outreach and Workforce Development  
 Program: Early Childhood Education  
 Credit Hours: 3  
 Initiation/Revised: Fall 2005

### **CLASSIFICATION OF INSTRUCTION**

Vocational

### **COURSE DESCRIPTION**

Covers the full spectrum of early childhood education from birth through age eight. History, curriculum, program applications, and current trends and issues are examined. Course content is applicable to infant and toddler programs, preschool programs, kindergartens, and primary education.

### **PREREQUISITES**

There are no prerequisites for this course.

### **REQUIRED TEXT AND MATERIALS**

Morrison, George S. (2003). Fundamentals of Early Childhood Education (3<sup>rd</sup> Ed.).  
 Bredekamp, S. & Copple C. (1997). Developmentally Appropriate Practice in Early Childhood Programs – Revised.

### **COURSE OUTCOMES/COMPETENCIES**

Upon successful completion of this course, student will be able to:

1. Describe the historical, philosophical, psychological, and social foundations of early childhood education for the purpose of demonstrating an understanding of how these foundations influence current thought and practice;
2. Discuss the growth and development of a child from birth through the age of eight in physical, social, emotional, and cognitive areas for the purposes of:
  - identifying typical and atypical behaviors and developmental patterns; and
  - creating an environment that meets the individual needs of all children with disabilities and special abilities.
3. Site examples the principles of developmentally appropriate practice for children from birth through age eight;
4. Discuss the evaluating, monitoring, and reporting progress;
5. Establish an educational philosophy;
6. Demonstrate an awareness of cultural diversity and its implications for early childhood programs;
7. Discuss techniques to guide children's social development;

8. Discuss techniques to establish positive relationships with parents;
9. Describe the role of technology in early childhood education;
10. Demonstrate an understanding of legislation and public policy as it affects young children, families, and programs for children; and
11. Demonstrate an awareness of current trends and issues in the field of early childhood education.

### **COURSE OUTLINE**

- I. You and Early Childhood Education
- II. Early Childhood Education Today: Understanding Current Issues
- III. History and Theories: Foundations for Teaching and Learning
- IV. Implementing Early Childhood Programs: Applying Theories to Practice
- V. Observing and Assessing Young Children: Guiding, Teaching, and Learning  
Bredekamp Textbook – pp. 21 and 133-134 and 175-176
- VI. Infants and Toddlers: Foundational Years for Learning  
Bredekamp Textbook – pp. 55-71
- VII. The Preschool Years: Getting Ready for School  
Bredekamp Textbook – pp. 97-122

#### ***Journal Article Report Due***

- VIII. Kindergarten Today: Meeting Academic and Developmental Needs

#### ***Mid-Term Exam***

- IX. The Primary Grades: Preparation for Lifelong Success  
Bredekamp Textbook – pp. 141-160
- X. Educating Children with Diverse Backgrounds and Special Needs: Ensuring All Children Learn
- XI. Multicultural Education/English for Speakers of Other Languages (E.S.O.L.)
- XII. The Role of Technology in Early Childhood Education
- XIII. Guiding Children's Behavior: Helping Children Act Their Best
- IX. Cooperation and Collaboration with Parents, Families, and the Community

#### ***Book Report Due***

- X. Developmentally Appropriate Practice

#### ***Final Exam***

### **INSTRUCTIONAL METHODS**

Lecture and demonstration  
 Reading in textbooks, other books, and periodicals  
 Discussion  
 Cooperative learning projects and activities  
 Student presentation  
 Videos and other audio/visual media  
 Multimedia presentations

### **STUDENT REQUIREMENTS AND METHODS OF EVALUATION**

#### **A. ATTENDANCE**

Regular attendance and participation in class activities are essential for successful completion of this course. Thirty percent (30%) of the final grade is based specifically on attendance and classroom participation.

#### **B. ACTIVITIES**

1. Attendance and class participation (30 points). These points will be based on regular class attendance as well as grades from a member of daily quizzes and in-class projects. ***Students will be required to be in attendance to earn points for these activities.***
2. Written journal article report (see attached criteria) (15 points)
3. Written book report (see attached criteria) (15 points)
4. Participation in a professional organization conference or service activity. Opportunities will be discussed in class (10 points)

C. EXAMINATIONS

There will be a **mid-term examination** (which counts as **15%** of the final course grade) and a **final examination** (which counts as **15%** of the final course grade). Additional information and criteria for the examinations will be given in class.

Attendance and Participation.....	30%
Written Journal Article Report.....	15%
Written Book Report.....	15%
Participation in Professional Activity.....	10%
Mid-Term Exam.....	15%
Final Exam.....	15%

**\* NOTE: Students must complete all of the course requirements listed above in order to receive credit for the course.**

**GRADING SCALE**

The grading system for final course grades will be as follows:

- A=90-100%
- B=80-89%
- C=70-79%
- D=60-69%
- F=59% or lower

**ATTENDANCE POLICY**

Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student’s unexcused absences exceed one-hundred (100) minutes per credit hour for the course, the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the dean of student services/registrar’s office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the dean of student services/registrar’s notification. If the student is reinstated into the class, the instructor will be notified. Administrative Withdrawals (AW) cannot occur after seventy-five percent (75%) of the class has been completed.

**ASSESSMENT OF STUDENT GAIN**

Student gain will be determined by student improvement in each of the areas of student competencies.

**Academic Integrity**

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits.

Academic integrity in coursework is a specific requirement. Consequences of violation of the Academic Integrity policy can range from redoing the assignment for partial credit to course dismissal at the discretion of the instructor. Definitions and examples of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

### **Cell Phone Policy**

Student cell phones and pagers must be turned off during class times. Faculty may approve an exception for special circumstances.

**NOTE:** If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify the Director of Advising and Counseling, Chanute Campus, Sanders Hall, 620-431-2820 ext 280, as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

### **NOTE**

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## **JOURNAL ARTICLE REPORT**

### **Introduction to Early Childhood Education**

**Selected Early Childhood Journals** (Your article may be selected from one of these or from another journal of your choice):

- \*Child Care Quarterly
- \*Child Development
- \*Childhood Education (ACEI)
- \*Children Today
- \*Day Care and Early Education
- \*Dimensions
- \*Journal of Research in Childhood Education (ACEI)
- \*Young Children (NAEYC)

A copy of the article should be provided with the report. The report should be approximately 3-4 typed (double-spaced) pages in length and should include the following:

- \*Title and date of publication
- \*Title and author of the article
- \*Summary of the contents of the article (approximately two pages)
- \*Critique of the article - - your reactions and opinions related to the contents of the article (one to two pages)

**NOTE:** Article reports will be graded based on content as well as correct spelling, Grammar, and sentence structure. Use spell-check and carefully Proofread your paper before turning it in.

## **BOOK REPORT**

### **Introduction to Early Childhood Education**

Book reports should be approximately 3-4 double-spaced typed written pages in length and should adhere to the following criteria:

- \*Begin with a brief summary of the book (one to two pages)
- \*Include a discussion of specific interesting/relevant sections and/or ideas including personal reactions and opinions (one to two pages).
- \*Conclude with a brief overall evaluation of the book (one-half page to one page).

**NOTE: Book reports will be graded based on content as well as correct spelling, Grammar, and sentence structure. Use spell-check and carefully Proofread your paper before turning it in.**

**Upon a motion and a second, the consent agenda was approved unanimously.**

### **Reports**

**Dean of Planning and Operations:** Ben Smith distributed an outline of current and completed projects in Technology Services, Safety and Security and Facilities and Maintenance departments.

In Technology Services he reported that installation was complete on Technology Committee and Strategic Planning Committee recommendations including 20 PCs in the CAVE, 15 PCs in the Library, 17 PCs in the Ottawa lab 152, 42 PCs (desktop and laptop) for faculty, ceiling mount multimedia projectors, 2 Elmos (one at each campus), and completely rebuilt PCs in computer labs in rooms 2, 333 and 338. Phase I GB upgrade was completed. Migration to ICAN shared Internet connection provided by the city and installed and implemented ICAN shared email server. They are preparing for Phase II of the WiFi project on both campuses and have applied for Kan-Ed grant funding for three projects totaling about \$65,000. The Chanute technician will begin January 23 and applications are being reviewed for the technician position at Ottawa.

In the Safety and Security department, new bleachers were installed in the gym and he is working on a punch list, concrete was replaced at the northwest Student Union entrance and a Code Blue emergency pole with lighted waiting area was installed adjacent to the Union parking lot. The Kansas Department of Labor Industrial Safety and Health inspector visited campus at our request and found several violations, many were corrected immediately.

Dean Smith reported that the library entry counter was complete and about 60% of the renovation of the old dorm is complete. Faculty offices in Stoltz Hall will be remodeled after the completion of NeoKan. Energy Performance Contracting issues continue to be addressed including air conditioning in the CAVE.

Mr. Smith included pictures of several projects on campus as well.

**Treasurer's Report:** Sandi Solander distributed the Treasurer's Report and a cash balance comparison for FY 2004-05 and FY 2005-06. She commented that the college should receive more tax dollars this year and that revenue was up in the general fund from last year.

**President's Report:** Dr. Vicky Smith reported that enrollment was very robust this spring. Classes begin on January 18. She expects an increase of 8-9% in enrollment at the 20<sup>th</sup> day counting period due to the hard work of the faculty, Dr. Inbody, Lisa Last and her staff.

Dr. Smith was in charge of the program earlier in the day for the Rotary meeting and Brenda Krumm and Jean Erwin presented information on the new Medical Assistant program at the College.

Dr. Smith distributed information from the Vice President for Finance and Administration at the Board of Regents. It compared the Governor's budget with the KBOR budget request. The Governor's budget did not include monies to off-set the out-district buy-down. Monies were inserted last year by the legislature and she is hopeful that the same happens this year.

Dr. Smith reported that talks with USD 413 Superintendent Parsons and CUSD101 Superintendent Carson are continuing. They are exploring the possibilities of providing stronger vocational programming for students by sharing space and equipment. Brenda Krumm and Dr. Inbody have also met with high school principals to exchange ideas.

Kent Sunderland, vice-chairman of Ash Grove Cement and president of the Sunderland Foundation was presented a plaque in appreciation of their \$50,000 gift to the NCCC Foundation. The presentation was made at the half-time of the women's game on January 11, 2006.

Dr. Smith also reported that earlier in the day Spring In-Service was held and shared Dr. Inbody's presentation of the Top 10 Ways Working at Ottawa is Better than Working At Chanute. The crowd enjoyed the presentation.

#### **Agenda Item VII-A. Organization of the Board Policy Revision** (second reading)

At the November meeting of the Board of Trustees, Mr. Pringle was asked to suggest language for the Board Policy Manual concerning term limits. Based on discussions that the Board does not desire to impose limits on the number of terms that a Board Chair can hold, or that Trustees may be elected to, one option is designed to represent that sentiment in the Board Policy Manual and show that it has been addressed for purposes of NCA review. Mr. Pringle also included optional language to impose a term limitation for service as a Board Chairperson. This suggested language is not legal specific, and may be modified as appropriate to reflect the Board's desires and intentions. Both options were presented at the December meeting for review and consideration.

The new or added language is show in bold italics.

#### Organization of the Board (Option 1)

At the first regular meeting each July, the board shall organize by the election of a chairperson from its members, who shall serve for one year or until his/her successor is elected and qualified. ***The board shall also elect a vice-chairperson from its members, who shall serve for one year or until his/her successor is elected and qualified. There shall be no limitation to the number of one-year terms to which a member may be elected to serve as chairperson or vice-chairperson. All members of the board are encouraged to consider service as chairperson and/or vice-chairperson.*** The board will

select such other officers as it may deem desirable from among its own membership or from other qualified individuals.

### Organization of the Board (Option 2)

At the first regular meeting each July, the board shall organize by the election of a chairperson from its members, who shall serve for one year or until his/her successor is elected and qualified. *The board shall also elect a vice chairperson from its members, who shall serve for one year or until his/her successor is elected and qualified. A member shall not be elected to serve as chairperson for more than three (3) consecutive one-year terms. All members of the board are encouraged to consider service as chairperson and/or vice-chairperson.* The board will select such other officers as it may deem desirable from among its own membership or from other qualified individuals.

### **Resolution 2006-1**

There was a motion and a second to approve option 1. The vote failed. Mr. Berthot tabled the item until the February meeting.

### **Agenda Item VII-B: Election and Terms of Office**

At the December Board meeting a revised policy for Election and Terms of Office was presented for review and discussion. Revisions are shown in bold italics.

### Election and Terms of Office

The board of trustees shall consist of six members who shall be elected for four-year terms. Every two years three members of the board shall be elected at large from the territory of the community college district. *There shall be no limitation to the number of four-year terms to which a member may be elected to serve on the board of trustees. Term limits may be reconsidered at any time. The goal of the board of trustees is to encourage qualified electors of Neosho County, Kansas to seek election to service as a member of the board of trustees.*

Elections will be held on the first Tuesday in April in each odd-numbered year in a general school election. Laws applying to such elections shall be applicable.

### **Resolution 2006-2**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the revised policy for Election and Terms of Office as printed above.

**The motion was made and seconded that the above resolution be approved. Motion passed unanimously.**

### **Agenda Item VIII-A: Wi-Fi Bids**

One objective of the NCCC Technology Plan calls for the completion of providing wi-fi computer access for both the Chanute and Ottawa campuses. Phase I of the wi-fi project began implementation last year on the Chanute campus with the installation of wi-fi access in Chapman Library, the CAVE and the Student union of the Chanute campus.

Phase II of this upgrade included in this bid will complete the remainder of the Chanute campus including Sanders Hall, Stoltz Hall (and the breezeway in between), as well as Rowland Hall and other areas of the Student Union not already covered. Additionally, wi-fi will be installed for complete coverage at the Ottawa campus.

Bids were solicited from Professional Video Supply, Overland Park, KS; Troxell Communications, Olathe, KS; Twotrees Technology, Wichita, KS; CDW-G Computer Supply, Vernon Hills, IL; ASSI Computers, Inc., Pittsburg, KS; Advantage Computer Enterprises, Iola, KS; AMACOM, Chanute, KS; Computer Generations, Independence, KS; Iola Computer Products, Iola, KS; Midwest Connections, Chanute, KS; Nautilus Commercial Data, Iola, KS; and Simpson Data Services, Pittsburg, KS.

The following sealed bids were received:

CDW-G, Inc.	\$ 6,566.00
Advantage Computer Enterprises	\$ 7,440.00
Twotrees Technologies	\$ 7,764.00

It was the President's recommendation that the Board accept the bid of \$6,566.00 from CDW-G, Inc. Funds will be appropriated from the Chanute and Ottawa technology funds to cover the expenses.

### **Resolution 2006-3**

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$6,566.00 from CDW-G, Inc. to purchase wireless network expansion equipment.

**There was a motion and a second that the above resolution be approved. Motion passed unanimously.**

### **Agenda Item VIII-B: Health Information Technology Program (HIT)**

As part of our KBOR (Kansas Board of Regents) Performance Agreements, Neosho County Community College agreed to create three new programs in three years. Last year we created two programs, medical assistant and computer support specialist, so we are a year ahead of schedule. With your approval, we will be submitting a third new program to KBOR for their consideration – Health Information Technology (HIT). The graduates of this program will be certified in insurance coding and be experts on medical terminology and patient privacy (HIPAA). The genesis of this program was a request by area hospitals that are having a difficult time finding, hiring and keeping insurance coders and medical records personnel on staff. The HIT program, a two-year degree, works hand-in-hand with the medical assistant program, a one-year certificate, as a logical add-on.

The program and its new courses have been approved by the departmental staff, the College Curriculum

Committee, and the Chief Academic Officer.

It was the administration's recommendation that the Board approve this program with its associated new courses and direct the Vice President for Student Learning to forward it on to KBOR for final approval.

Program information is on the following pages.

#### **Resolution 2006-4**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the Health Information Technology program and associated new courses to be forwarded to the Kansas Board of Regents for approval.

**There was a motion and a second that the above resolution be approved. Motion passed unanimously.**

### **Course Syllabus**

#### ***COURSE IDENTIFICATION***

Course Prefix/Number:	ALHT 110
Course Title:	Introduction to Health Information
Division:	Outreach and Workforce Development
Program:	Health Information Technology
Credit Hours:	3.0
Initiation/Revised Date:	Fall 2005

#### **CLASSIFICATION OF INSTRUCTION**

***Vocational***

#### ***COURSE DESCRIPTION***

This course follows the curricular content from American Health Information Management Association (AHIMA)'s Model Curriculum for associate degree programs in Health Information Technology. Students will learn to manage, analyze, and utilize data vital for patient care and to make the data assessable to healthcare providers. Students will learn to handle paper and electronic files in order to provide timely and relevant information to enhance individual patient care. This lecture/theory course is designed for students wishing to enter the health care industry in a capacity that does not require direct patient care and for students wishing to advance from an existing entry level health care position. Students will refine and master the applications taught in this course in the Health Records Application lab course.

#### ***PREREQUISITES AND/OR COREQUISITES***

None

**TEXTS****Required:**

Roach, William H., Jr., *Health Information Management Technology: An Applied Approach*. Chicago: American Health Information Management Association, 2002.

Horton Loretta, Med, RHIA. *Calculating & Reporting Healthcare Statistics*. Chicago: American Health Information Management Association, 2004.

Amatayakul, Margret K., MBA, RHIA, CHPS, FHIMSS. *Electronic Health Records: A Practical Guide for Professionals and Organizations*. 2<sup>nd</sup> ed. Chicago: American Health Information Management Association, 2004.

**COURSE OUTCOMES/COMPETENCIES****Upon successful completion of the course the student should be able to:**

1. Explain the elements of health information management and its related concepts and ethical issues.
2. Discuss the environment in which HIT professionals work and the U.S. healthcare delivery system.
3. Discuss healthcare service evaluation including effective use, collection, arrangement, presentation, and verification of healthcare data.
4. Demonstrate an understanding of information technology and an overview of the application of technology to healthcare information systems and the electronic medical record and ancillary feeder systems.

**COURSE OUTLINE**

- I. Foundations of Health Information Technology
  - A. Introduction
  - B. Functions of the Health Record
  - C. Content and Structure of the Health Record
  - D. Healthcare Data Sets
  - E. Secondary Data Sources
  - F. Ethical Issues in Health Information Technology
  - G. Legal Issues in Health Information Technology
- II. Health Information in the Healthcare Delivery System
  - A. Healthcare Delivery Systems
  - B. Clinical Vocabularies
  - C. Reimbursement Methodologies
- III. Health Information in the Evaluation of Healthcare Services
  - A. Healthcare Statistics
  - B. Clinical Quality Management
  - C. Performance Improvement
- IV. Information Systems and Technology
  - A. Introduction to Healthcare Information Systems

- B. Fundamentals of Information Systems
  - C. Information Systems for Managerial and Clerical Support
  - D. Information Security
  - E. Applications of Emerging Information Technologies
- V. Principles of Organization and Supervision
- A. Introduction to Organization and Supervision
  - B. Supervision of Health Information Technology Functions

### ***INSTRUCTIONAL METHODS***

Internet, Lecture, CD Rom Activities, Workbook and Group Assignments, Discussion, Guest Speakers, Collaborative Projects, Demonstrations, Concurrent Laboratory Course.

### ***STUDENT REQUIREMENTS AND METHOD OF EVALUATION***

Students will be required to complete online assignments, reading assignments, chapter reviews, case studies as assigned, participate in discussions with other classmates on topics determined by instructor, complete assignments and examinations of knowledge, and demonstrate skill competency.

The student must participate in all activities, as well as accurately complete assignments and examinations in order to receive a passing grade in this course

The comprehensive final examination for this course will take place during the scheduled finals week of the enrolled semester. Further details and information will be provided closer to time of exam.

### **GRADING SCALE**

90-100%	=	A
80-89%	=	B
70-79%	=	C
60-69%	=	D
59% or less	=	F

### **Attendance Policy**

Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-hundred (100) minutes per credit hour for the course, the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the dean of student services/registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the dean of student services/registrar's notification. If the student is reinstated into the class, the instructor will be notified. {NCCC Policy}

### **Academic Integrity**

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process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

### **Cell Phone Policy**

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### **ASSESSMENT OF STUDENT GAIN**

Assessment of student gain will be measured by comparing the student's knowledge of the subject when the class begins and then by using the same measurement at the close of the class. This measurement will be done via pre and post tests over the stated course competencies, through skills competency assessment tracking sheets, and competency evaluation exams.

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## **Course Syllabus**

### ***COURSE IDENTIFICATION***

Course Prefix/Number:	ALHT 120
Course Title:	Health Records Application Lab
Division:	Outreach and Workforce Development
Program:	Health Information Technology
Credit Hours:	3.0
Initiation/Revised Date:	Fall 2005

### **CLASSIFICATION OF INSTRUCTION**

#### ***Vocational***

### ***COURSE DESCRIPTION***

This course follows the curricular content from American Health Information Management Association (AHIMA)'s Model Curriculum for associate degree programs in Health Information Technology. This course is offered concurrently with Introduction to Health Information and is designed to provide the hands-on application component necessary for mastery of competencies. Students will learn to manage, analyze, and utilize data vital for patient care and to make the data assessable to healthcare providers.

Students will learn to handle paper and electronic files in order to provide timely and relevant information to enhance individual patient care. This laboratory course requires 1500 minutes per credit hour or a total of 4500 minutes (75 clock hours).

### ***PREREQUISITES AND/OR COREQUISITES***

Corequisite: Introduction to Health Information

### ***TEXTS***

#### **Required:**

Johns, Merida L., PhD, RHIA, ed. *Health Information Management Technology: An Applied Approach*. Chicago: American Health Information Management Association, 2002.

Horton Loretta, Med, RHIA. *Calculating & Reporting Healthcare Statistics*. Chicago: American Health Information Management Association, 2004.

Amatayakul, Margret K., MBA, RHIA, CHPS, FHIMSS. *Electronic Health Records: A Practical Guide for Professionals and Organizations*. 2<sup>nd</sup> ed. Chicago: American Health Information Management Association, 2004.

### **COURSE OUTCOMES/COMPETENCIES**

***Upon successful completion of the course the student should be able to:***

5. Explain the elements of health information management and its related concepts and ethical issues.
6. Discuss the environment in which HIT professionals work and the U.S. healthcare delivery system.
7. In regard to healthcare service evaluation, demonstrate effective use, collection, arrangement, presentation, and verification of healthcare data.
8. Utilize information technology and demonstrate the application of technology to healthcare information systems and the electronic medical record.

***COURSE OUTLINE – This outline follows the same content sequence as the course, Introduction to Health Information; however this lab course provides an opportunity for students to apply the knowledge learned in the theory course. This course is hands-on.***

- I. Foundations of Health Information Technology
  - A. Introduction
  - B. Functions of the Health Record
  - C. Content and Structure of the Health Record
  - D. Healthcare Data Sets
  - E. Secondary Data Sources
  - F. Ethical Issues in Health Information Technology
  - G. Legal Issues in Health Information Technology

- II. Health Information in the Healthcare Delivery System
  - D. Healthcare Delivery Systems
  - E. Clinical Vocabularies
  - F. Reimbursement Methodologies
  
- VI. Health Information in the Evaluation of Healthcare Services
  - A. Healthcare Statistics
  - B. Clinical Quality Management
  - C. Performance Improvement
  
- VII. Information Systems and Technology
  - A. Introduction to Healthcare Information Systems
  - B. Fundamentals of Information Systems
  - C. Information Systems for Managerial and Clerical Support
  - D. Information Security
  - E. Applications of Emerging Information Technologies
  
- VIII. Principles of Organization and Supervision
  - A. Introduction to Organization and Supervision
  - B. Supervision of Health Information Technology Functions

### ***INSTRUCTIONAL METHODS***

Internet, Lecture, CD Rom Activities, Workbook and Group Assignments, Discussion, Guest Speakers, Collaborative Projects, Demonstrations, Concurrent Laboratory Course.

### ***STUDENT REQUIREMENTS AND METHOD OF EVALUATION***

Students will be required to complete online assignments, reading assignments, chapter reviews, case studies as assigned, participate in discussions with other classmates on topics determined by instructor, complete assignments and examinations of knowledge, and demonstrate skill competency.

The student must participate in all activities, as well as accurately complete assignments and examinations in order to receive a passing grade in this course

The comprehensive final examination for this course will take place during the scheduled finals week of the enrolled semester. Further details and information will be provided closer to time of exam.

### **GRADING SCALE**

90-100%	=	A
80-89%	=	B
70-79%	=	C
60-69%	=	D
59% or less	=	F

### **Attendance Policy**

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the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the dean of student services/registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the dean of student services/registrar's notification. If the student is reinstated into the class, the instructor will be notified. {NCCC Policy}

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### **Cell Phone Policy**

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### **ASSESSMENT OF STUDENT GAIN**

Assessment of student gain will be measured by comparing the student's knowledge of the subject when the class begins and then by using the same measurement at the close of the class. This measurement will be done through skills competency assessment tracking sheets and competency evaluation exams.

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## Course Syllabus

### ***COURSE IDENTIFICATION***

Course Prefix/Number:	ALHT 210
Course Title:	Legal Aspects of Health Information
Division:	Outreach and Workforce Development
Program:	Health Information Technology
Credit Hours:	3.0
Initiation/Revised Date:	Fall 2005

### **CLASSIFICATION OF INSTRUCTION**

#### ***Vocational***

### ***COURSE DESCRIPTION***

This course follows the curricular content from American Health Information Management Association (AHIMA)'s Model Curriculum for associate degree programs in Health Information Technology. This course focuses its analysis of legal issues affecting health information management on the new methods of delivering health care services, the roles and variety of health care providers, the different uses of health data, and the heightened confidentiality concerns all of which have arisen from managed care and advances in computer technology which allows for widespread access and integration of health data.

### ***PREREQUISITES AND/OR COREQUISITES***

None

### ***TEXTS***

#### **Required:**

Roach, William H., Jr. J.D., *Medical Records and the Law*. 3<sup>rd</sup> ed. Sudbury, Massachusetts: Jones and Bartlett Publishers, 2003.

### **COURSE OUTCOMES/COMPETENCIES**

#### ***Upon successful completion of the course the student should be able to:***

9. Explain the various types of managed care organizations and their impact on health information management.
10. Discuss requirements for the content, maintenance and destruction of medical records.
11. Discuss medical record entries including legibility, timeliness, authorship, authentication, verbal orders, and correction and alterations.
12. Demonstrate an understanding of the requirements, exceptions and forms for documenting consent to treatment.
13. Demonstrate a thorough understanding of confidentiality and access to medical records.
14. Demonstrate an understanding of reporting, documenting, and disclosing requirements for special

areas of concern, including mandatory reporting requirements.

15. Discuss discovery and admissibility of medical records including an understanding of legal theories in improper disclosure cases.
16. Discuss medical records in risk management, quality review, and compliance activities.
17. Discuss the legal issues raised by computerized medical records.

## ***COURSE OUTLINE***

- I. Introduction to the American Legal System
- II. Medical Records and Managed Care
- III. Medical Record Requirements
- IV. Medical Record Entries
- V. Documenting Consent to Treatment
- VI. Access to Medical Record Information
- VII. Reporting and Disclosure Requirements
- VIII. Documentation and Disclosure: Special Areas of Concern
- IX. Mandatory Reporting and Confidentiality
- X. Discovery and Admissibility of Medical Records
- XI. Legal Theories in Improper Disclosure Cases
- XII. Risk Management and Quality Review
- XIII. Computerized Medical Records

## ***INSTRUCTIONAL METHODS***

Internet, Lecture, CD Rom Activities, Workbook and Group Assignments, Discussion, Guest Speakers, Collaborative Projects, Demonstrations.

## ***STUDENT REQUIREMENTS AND METHOD OF EVALUATION***

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The student must participate in all activities, as well as accurately complete assignments and examinations in order to receive a passing grade in this course

The comprehensive final examination for this course will take place during the scheduled finals week of the enrolled semester. Further details and information will be provided closer to time of exam.

## **GRADING SCALE**

90-100%	=	A
80-89%	=	B
70-79%	=	C
60-69%	=	D
59% or less	=	F

## **Attendance Policy**

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### - **Cell Phone Policy**

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### - **ASSESSMENT OF STUDENT GAIN**

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## Course Syllabus

### ***COURSE IDENTIFICATION***

Course Prefix/Number:	ALHT 240
Course Title:	Health Records Practicum
Division:	Outreach and Workforce Development
Program:	Health Information
Technology	
Credit Hours:	
3.0	
Initiation/Revised Date:	Fall 2005

### **CLASSIFICATION OF INSTRUCTION**

#### ***Vocational***

### ***COURSE DESCRIPTION***

This course links formal classroom training to related work experience which allows opportunity for cognitive, affective, and psychomotor skills to be developed and applied together. This course is offered after Introduction to Health Information and Health Records Application Lab. It is designed to provide the real-life, hands-on application component necessary for mastery of competencies. Students will manage, analyze, and utilize data vital for patient care and to make the data assessable to healthcare providers. Students will handle paper and electronic files in order to provide timely and relevant information to enhance individual patient care. This practicum requires a minimum of 3000 minutes per credit hour or a total of 9,000 minutes (150 clock hours).

### ***PREREQUISITES AND/OR COREQUISITES***

Prerequisites: Introduction to Health Information  
Health Records Application Lab

### ***TEXTS***

None

### **COURSE OUTCOMES/COMPETENCIES**

Students will apply formal classroom knowledge in an employment situation to:

1. Use, collect, arrange, present, and verify healthcare data.
2. Utilize information technology and perform the application of technology to healthcare information systems and the electronic medical record.
3. Display appropriate dress and proper personal appearance in the work environment.
4. Recognize the importance of attendance in achieving organizational and career goals.
5. Display adequate human relation skills and recognize the relationship to customer service, employee relations, teamwork, and productivity.

6. Recognize the importance of accuracy in the workplace and how accuracy affects productivity.
7. Display a continued lifetime learning attitude.

### ***COURSE OUTLINE***

This is on-the-job training with each individual's experience being unique. There are many variables such as type of employment, experience, plant conditions, hours, tools, responsibilities, management styles, and customers dealt with; thus, the content will be different but related.

### ***INSTRUCTIONAL METHODS***

The student is taught by instructor(s) at the college and by the employer and co-workers on the job. There are many variables possible.

### ***STUDENT REQUIREMENTS AND METHOD OF EVALUATION***

Students will be required to keep a journal to log their observations and comments. A journal entry is required for each day the student works at the practicum site. Employer evaluations are used only for feedback and follow-up and are not used as part of the course grade. The student's grade may range from an A to an F depending on the student's success on-the-job and level of cooperation in completing coursework requirements.

The course is designed to operate with a minimum of 50 clock hours for each 1 credit hour for a total of 150 documented hours in the practicum worksite. The student's grade will be determined as follows:

Journal log records.....	30%
Working a minimum of 150 hours on the worksite.....	10%
Satisfactory job performance.....	60%

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### **GRADING SCALE**

90-100%	=	A
80-89%	=	B
70-79%	=	C
60-69%	=	D
59% or less	=	F

### **Attendance Policy**

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for reinstatement by submitting a letter stating valid reasons for the absences within one week of the dean of student services/registrar's notification. If the student is reinstated into the class, the instructor will be notified. {NCCC Policy}

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### **ASSESSMENT OF STUDENT GAIN**

Assessment of student gain will be measured by comparing the student's knowledge of the subject when the class begins and then by using the same measurement at the close of the class. This measurement will be done through skills competency assessment tracking sheets and competency evaluation through journal entries.

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## Course Syllabus

### ***COURSE IDENTIFICATION***

Course Prefix/Number:	ALMA 180
Course Title:	Medical Assisting Externship
Division:	Outreach and Workforce Development
Program:	Medical Assistant
Credit Hours:	4.0
Initiation/Revised Date:	Fall 2005

### **CLASSIFICATION OF INSTRUCTION**

***Vocational***

### ***COURSE DESCRIPTION***

This course requires the student, in the controlled environment of an approved externship site, to experience the hands-on application of administrative, clinical and professional procedures required as part of the competency and outcomes established by the Commission on Accreditation of the Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs. This course requires the student to complete a minimum of 200 clock hours of supervised practical experience in a program approved site. The course may include one or more required externship conference presentation sessions with program staff on the college campus to assure meeting of program outcomes/competencies requirements.

### ***PREREQUISITES AND/OR COREQUISITES***

Prerequisite: Successful completion of ALMA 110, ALMA 120, ALMA 130, ALMA 150, and ALMA 160 medical assisting courses with a course grade of "C" or above.

### ***TEXTS***

Young, Alexandra Patricia, Kennedy, Deborah B., (2003). **Kinn's The Medical Assistant An Applied Learning Approach, 9th edition. St. Louis: Saunders.** ISBN: 0-7216-9012-2

Morton, Tammy B., (2003). **Student Study Guide to accompany Kinns The Medical Assistant An Applied Learning Approach, 9th edition. St. Louis: Saunders.** ISBN: 0-4160-0116-6

Palko, Tom., Palko, Hilda, (2006). **Q & A review for the Medical Assistant, 7<sup>th</sup> Edition.** New Jersey: Pearson Prentice A. Hall. ISBN: 0-13-117851-2

**Medical Assistant Program Externship Study Guide, Current Year**

### **COURSE OUTCOMES/COMPETENCIES**

***In the externship site the student will apply cognitive, affective, and psychomotor skills to:***

1. Perform Medical Office Administrative Competencies
  - a. Perform Clerical Functions
  - b. Demonstrate Bookkeeping Procedures
  - c. Process Insurance Claims
  
2. Perform Medical Office Clinical Competencies:
  - a. Execute Fundamental Medical Office Procedures
  - b. Perform Specimen Collection
  - c. Operate Diagnostic Testing Equipment
  - d. Complete Patient Care
  
3. Perform Medical Assisting General Competencies
  - a. Demonstrate Concepts of Professional Communication
  - b. Recognize the Importance of Observing Legal Concepts
  - c. Provide Patient Instruction
  - d. Perform Medical Office Operational Functions

### ***COURSE OUTLINE***

This is on-the-job training with each individual's experience being unique but related to the course outcomes/competencies.

### ***INSTRUCTIONAL METHODS***

**Instruction will be provided by externship site staff following the Standards and Guidelines for Medical Assisting Educational Programs under the direct supervision of an assigned preceptor. Experiences will cover the topics presented in the Medical Assistant Program curriculum and outcomes/competencies successfully demonstrated in the skills laboratory. Students will be required to utilize problem based and serendipity learning opportunities in meeting course outcome and competency requirements.**

The course will include one or more required externship conference session(s) with the program instructor/coordinator or designated program staff. Students may be required to travel to the college campus during the course for group conference presentations.

### ***STUDENT REQUIREMENTS AND METHOD OF EVALUATION***

Students will be required to keep a journal to log their observations, skill competency and comments. A journal entry is required for each day of the externship that addresses cognitive, affective, and psychomotor skills developed and applied. Students will be evaluated jointly by their assigned externship preceptor and program staff as outlined in the Medical Assistant Program Externship Study Guide. Preceptor evaluations are used for feedback, follow-up, and to confirm accuracy of the student's written journal log. The student's grade may range from an A to an F depending on the student's externship success and level of cooperation in completing coursework requirements.

Students will be required to demonstrate skill competency as outlined in the "Medical Assistant Program Externship Study Guide". The student must participate in all activities and observe attendance requirements, as well as accurately complete assigned competencies in order to receive a passing grade in this course. This course will meet on an arrangement basis.

The course is designed to operate with a minimum of 50-clock hours for each 1 credit hour for a total of 200 documented hours in the externship site. A grade of “C” or above is required to successfully complete the medical assistant program. The student's grade will be determined as follows:

Journal log records (skill competency documentation)	40%
Documented completion of a minimum of 200 hours (without absence or tardy)	10%
Satisfactory site performance (observance of site, program, and college policies)	30%
Satisfactory conference presentations	20%

### GRADING SCALE

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80-89%	=	B
70-79%	=	C
60-69%	=	D
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### Cell Phone Policy

Student cell phones and pagers must be turned off or placed on vibrate during externship. Faculty/Preceptor may approve an exception for special circumstances.

### ASSESSMENT OF STUDENT GAIN

Assessment of student gain will be measured by comparing the student’s knowledge of the subject when the class begins and then by using the same measurement at the close of the class. This measurement will be done via pre and post tests over the stated course competencies, through skills competency assessment tracking sheets, and competency evaluation exams.

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## ASSOCIATE DEGREE ENTRY-LEVEL COMPETENCIES

### Domains, Subdomains, and Tasks

<i>I. Domain: Healthcare Data Management</i>	Curriculum Course(s) in Which Task is Covered
<b>A. Subdomain: Health Data Structure, Content and Standards</b>	
1. Collect and maintain health data (such as data elements, data sets, and databases).	Introduction to Health Information
2. Conduct analysis to ensure documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.	Introduction to Health Information
3. Apply policies and procedures to ensure the accuracy of health data.	Legal Aspects of Health Information
4. Contribute to the definitions for and apply clinical vocabularies and terminologies used in the organization's health information systems.	Medical Terminology
5. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.	Introduction to Health Information
<b>B. Subdomain: Healthcare Information Requirements and Standards</b>	
1. Monitor and apply organization-wide health record documentation guidelines.	Legal Aspects of Health Information
2. Apply policies and procedures to ensure organizational compliance with regulations and standards.	Legal Aspects of Health Information
3. Report compliance findings according to organizational policy.	Legal Aspects of Health Information
4. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.	Legal Aspects of Health Information
5. Assist in preparing the organization for accreditation, licensing, and/or certification surveys.	Legal Aspects of Health Information
<b>C. Subdomain: Clinical Classification Systems</b>	
1. Use and maintain electronic applications and work processes to support clinical classification and coding.	Microcomputer Business Applications Medical Insurance and Coding Advanced Coding
2. Apply diagnosis/procedure codes using ICD-9-CM.	Medical Insurance and Coding Advanced Coding
3. Apply procedure codes using CPT/HCPCS.	Medical Insurance and Coding Advanced Coding
4. Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on.	Medical Insurance and Coding Advanced Coding

5. Adhere to current regulations and established guidelines in code assignment.	Medical Insurance and Coding Advanced Coding
6. Validate coding accuracy using clinical information found in the health record.	Medical Insurance and Coding Advanced Coding
7. Use and maintain applications and processes to support other clinical classification and nomenclature systems (such as ICD-10-CM, SNOMED, and so on).	Medical Insurance and Coding Advanced Coding
8. Resolve discrepancies between coded data and supporting documentation.	Medical Insurance and Coding Advanced Coding
<i>D. Subdomain: Reimbursement Methodologies</i>	<b>Curriculum Course(s) in Which Task is Covered</b>
1. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.	Medical Insurance and Coding Advanced Coding
2. Support accurate billing through coding, chargemaster, claims management, and bill reconciliation processes.	Medical Insurance and Coding Advanced Coding
3. Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.	Medical Insurance and Coding Advanced Coding
4. Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements such as outpatient prospective payment systems.	Introduction to Health Information Medical Insurance and Coding Advanced Coding
<b>II. Domain: Health Statistics, Biomedical Research and Quality Management</b>	
<b>A. Subdomain: Healthcare Statistics and Research</b>	
1. Abstract and maintain data for clinical indices/databases/registries.	Introduction to Health Information
2. Collect, organize and present data for quality management, utilization management, risk management, and other related studies.	Introduction to Health Information
3. Compute and interpret healthcare statistics.	Introduction to Health Information
4. Apply Institutional Review Board (IRB) processes and policies.	Introduction to Health Information
5. Use specialized databases to meet specific organization needs such as medical research and disease registries.	Introduction to Health Information
<b>B. Subdomain: Quality Management and Performance Improvement</b>	
1. Abstract and report data for facility-wide quality management and performance improvement programs.	Introduction to Health Information
2. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare.	Introduction to Health Information
<b>III. Domain: Health Services Organization and Delivery.</b>	
<b>A. Subdomain: Healthcare Delivery Systems</b>	
1. Apply information system policies and procedures required by national health information initiatives on the healthcare delivery system.	Legal Aspects of Health Information
2. Apply current laws, accreditation, licensure, and certification	Legal Aspects of Health Information

standards related to health information initiatives from the national, state, local and facility levels.	
3. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth.	Legal Aspects of Health Information Medical Insurance and Coding
4 Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.	Introduction to Health Information
<b>B. Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues.</b>	<b>Curriculum Course(s) in Which Task is Covered</b>
1. Participate in the implementation of legal and regulatory requirements related to the health information infrastructure.	Legal Aspects of Health Information
2. Apply policies and procedures for access and disclosure of personal health information.	Legal Aspects of Health Information
3. Release patient-specific data to authorized users.	Legal Aspects of Health Information
4. Maintain user access logs/systems to track access to and disclosure of identifiable patient data.	Legal Aspects of Health Information
5. Conduct privacy and confidentiality training programs.	Legal Aspects of Health Information
6. Investigate and recommend solutions to privacy issues/problems.	Legal Aspects of Health Information
7. Apply and promote ethical standards of practice.	Legal Aspects of Health Information
<b>IV. Domain: Information Technology &amp; Systems</b>	
<b>A. Subdomain: Information and Communication Technologies</b>	
1. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.	Microcomputer Business Applications Introduction to Computer Information Systems
2. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.	Microcomputer Business Applications Introduction to Computer Information Systems
3. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.	Health Records Application Lab Legal Aspects of Health Information
4. Apply policies and procedures to the use of networks, including intranet and Internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.	Health Record Application Lab Legal Aspects of Health Information
<b>B. Subdomain: Data, Information, and File Structures</b>	
1. Apply knowledge of data base architecture and design (such as data dictionary, data modeling, data warehousing, and so on) to meet departmental needs.	Microcomputer Business Applications
<b>C. Subdomain: Data Storage and Retrieval</b>	
1. Use appropriate electronic or imaging technology for data/record storage.	Health Records Application Lab
2. Query and generate reports to facilitate information retrieval.	Health Records Application Lab
3. Design and generate reports using appropriate software.	Health Records Application Lab

4. Maintain archival and retrieval systems for patient information stored in multiple formats.	Health Records Application Lab
6. Coordinate, use and maintain systems for document imaging and storage.	Health Records Application Lab
<b>D. Subdomain: Data Security</b>	<b>Curriculum Course(s) in Which Task is Covered</b>
1. Apply confidentiality and security measures to protect electronic health information.	Computer and Network Safety Legal Aspects of Health Information
2. Protect data integrity and validity using software or hardware technology.	Health Records Application Lab
3. Apply departmental and organizational data and information system security policies.	Computer and Network Safety Health Records Application Lab
4. Use and summarize data compiled from audit train and data quality monitoring programs.	Health Records Application Lab
5. Contribute to the design and implementation of risk management, contingency planning, and data recovery procedures.	Computer and Network Safety
<b>E. Subdomain: Healthcare Information Management</b>	
1. Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for organization-wide information systems.	Computer and Network Safety Health Records Application Lab
2. <b>Use the principles of ergonomics and human factors in work process design.</b>	Health Records Application Lab
<b>V. Domain: Organizational Resources</b>	
<b>A. Subdomain: Human Resources</b>	
1. Apply the fundamentals of team leadership.	Introduction to Total Quality Management
2. Organize and contribute to work teams and committees.	Introduction to Total Quality Management
3. Conduct new staff orientation and training programs.	Introduction to Total Quality Management
4. Conduct continuing education programs.	Introduction to Total Quality Management
5. Monitor staffing levels and productivity standards for health information functions, and provide feedback to management and staff regarding performance.	Introduction to Total Quality Management
6. Communicate benchmark staff performance data.	Introduction to Total Quality Management
7. Prioritize job functions and activities.	Introduction to Total Quality Management
8. Use quality improvement tools and techniques to monitor, report and improve processes.	Introduction to Total Quality Management

<b>B. Subdomain: Financial and Physical Resources</b>	
1. Make recommendations for items to include in budgets and contracts.	Health Records Application Lab Introduction to Health Information
	<b>Curriculum Course(s) in Which Task is Covered</b>
2. Monitor and order supplies needed for work processes.	Health Records Application Lab Health Records Practicum
3. Monitor coding and revenue cycle processes.	Medical Insurance and Coding Advanced Coding Health Records Application Lab
4. Recommend cost-saving and efficient means of achieving work processes and goals.	Health Records Application Lab
5. Contribute to work plans, policies, procedures, and resource requisitions in relation to job functions.	Health Records Application Lab

### **Agenda Item VIII-C: Mass Media Program Agreement with USD 413**

USD 413 submitted several programs to the State Board of Education for approval to receive vocational funding (VE2). The mass media program was declined for vocational funding due to the date of the articulation agreement with NCCC. The articulation agreement had not been updated since the early 1990's; therefore, USD 413 approached NCCC to update the articulation agreement. The revised articulation agreement may be resubmitted to the KSBE in February for further consideration. After dialog with the instructors at CHS and the faculty at NCCC, the courses have been updated and the new articulation agreement created. At this time, NCCC does not have an active mass media program; however, we do have these courses on our permanent master course list and can reinstate the courses as appropriate. This articulation agreement creates a partnership opportunity that NCCC and CHS can explore whenever the student demand arises. In the meantime, it allows the local district to receive VE2 funding for the students enrolled in this vocational program.

It was the administration's recommendation that the Board approve the Mass Media Program Agreement with USD 413.

### **Resolution 2006-5**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the Memorandum of Agreement with Unified School District 413 for the Mass Media Program as outlined.

**Upon a motion and a second, the above resolution was approved. Motion passed unanimously.**

### MEMORANDUM OF AGREEMENT

THIS AGREEMENT, by and between the following two parties:

Unified School District (USD) 413, Chanute, Kansas, and

Neosho County Community College (NCCC), Chanute, Kansas,

is made to provide students enrolling in the MASS MEDIA program at the USD the option to earn hours toward an Associates Degree from NCCC. The cooperative effort of offering the Associate of Arts Degree will enhance the employment opportunities of the students.

**NOW, THEREFORE**, it is agreed by and between the parties as follows:

1. The Associate of Arts Degree may be granted by NCCC. The awarding of such a degree is contingent upon the joint operation of the specific program (MASS MEDIA) by the two institutions, and subject to applicable laws, rules, and regulations promulgated by the Kansas Legislature, Kansas Board of Regents, Kansas State Board of Education or other authority.
2. USD 413 will provide the courses listed on the Career Pathways chart, attached.
3. NCCC will provide the courses listed on the Career Pathways chart, attached.
4. Both parties may advertise the programs and will jointly advise the students that this option is available to them.
5. USD 413 will supply all identified courses with no exchange of reimbursement between or among institutions.
6. NCCC will supply all identified courses with no exchange of reimbursement between or among institutions.
7. Students must complete 15 of the last 24 hours of credit in residence at NCCC.
8. Students who have completed the secondary component of the program more than two years prior to completion of the entire program must have their occupational competency validated by the degree-granting institution.
9. NCCC will collect the normal tuition and fees from students enrolling in college-credit courses counting toward this degree.
10. This agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents or the Kansas State Board of Education.
11. Both parties agree to evaluate this program on an annual basis in the context of student benefit, program efficiency, effectiveness, and articulation.
12. The term of this agreement shall be from December 1, 2005 to December 1, 2009.
13. The respective parties shall retain ownership of any physical facilities used to provide education under this agreement.
14. This agreement is subject to change or cancellation by the legislature at any time.

IN WITNESS, WHEREOF, the parties accept and approve THIS AGREEMENT.

ATTEST:

BOARD OF TRUSTEES OF

\_\_\_\_\_  
Date

NEOSHO COUNTY COMMUNITY COLLEGE  
Institution

\_\_\_\_\_  
Clerk, Board of Trustees

By \_\_\_\_\_  
Chairperson, Board of Trustees

ATTEST:

UNIFIED SCHOOL DISTRICT

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unified School District and Number

\_\_\_\_\_  
Clerk, Board of Education

By \_\_\_\_\_  
Chairperson, Unified School District

#### **Agenda Item VIII-D: Executive Session: Negotiations**

Upon a motion and a second, the Board entered executive session for 30 minutes to discuss employer-employee negotiations and to include the President, Vice President of Student Learning, Dean of Finance and the college attorney. Motion passed. The Board recessed into executive session at 6:48 p.m.

The Board returned to open session at 7:18 p.m.

Upon a motion and a second, the Board returned to executive session for 15 minutes to continue negotiation discussions. Motion passed. The Board recessed into executive session at 7:20 p.m.

The Board returned to open session at 7:35 p.m.

#### **Amended Agenda Item VIII-E: Executive Session-Personnel**

Upon a motion and a second the Board recessed into executive session for 15 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President. Motion passed. The Board recessed into executive session at 7:40 p.m.

The Board returned to open session at 7:55 p.m.

#### **Resolution 2006-6:**

RESOLVED, That the Board of Trustees of Neosho County Community College authorizes the

President to negotiate a contract with a candidate for Director of Development as discussed in executive session.

**Agenda Item IX: Adjournment**

The meeting adjourned at 7:59 p.m.