

**HSH Division Curriculum Committee Meeting Minutes**  
**Friday, November 15, 2024**  
**12:00 PM – 1:00 PM**  
**HSH Conference Room 5212**

<b>Item</b>	<b>Action</b>	<b>Presenter(s)</b>
1. Welcome and check-in	Discussion <ul style="list-style-type: none"> <li>• Introductions</li> </ul>	All
2. Updates from the CCC	Information <ul style="list-style-type: none"> <li>• Brown Act Compliance: Sharing and formalizing HSH division procedures for how decisions are made and actions are approved, clarifying voting membership (with all faculty members eligible to vote and a quorum requiring six members), etc.</li> </ul>	Campbell, Draper
3. New Health Technology courses from DeAnza HTECH 64A, HTEC 64B HTEC 93, HTEC 73, HTEC 101A, HTEC 95B, HTEC 60A, HTEC Introduction to Health Technologies	<ul style="list-style-type: none"> <li>• Considering the benefits of non-credit courses for Foothill students by looking at the non-credit classes DeAnza is offering. Need to gain a deeper understanding of non-credit classes including the pros and cons for students. One potential benefit is that Non-credit classes do not impact financial aid.</li> <li>• Lydia Daniel from Dental Assisting will represent the HSH Division at the Academic Senate Meeting to request approval for noncredit education.</li> </ul>	Campbell, Draper
4. Approval of 10/18/24 minutes	<b>Motion to approve M/S (Cambell, St. Onge-Cole) Approved</b>	Campbell, Draper
5. Proposed HSH Curriculum Committee Bylaws for Brown Act Compliance	Discussion/Action <ul style="list-style-type: none"> <li>• Created, revised and reviewed Bylaws for HSH Curriculum Committee to share with Ben Kaupp, Curriculum Faculty Co-Chairperson</li> <li>• <b>Motion to approve M/S (St. Onge-Cole, Chan) Approved with changes</b></li> </ul>	Campbell, Draper
6. Course reactivation RT 73	Discussion/Action <ul style="list-style-type: none"> <li>• Proposal to reactivate the course for mammography licensure requirements.</li> </ul>	Campbell

	<ul style="list-style-type: none"> <li>• The course is designed to meet state certification requirements for mammography, which include 40 hours of didactic training and verification of clinical competency.</li> <li>• It targets students or licensed Radiologic Technologists (RTs) who would like additional certification in mammography.</li> <li>• Students must hold a valid state RT license to enroll.</li> <li>• Addresses a shortage of certified mammographers.</li> <li>• <b>Motion to approve M/S (Draper, Batool) Approved with minor changes</b></li> </ul>	
<p>7. New course proposal EMS 412</p>	<p>Revised, changed EMT certification from a prerequisite to an advisory.</p> <ul style="list-style-type: none"> <li>• <b>Motion to approve M/S (Draper, Batool) Approved</b></li> </ul>	<p>Kurisu</p>
<p>8. Title 5 course review RT 63</p> <p><b>DH 305 A</b></p> <p><b>DH 305B-Lab</b></p> <p><b>DH300A</b></p>	<p>Discussion/Action</p> <p>Revisions to formatting and course objectives. No content changes. Added an equity statement.</p> <ul style="list-style-type: none"> <li>• <b>Motion to approve M/S (Draper, Batool) Approved.</b></li> <li>• Radiology courses for dental hygiene. Formatting and simple edits were applied.</li> <li>• The course was rolled back for clarification on: <ul style="list-style-type: none"> <li>○ Questions regarding course content (specific to Section A).</li> <li>○ Revisions needed in Section #3.</li> <li>○ Adjustments to SI units.</li> </ul> </li> </ul> <p><b>Motion to approve M/S (Draper, Batool) Approved.</b></p> <p>Title 5 updates, No changes in course content, simple edits and equity</p>	<p>Campbell</p> <p>Chan/Yamamoto</p> <p>Staana</p>

	statement added. Rolled back for formatting.  <b>Motion to approve with edits to numbering M/S (Draper, Batool). Approved</b>	
<b>DH300B</b>	Rolled back for edits to numbering, no changes to content. <b>Motion to approve with edits to numbering M/S (Draper, Batool). Approved</b>	
<b>DH310</b>	Dental materials, equity statement added. Rolled back for needed revisions to formatting of numbering. No voting.	
<b>DH316A</b>	Rolled back for edits, No voting	Chan
<b>DH316B</b>	Rolled back for edits, No voting	
<b>DH 326A</b>	Title 5 updates, simple revisions to course description and formatting. Equity statement was added. <b>Motion to approve M/S (Draper, Batool). Approved</b>	

<b>DH326B, DH326C</b>	Title 5 updates, simple revisions to course description and formatting. Equity statement was added. DH 326B and DH 326C rolled back for revisions. No voting.	
<b>DA62A  DA 62B DA62C</b>	Oral anatomy, title 5 updates, simple revisions to course description, objectives and equity statement was added. DA62A, DA62B and DA62C was rolled back for additional edits and to fix numbering. No voting.	
<b>HORT 80A</b>	Title 5 updates, simple revisions to course description and formatting. Equity statement was added.	Jagannathan

	Rolled back for additional revisions, No voting.	
9. HSH CC 2025 meeting schedule	Discussion: Next HSH CC meeting scheduled for 1/24 at 10am in room 5212.	Campbell, Draper
10. Good of the order		
11. Adjournment		Campbell, Draper

**Attendees:**

Cathy Draper, Instructor, Health Department, HSH Curriculum Committee Representative  
 Rachelle Campbell, Program Director, Radiologic Technology Dept. HSH Curriculum Committee Representative  
 Shaelyn St Onge-Cole, Program Director, Veterinary Technology, HSH Curriculum Committee Representative  
 Zenaida (Pia) Staana, Acting Director of Dental Assisting Program  
 Patti Chan, Program Director, Dental Hygiene  
 Ailya Batool, Program Director, Diagnostic Medical Sonography  
 Viji Jagannathan, Instructor, Environmental Horticulture  
 Denise Bryant, Instructor, Environmental Horticulture  
 Glenn Kurisu, Program Director, EMS department

**Minutes recorded by: Glenn Kurisu**