

Washtenaw Community College Comprehensive Report

HSC 100 Basic Nursing Assistant Skills Effective Term: Winter 2021

Course Cover

Division: Health Sciences

Department: Health Science

Discipline: Health Science

Course Number: 100

Org Number: 15290

Full Course Title: Basic Nursing Assistant Skills

Transcript Title: Basic Nursing Assistant Skills

Is Consultation with other department(s) required: No

Publish in the Following: College Catalog , Time Schedule , Web Page

Reason for Submission: Course Change

Change Information:

Consultation with all departments affected by this course is required.

Total Contact Hours

Distribution of contact hours

Outcomes/Assessment

Objectives/Evaluation

Rationale: No changes recommended to this area.

Proposed Start Semester: Winter 2021

Course Description: This state approved 100-hour program prepares students for employment in a variety of health care settings such as nursing homes, hospitals and home health care agencies where they will work as a nursing assistant. After the class is successfully completed, the student will be eligible to take the state clinical and knowledge tests for certification. Certification is required for employment as a nursing assistant in long-term care facilities.

Course Credit Hours

Variable hours: Yes

Credits: 4

Lecture Hours: Instructor: 45 **Student:** 45

Lab: Instructor: 30 **Student:** 30

Clinical: Instructor: 25 **Student:** 25

Total Contact Hours: Instructor: 0 to 100 **Student:** 0 to 100

Repeatable for Credit: NO

Grading Methods: Letter Grades

Audit

Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing

Reduced Reading/Writing Scores

College-Level Math

Requisites

Prerequisite

Academic Reading and Writing Levels of 3

General Education**Degree Attributes**

Below College Level Pre-Reqs
Statewide articulation approved

Request Course Transfer**Proposed For:****Student Learning Outcomes**

1. Demonstrate skills (independently and with 100% accuracy) related to the performances of a Nurse Assistant's duties, using guidelines from the State of Michigan Department of Public Health.

Assessment 1

Assessment Tool: Clinical Performance Evaluations and Nursing Assistant Skills Record Checklist

Assessment Date: Fall 2023

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of all students with a minimum of one full section

How the assessment will be scored: Skills checklist and clinical performance will be scored using the student achievement record. All skills are pass/fail.

Standard of success to be used for this assessment: 80% of the students must successfully complete 100% on the skills checklist and clinical performance record in order to be successful.

Who will score and analyze the data: HSC 100 Course Coordinators

2. Recognize concepts, terms and methods related to the duties of the Nurse Assistant, using guidelines from the State of Michigan Department of Public Health.

Assessment 1

Assessment Tool: Outcome-related multiple-choice final exam questions

Assessment Date: Fall 2023

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: All students

How the assessment will be scored: The multiple-choice exam will be scored using an answer key. Item analysis will be performed on the multiple-choice exam questions.

Standard of success to be used for this assessment: 90 percent of the students will score 76% or higher on the outcome-related questions.

Who will score and analyze the data: HSC 100 Course Coordinators

3. Pass the Michigan Nurse Aide Exam and obtain Certified Nurse Aide credential.

Assessment 1

Assessment Tool: Michigan Nurse Aide Competency Examination Training Program Report

Assessment Date: Fall 2023

Assessment Cycle: Every Three Years

Course section(s)/other population: All students who took the Michigan Nurse Aide Competency Examination

Number students to be assessed: All students

How the assessment will be scored: An item analysis will be done on each of the 22 skills to identify areas of weakness and strengths

Standard of success to be used for this assessment: 80% of students taking the Michigan Nurse Aid Exam will pass their clinical skill test and obtain Certified Nurse Aide credential

Who will score and analyze the data: HSC 100 Program Coordinator

Course Objectives

1. The Long-Term Care Facility 1. Identify three basic purposes of long-term care facilities. 2. Identify two types of long-term care facilities. 3. Identify a major legal responsibility of the long-term care facility 4. Identify two examples of ethical issues faced by long-term care facilities 5. Identify the basic organizational structure of a long-term care facility. 6. Identify the members, roles, and relationships of health care workers in a long-term care facility. 7. Identify three main areas of employment for nurse aides. 8. Identify examples of standards for long-term care facilities. 9. Identify methods of payment for a resident in long-term care.
2. The Long-Term Care Resident 1. Identify common physical changes of aging and their impact on function. 2. Identify major life changes and losses experienced by residents of long-term care facilities. 3. Identify common chronic illnesses and diseases of the long-term care resident. 4. Identify the differences between acute and chronic care. 5. Identify the aspects of holistic care. 6. Identify ways the nurse aide can meet the psychosocial needs of long-term care residents. 7. Identify the role of significant others in identifying residents' needs and the development of care plans. 8. Identify cultural and religious differences that may influence values and preferences.
3. Resident Rights 1. Identify the rights of the resident as specified in the Michigan Public Health Code 368, 333.21765, 333.202001, 333.21771 2. Identify ways the nurse aide can promote and protect residents' rights. 3. Identify and give examples of: a.) abuse, b.) neglect, c.) exploitation, d.) endangerment. 4. Identify common situations that can cause abuse, neglect, exploitation and endangerment. 5. Identify procedures and requirements for reporting abuse. 6. Identify the nurse aide responsibility in an investigation of abuse. 7. Identify penalties incurred for substantiated cases of abuse and neglect. 8. Identify HIPAA and how it impacts a resident's privacy. 9. Identify a long-term care resident's sexuality and ways to handle both appropriate and inappropriate behaviors.
4. The Nurse Assistant as Health Care Team Member 1. Identify the role and responsibilities of the nurse assistant in a long-term care facility. 2. Identify ethical behaviors of the nurse assistant. 3. Identify legal responsibilities of the nurse assistant. 4. Identify qualities of the effective nurse assistant. 5. Identify the roles of the nurse assistant, licensed practical nurse (LPN) and registered nurse (RN) in planning and provision of resident care.
5. Communication and Interaction Skills 1. Identify elements necessary for effective communication. 2. Identify barriers to communication. 3. Identify four ways to facilitate communication with residents in long-term care. 4. Identify communication strategies to assist residents who have special needs. 5. Identify ways the nurse aide uses written and oral communication. 6. Identify the differences between fact and opinion. 7. Identify strategies to resolve conflicts among residents, among staff and between residents and staff. 8. Identify common medical terms and symbols. 9. Identify common abbreviations. 10. Identify the use of the senses for observation. 11. Identify areas for observation of the long-term resident. 12. Identify nurse aide responsibilities in reporting and recording.
6. Infection Control 1. Identify infection. 2. Identify common causes of infection. 3. Identify ways that infection is spread among residents of long-term care facilities. 4. Identify the most common infectious organisms found in long-term care residents. 5. Identify requirements needed for the growth of microorganisms. 6. Identify common signs and symptoms of infection. 7. Identify reasons for the susceptibility of the elderly to infection. 8. Identify the nurse assistant responsibilities in reporting and recording observations of the resident who has an infection. 9. Identify measures to prevent and control infection in the long term care resident and health care worker. 10. Identify Standard Precautions. 11. Identify the appropriate use of Standard Precautions. 12. Demonstrate Standard Precautions. 13. Identify occasions when hand washing is essential. 14. Demonstrate hand washing. 15. Identify the purpose of isolation and its effect on a resident. 16. Identify types of isolation, including transmission-base isolation. 17. Identify general rules for maintaining isolation. 18. Demonstrate isolation techniques. 19. Demonstrate Skills #1-3 on the lab skills list.
7. Care of Residents with Acquired Immune Deficiency Syndrome 1. Identify Acquired Immune Deficiency Syndrome (AIDS). 2. Identify Human Immunodeficiency Virus (HIV). 3. Identify sources of the AIDS virus and methods of transmission. 4. Identify symptoms and problems of the nursing

- home resident with AIDS. 5. Identify one's own feelings and attitudes about caring for a person with AIDS. 6. Identify the nurse assistant's role in caring for a person with AIDS.
8. Safety and Emergency Procedures 1. Identify common emergency situations which occur in long-term care facilities. 2. Identify common causes of resident falls. 3. Identify three ways to prevent falls in a long-term care resident. 4. Demonstrate the appropriate response/action for a nurse aide when a resident falls. 5. Identify common causes for respiratory emergencies in the long-term care resident. 6. Identify three ways to prevent respiratory emergencies in the long-term care resident. 7. Identify the appropriate nurse assistant's response/action for a resident in respiratory distress/arrest. 8. Demonstrate the Heimlich maneuver. 9. Identify the signs of cardiac arrest. 10. Identify the appropriate nurse aide response/action when a resident is in cardiac arrest. 11. Demonstrate the appropriate nurse aide response/action when a resident is in cardiac arrest. 12. Identify common reasons why a resident may lose consciousness. 13. Demonstrate the appropriate nurse assistant response/action for an unconscious resident. 14. Identify common causes for burns in the long-term care resident. 15. Identify measures to prevent burns in a long-term care resident. 16. Demonstrate the appropriate nurse assistant's response/action when a resident is burned. 17. Identify common causes for bleeding/lacerations in the nursing home resident. 18. Identify measures to prevent bleeding/lacerations in the long-term care resident. 19. Demonstrate the appropriate nurse aide response/action for the resident who is bleeding. 20. Identify the appropriate nursing assistant response/action when a resident is having a seizure. 21. Identify safety practices to prevent fires in the long-term care facility. 22. Demonstrate the appropriate nurse assistant response/action if a fire occurs in the long-term care facility. 23. Identify the appropriate nurse assistant response/action during severe weather. 24. Identify the appropriate nurse aide response/action during a power failure. 25. Demonstrate Skills #4-10 on the lab skills list.
9. Restraint Reduction/Elimination and Appropriate Use 1. Identify the term "physical restraint" and "chemical restraint." 2. Identify strategies to reduce or eliminate the use of physical and chemical restraints. 3. Identify devices in a long-term care facility that could meet the definition of physical restraint. 4. Identify examples for the use of physical restraints: a) appropriate and b) inappropriate use. 5. Demonstrate the application and removal of physical restraints. 6. Identify appropriate observations to make while a resident is physically restrained. 7. Identify the term "chemical restraint." 8. Identify the possible effects of chemical restraints. 9. Identify examples for the use of chemical restraints: a) appropriate and b) inappropriate use. 10. Identify appropriate observations to make while a resident is chemically restrained. 11. Identify possible outcomes of the use of physical and chemical restraints.
10. Rehabilitative and Restorative Care 1. Identify rehabilitative and restorative care. 2. Identify the major goals of rehabilitative/restorative care. 3. Identify the components of rehabilitative/restorative care. 4. Identify the members of the rehabilitative/restorative care team. 5. Identify the role of the nurse assistant in rehabilitative/restorative care. 6. Identify the importance of proper body mechanics for the nurse assistant and resident. 7. Demonstrate the use of proper body mechanics when delivering care. 8. Identify the general principles to follow when assisting in rehabilitative care. 9. Identify examples of, and reasons for using, assistive devices. 10. Demonstrate proper ambulation. 11. Demonstrate transfer technique. 12. Identify the benefits of proper turning and positioning. 13. Identify the factors that determine frequency of positioning and turning a resident. 14. Demonstrate technique for positioning and turning a resident. 15. Identify the complications of immobility. 16. Identify the nurse aide's responsibility in reporting, recording and observing related to positioning and turning a resident. 17. Demonstrate proper use of equipment for positioning and turning a resident. 18. Identify the importance of range of motion exercised for long-term care residents. 19. Identify active and passive range of motion. 20. Demonstrate active and passive range of motion. 21. Identify skills and procedures the nurse aide can use to reduce the likelihood of complications. 22. Identify reasons for using assistive devices. 23. Identify examples of assistive devices. 24. Identify correct procedures for assisting with ambulation, positioning, turning, range of motion and transfer using mechanical lift, gait belt, walker, cane, and wheelchair. 25. Demonstrate Skills #12-24 on the lab skills list.
11. Care of Resident Environment 1. Identify the components of resident environment. 2. Identify the importance of a resident's personal space. 3. Identify unsafe conditions in the resident's environment. 4. Identify resident risks that can result from unsafe conditions. 5. Identify the ways a nurse assistant

can maintain a safe environment for the resident of long-term care. 6. Identify the nurse assistant's role in reporting and recording conditions in the resident's environment. 7. Identify types of bed making: occupied, unoccupied, closed, open, surgical and other special types of beds. 8. Identify the importance of handling bed linen properly. 9. Identify situations when a resident's bed linen should be changed. 10. Identify special equipment that can be used on a bed. 11. Demonstrate operation of a bed. 12. Demonstrate making an occupied and unoccupied bed. 13. Demonstrate Skills #25-27 on the lab skills list.

12. Personal Care Skills 1. Identify factors that ensure the comfort, dignity, safety, cleanliness and independence of the resident in the provision of personal care. 2. Identify three reasons personal care is essential to a long-term care resident. 3. Identify the components of personal care. 4. Demonstrate basic personal care skills. 5. Identify observations the nurse aide should make during the provision of personal care. 6. Identify the nurse aide's responsibilities in reporting and recording observations noted during the provision of personal care. 7. Identify the term "oral hygiene." 8. Identify the importance and frequency of oral hygiene. 9. Identify the levels of assistance required for oral hygiene. 10. Identify safety precautions for the nurse aide providing oral hygiene. 11. Demonstrate oral hygiene for the resident with natural teeth. 12. Demonstrate oral hygiene for the resident with dentures. 13. Identify special precautions used in the care of dentures. 14. Demonstrate oral hygiene for the resident without teeth or dentures (edentulous). 15. Demonstrate oral hygiene for the resident with special needs. 16. Identify the nurse aide's responsibilities in reporting and recording observations noted during the provision of oral hygiene. 17. Identify skin changes that occur with aging. 18. Identify the importance of skin care. 19. Identify skin care needs. 20. Identify methods to maintain healthy skin. 21. Demonstrate techniques for proper skin care. 22. Identify the nurse aide's responsibilities in reporting and recording observations noted during the provision of skin care. 23. Identify conditions that predispose a resident to skin problems. 24. Identify the importance of hand and fingernail care for the long-term care resident. 25. Identify observations the nurse aide should make during hand and fingernail care. 26. Identify the nurse aide's responsibilities in reporting and recording observations noted during the provision of hand and fingernail care. 27. Demonstrate cleaning, filing and trimming of residents' fingernails. 28. Identify the importance of foot and toenail care for the long-term care resident. 29. Identify observations the nurse aide should make during foot care. 30. Identify the nurse aide's responsibilities in reporting and recording observations noted during the provision of foot care. 31. Identify the risk factors and problems that can require a nurse or podiatrist to perform foot and toenail care. 32. Identify examples of problems and consequences that may result from toenail care or neglected nails. 33. Identify the importance of proper fit of shoes, socks, and slippers. 34. Demonstrate foot care. 35. Identify the importance of hair care and shaving. 36. Identify observations the nurse aide should make during hair care and shaving. 37. Identify the nurse aide's responsibilities in reporting and recording observations noted during the provision of hair care and shaving. 38. Demonstrate hair care for a male and female resident using the appropriate level of assistance. 39. Demonstrate shaving the male resident using the appropriate level of assistance. 40. Demonstrate shaving/hair removal for a female resident using the appropriate level of assistance. 41. Identify the term "perineal" care. 42. Identify the importance of perineal care. 43. Identify observations the nurse aide should make during perineal care. 44. Identify the nurse aide's responsibilities in reporting and recording observations noted during the provision of perineal care. 45. Identify examples of resident problems or conditions that necessitate frequent perineal care. 46. Demonstrate perineal care for male and female residents.
13. Personal Care Skills continued. 47. Demonstrate the procedure for changing a brief. 48. Identify the importance of bathing. 49. Identify factors that ensure the comfort, dignity, safety, cleanliness and independence of the resident who is being bathed. 50. Identify types of baths. 51. Identify the levels of assistance that can be required for bathing. 52. Identify observations the nurse aide should make while bathing a resident. 53. Identify the nurse aide's responsibilities in reporting and recording observations noted while bathing a resident. 54. Demonstrate: bed bath, partial bath, tub bath and shower. 55. Identify the importance of clean, appropriate dress for the long-term care resident. 56. Identify ways to promote resident rights in relation to dress and appearance. 57. Identify observations the nurse aide should make while dressing a resident. 58. Demonstrate dressing a resident using the appropriate level of assistance. 59. Identify ways to enhance a resident's appearance according to

resident's preferences and/or past preference and lifestyle. 60. Demonstrate Skills #28-45 on the lab skills list.

14. Vital Signs
 1. Identify the term "body temperature."
 2. Identify ways to take a resident's body temperature.
 3. Identify normal range for body temperature.
 4. Identify factors and conditions that affect body temperature.
 5. Demonstrate taking a resident's temperature: oral, rectal and axillary.
 6. Identify the term "pulse."
 7. Identify the method used by a nurse aide to take a resident's pulse.
 8. Identify normal range for pulse.
 9. Identify factors and conditions that affect pulse.
 10. Demonstrate taking and recording a resident's pulse.
 11. Identify the term "respiration."
 12. Identify normal range for respiration.
 13. Identify factors and conditions that affect respiration.
 14. Demonstrate taking and recording a resident's respiration.
 15. Identify the term "blood pressure."
 16. Identify the type of equipment required for taking blood pressure.
 17. Identify factors and conditions that affect blood pressure.
 18. Demonstrate taking and recording a resident's blood pressure.
 19. Identify the importance of taking the resident's height and weight.
 20. Identify factors and conditions that affect the resident's height and weight.
 21. Demonstrate taking and recording a resident's weight: standing or unable to stand.
 22. Demonstrate taking and recording a resident's height: standing or unable to stand.
 23. Identify the nurse aide's responsibility in reporting and recording vital signs, height, and weight.
 24. Demonstrate Skills #46-51 on the lab skills list.
15. Nutrition and Hydration Needs
 1. Identify the terms "nutrition and hydration."
 2. Identify the six food groups.
 3. Identify the nutrition and hydration needs of the long-term care resident.
 4. Identify the physical changes of aging that affect the nutrition and hydration status of the long-term care resident.
 5. Identify psychosocial factors that affect the nutrition and hydration status of the long-term care resident.
 6. Identify changes that can occur with inadequate nutrition and hydration.
 7. Identify the nurse aide's responsibility in reporting and recording observations related to nutrition and hydration.
 8. Identify the meaning of the following orders: force fluids, restrict fluids and the role of the nurse aide in carrying out these orders.
 9. Identify the nurse aide's role in creating a pleasant meal time experience.
 10. Identify various types of therapeutic, or special, diets that can be used for a long-term care resident.
 11. Identify items excluded from diabetic and low sodium diets.
 12. Identify common diets for the nursing home resident.
 13. Identify the term "fluid balance."
 14. Identify edema and dehydration, and signs and symptoms.
 15. Identify alternative nutrition and hydration strategies: intravenous, tube feeding, nasogastric, PEG tube, and hyperalimentation/total parenteral nutrition.
 16. Identify strategies to maintain and improve a resident's nutrition and hydration status.
 17. Identify strategies to maintain and improve nutrition and hydration for the resident with special needs or problems.
 18. Identify the purpose of supplementary nourishment.
 19. Identify the importance of a team approach in maintaining and improving a resident's nutrition and hydration status.
 20. Demonstrate feeding techniques using the appropriate level of assistance.
 21. Identify the terms 'intake' and 'output.'
 22. Identify common reasons for measuring intake and output.
 23. Identify the nurse aide's responsibility in reporting and recording intake and output.
 24. Demonstrate measuring and recording intake and output.
 25. Demonstrate the Heimlich maneuver.
 26. Demonstrate Skills #52-53 on the lab skills list.
16. Elimination: Urinary and Digestive Systems
 1. Identify routes and patterns of elimination.
 2. Identify the changes of aging that affect bowel and bladder elimination in the long-term care resident.
 3. Identify common elimination problems that can occur in the long-term care resident.
 4. Identify the impact of restraint use on elimination patterns.
 5. Identify ways to enhance elimination and prevent common elimination problems.
 6. Identify the nurse aide's responsibility in reporting and recording observations related to elimination.
 7. Identify the nurse aide's role in bowel and bladder training.
 8. Identify the meaning of the term "incontinence."
 9. Identify factors that can cause incontinence.
 10. Identify the impact of incontinence on the long-term care resident.
 11. Identify ways to decrease/prevent incontinent episodes.
 12. Identify ways to manage incontinence.
 13. Demonstrate toileting using appropriate level of assistance for: toilet, commode, bedpan and urinal.
 14. Identify reasons for using urinary catheters.
 15. Identify types of urinary catheters.
 16. Identify special considerations in caring for the resident with a urinary catheter.
 17. Demonstrate catheter care.
 18. Demonstrate measuring and recording output.
 19. Demonstrate collecting urine and stool specimens.
 20. Demonstrate Skills #53-59 on the lab skills list.

17. Care of the Resident with Cognitive Impairment
 1. Identify the term "cognitive impairment."
 2. Identify causes of cognitive impairment.
 3. Identify the term "dementia."
 4. Identify the importance of understanding cognitive impairment and dementia and appropriate ways to care for the resident with these conditions.
 5. Identify the effects of cognitive impairment and implications for care.
 6. Identify common causes of increased confusion and altered behavior in the resident with cognitive impairment.
 7. Identify ways to minimize confusion and prevent altered behavior in the resident with cognitive impairment.
 8. Identify ways to deal with resident behaviors.
 9. Identify ways to prevent and eliminate the use of physical and chemical restraints in the resident with cognitive impairment.
 10. Identify ways to promote resident rights for the person with cognitive impairment.
 11. Identify feelings and attitudes a nurse aide can experience in caring for a resident with cognitive impairment.
 12. Identify ways to use the resident's family as a source of information and support.
18. Care of Depressed Resident
 1. Identify symptoms of depression in the elderly.
 2. Identify two types/causes of depression in the elderly.
 3. Identify possible outcomes of untreated depression.
 4. Identify methods used to treat depression.
 5. Identify the nurse assistant's role in caring for the long-term care resident who is depressed.
19. Care of Resident with Developmental Disabilities (mental retardation)
 1. Identify characteristics of the resident with mental retardation (developmental disabilities).
 2. Identify the common causes of developmental disabilities (mental retardation).
 3. Identify the nurse aide's role in caring for the resident with developmental disabilities.
20. Death and Dying - End of Life Care
 1. Identify common feelings that a resident can have about death and dying.
 2. Identify the stages of grief and ways to cope.
 3. Identify physical needs of the dying resident.
 4. Identify psychological needs of the dying resident.
 5. Identify the feelings and responses of the resident's family, friends and roommate during the dying process.
 6. Identify ways to assist family, friends, roommate, other residents and staff members in dealing with their feelings.
 7. Identify the nurse assistant's role in caring for a dying resident.
 8. Identify one's own feelings about death and dying.
 9. Identify ways to cope with one's own feelings when a resident dies.
 10. Identify the meaning of "no code status" and "do not resuscitate" orders.
 11. Identify Advanced Directives.
 12. Demonstrate post-mortem care (Skill #60 on the lab skills list).
21. Specific Problems
 1. Demonstrate a non-sterile dressing change.
 2. Demonstrate oxygen use.
 3. Demonstrate method for collecting a sputum specimen.
 4. Demonstrate methods for TED hose application.
 5. Demonstrate procedures for giving an enema.
 6. Demonstrate procedures used for colostomy care.
22. Seeking Employment
 1. Identify areas of interest in the nurse aide field.
 2. Identify personal characteristics for each area.
 3. Identify methods for finding a job.
 4. Identify the resume, application, interview, accepting a job and the orientation process.
 5. Identify methods for keeping a job.
23. Competency Evaluation Test Preparation
 1. Identify the process to take the clinical and knowledge tests.
 2. Identify ways to be successful on the tests.
 3. Refer to the Michigan Certified Nurse Aide Bulletin.
24. Clinical Practicum
 1. Demonstrate skills 1-60 independently with 100% proficiency.
 2. Demonstrate entry-level ability to function as a nurse aide in a long-term care facility.
 3. Demonstrate the integration and application of skills learned in lecture and laboratory.

New Resources for Course

Course Textbooks/Resources

Textbooks
 Manuals
 Periodicals
 Software

Equipment/Facilities

Reviewer

Action

Date

Faculty Preparer:*Rene Stark**Faculty Preparer**Sep 17, 2020***Department Chair/Area Director:***Kiela Samuels**Recommend Approval**Sep 18, 2020***Dean:***Valerie Greaves**Recommend Approval**Sep 21, 2020***Curriculum Committee Chair:***Lisa Veasey**Recommend Approval**Nov 11, 2020***Assessment Committee Chair:***Shawn Deron**Recommend Approval**Nov 18, 2020***Vice President for Instruction:***Kimberly Hurns**Approve**Nov 20, 2020*