College of Eastern Idaho

2020 - 2021 Catalog Edits

Published November 20, 2020

The Catalog Edits is a provisional document to record changes between catalogs. As indicated above, this particular document applies to the 2020 - 2021 College of Eastern Idaho Catalog. All changes within this document will be included in the 2021 - 2022 College of Eastern Idaho Catalog, barring that the 2020 - 2021 changes become irrelevant in the next catalog.

Part of accurately recording changes is including what the exact change was. To simplify, changes will be identified as addenda, corrigenda, or errata. Addenda are additions to a publication. Corrigenda are retractions from a publication. Errata are errors in a publication.

The various changes are divided into their respective sections. Each change will have its original page number noted, as well as the type of change it falls under. The changes are identified as follows:

- An addendum
○ **A corrigendum**
◘ **An erratum**

Starting in 2021, the annual Edit Sheet will be produced the Tuesday after Spring semester grades are due, typically in the middle of May. This correlates to the April 1st catalog publishing deadline.

CALENDAR

◘ **Pg. 4**

Date Changes

- October ~~16~~15: Tuition &~~Fee~~ Deadline: Block B classes
- December 11: Spring 2021 ~~term fee deadline~~ Tuition &~~Fee~~ Deadline
- March ~~5~~4: Tuition & Fee Deadline: Block B
- April ~~26~~5: Summer semester registration for non-degree seeking students begins
- May 7: Summer 2021 ~~term fee deadline~~ Tuition &~~Fee~~

- May 10 ~~July 26~~: Fall semester registration for non-degree/certificate-seeking students begins
- November ~~16~~4: Spring semester registration for new degree/certificate-seeking students begins
- November ~~30~~11: Spring semester registration for non-degree-seeking students begins

ADMISSION

◘ **Pg. 10**

Replace the "Transfer Students" body text with the "Accreditation" section

Transfer Students

~~CEI shall accept applicable college-level credits earned at colleges and universities that are accredited by regional accrediting associations. This includes:~~

- ~~Higher Learning Commission (HLC)~~
- ~~Middle States Commission on Higher Education (MSCHE)~~
- ~~New England Association of Schools and Colleges, Commission on Institutions of Higher Education (NEASC-CIHE)~~
- ~~Northwest Commission on Colleges and Universities (NWCCU)~~
- ~~Southern Association of Colleges and Schools, Commission on Colleges (SACS-COC)~~
- ~~Western Association of Schools and Colleges, Senior College and University Commission (WASC-SCUC)~~
- ~~Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges (WASC-ACCJC)~~

~~CEI's Vice President of Academic and Student Affairs shall oversee the establishment of transfer policies and transfer articulation agreements with other colleges and universities. The Registrar's Office shall determine transfer course equivalents according to CEI's procedures and as directed by instructional leadership. As the receiving institution, CEI shall determine the transferability of credits earned from other educational institutions or organizations.~~

Accreditation

What is accreditation and why is it important?

Accreditation is the act of granting credit or recognition, by a governing body, of an educational institution. Accreditation is necessary to any educational institution to prove that they are maintaining suitable standards or quality. College of Eastern Idaho relies on the following accrediting associations standards to evaluate and accept college-level credits and all grades earned by transfer students:

- Accrediting Commission for Schools Western Association of Schools and Colleges (WASC)
- Higher Learning Commission (HLC)
- Middle States Association of Colleges and Schools (MSCHE)
- New England Association of Schools and Colleges (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission (WSCUC)

Credit Review Process

If your institution is not accredited by one of the above associations, then the Registrar's office and campus departments will have to review your courses and will make the final decision if the courses will transfer. Should you wish to have your courses reviewed by the Registrar's office, you must submit the following with your petition:

- A letter indicating the specific courses you want to have reviewed
- An official or unofficial transcript from the institution
- Course descriptions and syllabi for each course to be reviewed

The Office of the Registrar will then forward the course information to the corresponding academic department for their review. The departments at this time may request additional information from the student.

Upon approval by the departments, the decision on each petition will be returned to the Registrar's Office, who in-turn will notify the student and record the approved courses on the transfer portion of the student's transcript.

Credits earned at an institution that is a suspected diploma/degree mill will not be acceptable to the College of Eastern Idaho.

According to guidelines under Standard Two of the Northwest Commission of Colleges and Universities (2.C.7; 2.C.8; 2.D.10), the NWCCU is in favor of utilizing prior learning assessment. Institutions may award up to 2/3 of the credits required for graduation through prior learning, including credits earned from CLEP tests, AP courses, IB courses, and military and corporate training transcripts.

○ **Pg. 11**

Remove "Accreditation Guidelines" and the paragraph that follows (It is included at the end of the information inserted on Page 10).

Accreditation Guidelines

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ADVISING

○ **Pg. 14**

Remove MAC 143, MATH 100, and MTD 110

● **Pg. 20**

Under the Tuition chart, add the online class fee

Beginning in the Fall 2020 semester, an additional $15 fee will be added per credit to all completely online classes

CAMPUS SERVICES

- ## Pg. 43

Add the following to Online Learning's section:

College of Eastern Idaho discloses that it does not offer any entirely (or substantially) online programs that lead to professional licensure.

Federal regulations require College of Eastern Idaho to disclose whether its degree programs meet U.S. jurisdictions' educational requirements for licensure (668.43(a)(5)(v) and 668.41(c)).

College of Eastern Idaho also maintains this information for students and prospective students on its professional licensure disclosures webpages found at http://www.cei.edu/programs-of-study/online-courses/professional-licensure

- ## Pg. 44

Add a section for Job Corps:

JOB CORPS

Room ###, Christofferson Building (3) • 208.535.5389

jobcorps@cei.edu

Staff
Fernando Sandoval, Senior Coordinator

Robert Ballinger, Workforce Coordinator

Nancy Fullmer,
Activities and Health Coordinator

Abby Nelson, Case Specialist

The Job Corps program helps income-eligible youth (ages 16-24) improve the quality of their lives by connecting them to career technical and academic training and prepares them for high demand occupations.

The Idaho Department of Labor has partnered with community colleges to expand this program in Idaho.

Currently, students can earn a high school diploma or GED while training at CEI to work in a growing industry. Job Corps and CEI staff will help students find the right career path to meet their needs.

CTE

◘ **Pgs. 57 - 102**

Remove any course-specific program entry requirements not listed below. Add the below where necessary:

- Business Management – placement into ENGL 101 and BOT 180 – (Cami is working with Laura King to develop a gray area if the student does not meet this placement or has not taken a placement test) Please send students to Cami to discuss their options.
- Information Technology Services and Cyber Security – placement into GEM 3 math class and Computer Literacy Test.
- Legal Studies – placement into ENGL 101
- Web and App Development - Computer Literacy Test.

- ESTEC- placement into ELT 141 (currently the same as MATH 108) - (Cami is working with Lorin to develop a gray area if the student does not meet this placement or has not taken a placement test) Please send students to Cami to discuss their options.
- Dental Assisting – Currently requires test scores to be received
- Radiation Safety – Placement into ENGL 101 and MATH 108

BUSINESS AND TECHNOLOGY

○ **Pg. 64**

Remove "must qualify for COMM 101" and "as they are taken first semester"

Entrance Requirements

Students must qualify for ~~COMM 101 and~~ any GEM Math course, ~~as they are taken first semester,~~ or discuss qualifications with an admission counselor

◘ **Pg. 66**

Change to "Students must qualify for ENGL 101, or discuss qualifications with an admission counselor."

Entrance Requirements

~~Students must qualify for COMM 101and any GEM Math course, to be discussed during admission.~~ Students must qualify for ENGL 101, or discuss qualifications with an admission counselor

○ **Pg. 71**

Remove the first Entrance Requirements bullet

Entrance Requirements

~~Students must qualify for COMM 101 and MATH 100, or discuss qualifications with an admission counselor~~

Students must meet computer literacy proficiency described below

◘ **Pg. 72**

Change Web & App ITC program's credits to 31

Thirty-one (~~30~~ 31)

HEALTH PROFESSIONS

- **Pg. 75**

Central Processing Technology BTC added

CENTRAL PROCESSING TECHNOLOGY
Basic Technical Certificate (BTC)

Central Processing Technicians help reduce the risk of microbial exposure of patients by sterilizing, cleaning, processing, assembling, storing, and distributing medical supplies and equipment needed for surgery and patient care. This program will train students to use heat, steam, and chemical disinfecting sterilization techniques, as well as inventory management skills. Professionalism, teamwork, communications and medical terminology are a priority as students learn to pursue, or maintain, job opportunities in Central Processing Technology.

To promote success on the certification examination, all Required Courses must be passed with a grade of C or better.

Upon completion of the coursework, students will be eligible to take the IAACSMM National certification exam. 400 hours of hands-on, documented experience in a Central Sterile Department is necessary for the certification to be considered valid.

Entrance Requirements

- Meet all College admission requirements
- The program has a limited enrollment based on clinical practicum availability

Intended Learning Outcomes

- Demonstrate the methods of care and handling of surgical instrumentation and equipment as it pertains to sterile processing and decontamination procedures
- Demonstrate and understand the processes necessary to sterilize instrumentation and equipment through a series of critical steps
- Understand microbiology and infection control as it pertains to sterile processing and decontamination procedures
- Implement infection control practices to ensure that patients avoid infections
- Provide instrumentation and equipment access to doctors, nurses, and allied health professionals as required
- Demonstrate accountability and professional values
- Communicate effectively with supported hospital departments
- Demonstrate effective critical thinking skills
- Understand the need to be lifelong learners

Program Costs

In addition to the registration fees, a Central Processing (CPT) student can expect to spend approximately $425 on books, supplies, testing, and miscellaneous costs while completing the CPT certificate program.

Student Work Policy

Due to the nature of the curriculum, students are allowed to be employed at a Central Service department while completing the course. Work duties and responsibilities completed after entrance into the course may count toward lab experience. All tasks must be documented, per course requirements, to count towards the 400 clinical hours necessary for certification.

Central Processing Technology - Basic Technical Certificate (BTC)

- Fifteen (15) Credits
- Not Financial Aid Eligible

This is a hybrid course and will have both online and in-class instruction. Prerequisite classes may be taken prior to entering the program, or while in the current program.

Semester 1

HCT 101 ....Medical Terminology 2

COM 101 .....Fundamentals of Speech..............3

SRT 150 ....Central Sterile Processing......... 10

◘ Pg. 75

Change "GAIN" to "Accuplacer"

Entrance Requirements

• ~~GAIN~~ Accuplacer/ALEKS or other Placement Test "

• Pg. 85

Add Transfer credit notice

Because of LPN licensure required for this program, 10 credits for prior learning will be transferred in for prior Med/Surg learning.

• Pg. 87

Credit Change
SRT 214 .... Surgical Clinic II .... ~~12~~ 8

• Pg. 93

Add Entrance Requirements

Entrance Requirements

Students must qualify for ELT 141or discuss qualifications with an admission counselor.

COURSE DESCRIPTIONS

SRT 150 Central Sterile Processing
10 Credits

This course includes the study of the Central Service and Materials Management departments. Special emphasis is placed on cleaning and decontamination of equipment, disinfection of instruments and equipment, and the different methods of sterilization, as well as sterile packaging of reusable and disposables and storage of hospital sterile items. 400 clinical hours are required to be eligible for the certification exam.