

3/3/17

Curriculum Development Form Modify an Existing Program (Academic Award)



Program Name (Academic Award): Administrative Office Specialist - Medical Emphasis CIP Code: _____

Type of Academic Award: AA AAS AFA AS Diploma Certificate

Current Location: Faribault North Mankato Proposed Location: Faribault North Mankato

Current Credits: 60 Proposed Credits: 60

Date of Proposal: 2/1/2017 Proposed Implementation Date: 8/21/2017

Contact Person: Becky Miller or Lori Hood

What is the modification being proposed? HC1500 - Healthcare Foundations: Introduction to Health Careers is being replaced with HC1525 Health Care Core Foundations. This is a variable credit course, which AOS (Medical) students take for two credits.

What impact will the modification have? The only impact is the course number and title. The course is still 2 credits with no change in course competencies.

Describe the rationale for this modification: Health Unit Coordinator faculty has made course modifications and increased the number of variable credits this course provides for their program needs. The AOS (Medical) program, however, will still require this course to be taken for the same two credits, which includes the same course competencies.

Attach additional material if necessary

As Faculty Developer, by signing this *Modify an Existing Program* form, the Curriculum Committee is assured of the following (check marks required):

Prior to Preparing Documentation

- Initiation — idea was submitted to Department Chair(s) and Academic Dean/Director for discussion and support
- Explored existing program offerings to identify potential duplication
- Completed Intention Form

Continue the Curriculum Development Process

- Completed the comparison template outlining old program plan vs. new program plan, noting changes between the old and new
- Completed the WIDS Program Project, which includes outlining scope and sequence of program
Please Note: If courses do not already exist, the shell of each course must be created in WIDS before the WIDS Program Project can be completed
- Identified prerequisites (if any) for admission to the program
- Created program description in WIDS
- Created measurable program student learning outcomes in WIDS
- Proofread documentation for correct content
- Proofread documentation for grammatical and typographical errors
- For technical programs, the change was discussed at Advisory Committee meeting (upload meeting minutes)
- Uploaded additional documentation to WIDS (comparison template, etc.)

Becky A. Miller
Faculty Developer Signature

2/9/17
Date

As Primary Department Chair, by signing this *Modify an Existing Program* form, the Curriculum Committee is assured of the following (check marks required):

- Documentation through email and department meetings made available for other faculty and programs to provide feedback
- Proofread documentation for correct content and proper structure
- Proofread documentation for grammatical and typographical errors
- For LAS programs, signature of all LAS Department Chairs included

I support this program plan I do not support this program plan — please provide reason(s):

Shayna Murray 2/10/17

Primary Department Chair Signature

Date

For all modified program, if Primary Department Chair does not support the modified program proposal, faculty developer can elevate the proposal to AASC for resolution.

For AA, AFA and AS Degrees Only — As a LAS Department Chair, by signing this *Modify an Existing Program* form, the Curriculum Committee is assured of the following (check marks required):

- Documentation through email and department meetings made available for other faculty and programs to provide feedback

I support this program plan I do not support this program plan — please provide reason(s):

LAS Department Chair Signature

Date

I support this program plan I do not support this program plan — please provide reason(s):

LAS Department Chair Signature

Date

I support this program plan I do not support this program plan — please provide reason(s):

LAS Department Chair Signature

Date

If all four LAS Department Chairs do not support the modified program proposal, faculty developer can elevate the proposal to AASC for resolution.

As Academic Dean/Director, by signing this *Modify an Existing Program* form, the Curriculum Committee is assured of the following (check marks required):

- Identified potential opportunities and impacts of the change on other programs/departments (request DARS search from Registrar's Office)
- Provided supporting documentation to populate Program Navigator
- I support this program plan I do not support this program plan — please provide reason(s):

Barb Embacher *2-7-17*
 Academic Dean/Director Signature Date

If Academic Dean/Director does not support the modified program proposal, faculty developer can elevate the proposal to AASC for resolution.

Upload this signed form as a PDF to WIDS Shared Document folder — Curriculum Committee. Place signed original forms in Curriculum Committee mailbox.

Following Curriculum Committee support, this form is completed with final signatures.

Gale Ashby *3/3/2017*
 Curriculum Committee Chair Signature Date

[Signature] *3-3-2017*
 Vice President of Student and Academic Affairs Signature Date

President Signature Date

The following steps are possible post-approval steps

Modify an Existing Program

— Credit length change

Upload to MnSCU Program Navigator

- Curriculum Committee Chair electronic approval
- Vice President of Student and Academic Affairs electronic approval
- President electronic approval
- Vice President of Student and Academic Affairs electronic approval (2nd)
- MnSCU reviews for final approval
- MnSCU grants approval

Student Affairs

- ISRS; DARS; eCatalog

Scope and Sequence for Perkins Programs of Study

Federal Dept. of Education review

Higher Learning Commissions (HLC) review

Modify an Existing Program

— No credit length change

Student Affairs (documentation posted on CC website)

- ISRS; DARS; eCatalog

Scope and Sequence for Perkins Programs of Study

Office Administration and Technology Department
Administrative Office Specialist – Medical
Associate of Applied Science Degree
60 Credits

Student Name: _____

Semester Started: _____

COURSE #	COURSE TITLE	CREDITS	SEMESTER COMPLETED	GRADE
REQUIRED CORE – 27 CREDITS				
OTEC1820	Business English	3		
OTEC1822	Microsoft Excel	4		
OTEC1860	Microsoft Word	4		
OTEC2800	Office Keyboarding	3		
OTEC2810	Computer Technology	3		
OTEC2814	Office Procedures	4		
OTEC2815	Employment Portfolio	3		
OTEC2820	Business Communications	3		
REQUIRED EMPHASIS – 18 CREDITS				
COMP1140	Web for Business (F2F or Online)	3		
HC1000	Medical Terminology (F2F or Online)	3		
HC1525	Health Care Core Foundations (Online)	2		
HC1550	Electronic Health Records (F2F)	2		
MA1020	Medical Office Procedures (Online)	3		
MKT1830	Customer Service (F2F – Fall Only)	3		
HLTH1950	CPR	1		
HLTH1952	First Aid	1		
HLTH1954	Safety	1		
REQUIRED LIBERAL ARTS – 15 CREDITS				
COMM130 COMM140	Intercultural Communication (MNTC 7, 8) OR Interpersonal Communication (MNTC 1)	3		
PHIL100 PHIL150 PHIL215	Ethics in Society (MNTC 6, 9) OR Medical Ethics (MNTC 6, 9) OR Business Ethics (MNTC 9)	3		
LIB ARTS	Electives	3		
LIB ARTS	Electives	3		
LIB ARTS	Electives	3		

Student should select 2 of the 3 classes listed.

Liberal Arts courses must fulfill 3 areas of the MN Transfer Curriculum.