Curriculum Development Form

Modify an Existing Program (Academic Award)

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

Type of Academic Award:  AA  AAS  AFA  AS  Diploma  Certificate

Current Location:  Faribault  North Mankato

Current Credits:  60

Date of Proposal:  2/1/2017

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 ADS (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.

Health Unit Coordinator faculty has made course modifications and increased the number of variable credits this course provides for their program needs. The ADS (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 Intentions 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.)

Faculty Developer Signature

Date

Modify an Existing Program Form — 9/27/2016 — Page 1
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):


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.

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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):

[Signature]  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.

[Signature]  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

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<th>Student Name:</th>
<th>Semester Started:</th>
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<table>
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<th>COURSE TITLE</th>
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<td>OTEC2815</td>
<td>Employment Portfolio</td>
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**REQUIRED CORE – 27 CREDITS**

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<td>Medical Terminology <em>(F2F or Online)</em></td>
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<td>HC1525</td>
<td>Health Care Core Foundations <em>(Online)</em></td>
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<td>Electronic Health Records <em>(F2F)</em></td>
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<td>Medical Office Procedures <em>(Online)</em></td>
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**REQUIRED EMPHASIS – 18 CREDITS**

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<td>PHIL215</td>
<td>Business Ethics <em>(MNTC 9)</em></td>
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**REQUIRED LIBERAL ARTS – 15 CREDITS**

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