

2/3/17  


# Curriculum Development Form

## Modify an Existing Program (Academic Award)

Program Name (Academic Award): Health Unit Coordinator CIP Code: Cert 3313

Type of Academic Award:  AA  AAS  AFA  AS  Diploma  Certificate

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

Current Credits: 16 Proposed Credits: 16

Date of Proposal: 1/18/2017 Proposed Implementation Date: 8/21/2017

Contact Person: Laura Attenberger, Health Unit Coordinator Program Director

What is the modification being proposed? Please see additional sheet for the modification being proposed.

What impact will the modification have? Please see additional sheet for the impacts of modification.

Describe the rationale for this modification: Please see additional sheet for modification rational.

*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.)

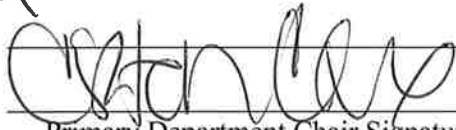
  
Faculty Developer Signature

1-19-17  
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):



Primary Department Chair Signature

1-19-17

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):

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*Michelle Bruelmaier*      1-23-17  
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.**

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

*Gale A. Bigbee*      2/3/2017  
Curriculum Committee Chair Signature      Date

*[Signature]*      2-8-17  
Vice President of Student and Academic Affairs Signature      Date

\_\_\_\_\_  
President Signature      Date

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***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

## Health Unit Coordinator ~ 16-credit Certificate

### Current Program Plan

### Proposed Program Plan ~ Fall 2017

<u>Course Name</u>	<u>Credits</u>
<i>HUCF1200 – Health Unit Coordinator Fundamentals</i>	2
<i>HUCF1201 – Health Unit Coordinator Procedures</i>	3
<i>HC1000 – Medical Terminology</i>	3
<i>HC1500 – Healthcare Foundations: Introduction to Health Careers</i>	3
<i>HC1550 – Electronic Health Records</i>	2
<i>MA1020 – Medical Office Procedures</i>	3
<b>Total</b>	<b>16</b>

<u>Course Name</u>	<u>Credits</u>
<b><i>HUCF1101 – Introduction to Health Unit Coordinating</i></b>	<b>1</b>
<i>HUCF1201 – Health Unit Coordinator Procedures</i>	3
<i>HC1000 – Medical Terminology</i>	3
<b><i>HC1525 – Health Care Core Foundations</i></b>	<b>4</b>
<i>HC1550 – Electronic Health Records</i>	2
<i>MA1020 – Medical Office Procedures</i>	3
<b>Total</b>	<b>16</b>

## Program Modification Form (additional page)

**What is the modification being proposed?** Two new courses ~ *HC1525: Health Care Core Foundations* and *HUCF1101: Introduction to Health Unit Coordinating* ~ will be incorporated into the program, replacing the current HC1500 and HUCF1200. Both HC1525 and HUCF1101 have course credit changes, but the overall program credits will remain the same.

**What impact will the program modification have?** *HC1525: Health Care Core Foundations* will be a 1-4 variable credit course, due to various programs using certain modules of the content for their program needs. The Health Unit Coordinator program will require students take all four credits of this course. *HUCF1101: Introduction to Health Unit Coordinating* has been modified to a 1-credit course, to accommodate total program credits

**Description of rationale for modification:** A grant received from HealthForceMN included a course redesign and curriculum update as a part of its deliverables to more closely align with the standards of the MN healthcare core curriculum. Program faculty have modified this course, now *HC1525: Health Care Core Foundations*, and added an additional module of content to meet this criteria. Since this course is replacing a course that was 3-credits, adjustments were made to *HUCF1101: Introduction to Health Unit Coordinating*, decreasing the content and credit load of that course to 1-credit instead of two. Content removed from this course was either redundant or was added to the additional module within the HC1525 course. With the course credit adjustments, Health Unit Coordinator will remain a 16-credit Certificate program.