

10/25/16



Curriculum Development Form

Modify an Existing Program (Academic Award)

Program Name (Academic Award): Associates of Applied Science Medical Assisting 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: 10/12/2016 Proposed Implementation Date: 12/1/2016

Contact Person: Cristen Cox

What is the modification Closing Medical Assisting Program on the Faribault Campus
being proposed? _____

What impact will Open designated lab space on the Faribault campus for other Allied Health or Nursing Programs. Should not
the modification have? have an impact as we have not offered face-to-face Medical Assisting classes on the Faribault campus in
over 2 years.

Describe the rationale Unfortunately, this comes down student numbers. When Medical Assisting was under the Dept of Labor
for this modification: Grant we had a bit more flexibility in running small class sizes but monitoring the class numbers these past
2-3 years we have had extremely low numbers with a max in our MA 1000 Orientation class of 4.

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

10/12/2016

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

10/12/10
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):

Michael S. Bremauer 10.12.16
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 Atkinson 12/2/2016
Curriculum Committee Chair Signature Date

Scott Johnson 1-2-16
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