Curriculum Development Form
Modify an Existing Program (Academic Award)

Program Name (Academic Award):
Medical Assisting, AAS

CIP Code: 510801

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: 

Date of Proposal: 9/28/2015
Proposed Implementation Date: 8/1/2016

Contact Person: Chrisen Cox

What is the modification being proposed?
Removing HC1001 Advanced Med Term 3 credits and replacing it with FCS 105 Nutrition and Healthy Living 3 credits. 

What impact will the modification have?
HC1001 will no longer be needed (only used by the MA program) and increase the need for FCS 105 (appr: 26 students)

Describe the rationale for this modification:
Research on other MnSCU MA programs support only one Med Term course along with SCC MA Advisory Board recom

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 measurable program student learning outcomes
☐ Proofread documentation for correct content
☐ Proofread documentation for grammatical and typographical errors
☐ Uploaded additional documentation to WIDS (comparison template, etc.)

Faculty Developer Signature

Date

Modify an Existing Program Form — 12/9/14 — 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
☐ For technical programs, the change was discussed at Advisory Committee meeting (provide meeting minutes)

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

______________________________
Primary Department Chair Signature

______________________________
Date

For all modified programs, 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 and AFA 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 — DARS search
☐ Provided supporting documentation to populate Program Navigator

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


M. Boudinot
Academic Dean/Director Signature
09.30.2015

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.

D. G. Bubier
Curriculum Committee Chair Signature. 12/4/2015

C. B. Bubier
Vice President of Student and Academic Affairs Signature Date
12-7-15

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
Removing HC1001 Advanced Med Term 3 credits and replacing it with FCS 105 Nutrition and Healthy Living 3 credits. Remove GEOG103 Intro to Cultural Geography as a LAS Elective and replace it with COMM130 Intercultural Communication which matches the same goal area and recommended by the MA Advisory Board. Remove HLTH 1950 and add 1 credit to MA2040 increasing it to a 5 credit course.

HC1001 will no longer be needed (only used by the MA program) and increase the need for FCS 105 (appr. 26 students a year). The potential extra seats in Geog103 and HLTH1950 will no longer be needed, there will be a potential increase in seats for COMM130.

Research on other MnSCU MA programs support only one Med Term course along with SCC MA Advisory Board recommends a nutrition course to assist in patient education.
### Existing Award
**Medical Assistant**

**AAS**

**AY 15-16 Curriculum**

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<td>MA 1200</td>
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**Required Liberal Arts & Sciences (select 3 courses)**

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<td>HC 1914</td>
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<td>HC 1924</td>
<td>Anatomy &amp; Physiology and Disease Conditions II</td>
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**LAS Total** 16

### Proposed Award (Modified)
**Medical Assistant**

**AAS**

**AY 16-17 Curriculum**

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**LAS Total** 16
Medical Assisting Advisory Board Meeting Minutes
March 31st, 2014 ~ 3:30 – 5:00pm
Pub 500

Members Present: Cristen Cox, Laura Attenberger, Hayley Prchal, Michele Brielmaier, Courtney Curtis, Dan Schaefer, and Lopez, Amber Williams, Shelley Thompson, Elisabeth Bateman

Members Absent: Laura Brink, Becky Pieper, Megan Urban, Magdalena Pietka, Barbara Langton, Monica Broughton. Cinnamon Spence, Paula Kaupa, Selena Ely

Welcome & Introductions: Cristen welcomed each member of the board to the meeting. Each member of the board introduced themselves.

Approval of Previous Meeting Minutes: Each member of the board reviewed previous meeting minutes. Dart motioned to approve the meeting minutes and Hayley seconded the motion.

Program Elements in Progress:

• Enrollment: 20 applications have been submitted and accepted for Fall 2015 so far and there is a 36 student cap. There are currently 12 Pre-MA students on the FB campus and 30 Pre-MA on the Niel campus.

• Application Process: Amber reminded the board that an application process has been initiated for the Medical Assisting program at SCC. A student will be considered a "Pre-Medical Assisting" student until they are formally accepted into the program. The reasoning for the application process is to ensure that students are college ready (or taking college-readiness courses) when they begin the program. This process is a trial to see how smoothly it works. The application process is a good test to see how smoothly it works. Amber also reminded that they are so much college readiness that student needs (which could be anywhere from 0–3 courses). College readiness is incredibly important to ensure a higher rate of success for the student. It could take a year for a student to be admitted to the MA program without the required pre-requisite courses. Amber clarified that it is dependent on how much college readiness that student needs (which could be anywhere from 0–3 courses). College readiness is incredibly important to ensure a higher rate of success for the student. It could take a year for a student to be admitted to the program. While increasing the student cap has always been an idea, the number of internship sites, as well as the program scope and sequence, all play a role in how many students can be admitted per year and where they are to begin the program. This process is a trial to see how smoothly it works. Amber also mentioned that completing some of the other required program courses (such as LAS options) is a great option during that wait time and gives the student a lighter credit-load later when internship time comes around. Many students appreciate having that lighter load as they progress in the program. Liz mentioned that as a student she appreciated having that less-intense course schedule. Cristen clarified that the LAS courses can be taken each semester, while the MA-based courses are offered during certain semesters according to the scope and sequence.

Amber clarified that individual Accuplacer testing dates need to be spaced three months before a retest can be issued.
Program New Courses Update:

- **Medical Assisting Clinical Skills I:** Cristen is very pleased with how the Clinical Skills I is running so far. Hayley asked about the curriculum covering the workflow between patient, healthcare professional, and provider. Cristen mentioned that they cover some initial patient visit procedures, such as gowning, vitals, etc. Cristen has also added some GYN procedures (pap exams, etc.), suturing procedures, as well as various cultures. Liz suggested nasal swabs would be a good addition.

- **Medical Assisting Orientation:** Cristen is also very pleased with the MA Orientation course. She is still adding material, but really feels that the course is a positive addition to the program curriculum. Dar wanted to clarify that professionalism is emphasized several times before internships begin and Cristen assured her that it is covered in several areas throughout the program curriculum.

- **Medical Office Procedures:** Cristen mentioned that this course will remain online to accommodate other programs that use the course and will continue to be modified. Cristen clarified that the course covers insurance, billing, some coding, scheduling procedures, phone etiquette, and office safety. Professionalism is also highlighted in this course.

- **Electronic Health Records:** Laura reported to the board that the EHR course has been running smoothly this semester. She will be attending an EHR Focus Group in the near future and will be modifying the course with some updated software and online components. She will report back to the board with any course updates at the next meeting.

- **Incorporation of HESI to MA2040 – MA Internship:** Cristen mentioned that HESI has been officially incorporated into the program and it is going well so far. Students come in and take the mock exam at the beginning of the semester and the software indicates their strengths and weaknesses. At the student's second exam, an improvement of 25% is expected. Cristen is able to track student progress, send reminders, and really likes the features of the program. Courtney mentioned that the program will break down how the student scored in each area and where improvements may need to be made. Cristen clarified that she is not grading students on their HESI score at this time since she is still assessing the benefits of this adoption. She has gotten a lot of student feedback – Courtney mentioned that there was some initial confusion, but now the program seems to be working well. Elsevier provides some of the initial instruction with information that can help the student with navigating the exam. Michele suggested that Cristen use the phrase “Peer Assessment” so that the students can see who they are being compared against. Cristen mentioned her appreciation for all of the HESI feedback as she desires her students to go into their board exams as prepared as possible.

- **Radiography:** Cristen has made some minor changes to the course, including more lecture time and less lab time.

Program Review:

- **Medical Arts Expansion:** Liz mentioned that the *Lifespan Psychology* course was very helpful and should remain an elective. Hayley mentioned that a *Nutrition* course would be a helpful
addition to the LAS elective choices or even replacing courses that might be looked at being removed in the program. Cristen agreed with this suggestion and mentioned that Hennepin Technical College is considering the same addition to their MA program. Michele suggested using COMM130 – Intercultural Communication for the cultural requirement, as opposed to the Cultural Geography course. Michele suggested that OTEC2000 – Employment Search Skills and CPR be omitted from the scope and sequence to make room for a 3-credit Nutrition course. CPR certification is required for internship, but the student can be responsible for that on their own, it does not need to be an official program course. Cristen will consider all of these suggestions and report back to the board with any changes.

- Incorporated with Fall 2015:
  - Remove HC1801 Advanced Medical Terminology (3 credits): Currently, Advanced Med Term does a refresher for the first half of the semester and highlights some specialty areas in the last half. MA is the only program at SCC that uses the course, so Cristen is requesting that it be removed. Cristen researched three other area community colleges and none use an advanced med term course. The board had some initial questions regarding this request, but overall agreed to go ahead with the omission.
  - Incorporate (1 credit) to MA2040 – MA Internship: Current MA Internship is 160 hours, where as some area programs go up to 240 hours. Liz mentioned that it is easy to distinguish the difference between the students who have had hands-on experience and those who don’t. Michele also mentioned that conflict between mentors and students also makes a difference during that internship period. Cristen clarified that she does site checks a couple of times throughout the semester and can make changes as necessary. Working could also be changed to state that 160 hours is the minimum, but site supervisors can make the discretion if a student needs to complete a day or task which may require additional hours. The overall feeling of the board was that the 160ish hour mark was an appropriate amount of time. Amber clarified that the MA internship is unpaid and Cristen confirmed that it was.
  - Add OTEC2000 – Employment Search Skills (2 credits) or with the omission of CPR (1 credit) incorporate a (3 credit) Nutrition course: Cristen mentioned that since SCC no longer has a Healthcare Workforce Placement Coordinator, this course would be able to give students some additional help with their employment search. The Nutrition course possibility however, may replace this idea as we previously talked about in earlier conversation and agreed this would be a great fit. Cristen shared she can incorporate resumes and cover letters to both her MA1000 and MA2020 courses. Cristen will update the board at the next meeting.

Bridge program from MA to nursing: Liz brought up the possibility of a bridge program from MA to nursing. Since the two areas are trained so differently, there may be some difficulty in developing that initiative. Cristen mentioned that other schools to have an RN bridge program, but the some board members were hesitant to agree with the fact that it would be a good move. Michele suggested that some statistics be taken to see what percentages of graduates are interested in moving onto RN, NP, or PA fields. Cristen said that the question could be posed in accreditation surveys that students take.

Nursing also has different science requirements. Cristen has noted that she has looked at offering two different sciences, but that would put her over her allotted credit amount. HC1914 – Anatomy &
Physiology Diseases/Conditions I and HC1924 – Anatomy and Physiology Diseases/Conditions II are currently required for the MA program. Nursing students take BIO225 – Anatomy & Physiology I and BIO235 – Anatomy & Physiology II. Cristen cannot take away any other courses to make room for the credit change as her courses need to remain in place per accreditation. BIO225A&P I does have a prerequisite of CHEM100, which would also add credits the pre-requisite courses. Amber mentioned the Financial Aid aspect of these changes. Unless it is clearly stated that it is part of the program, Financial Aid will not cover it. Listing these courses as options and knowing a student’s overall education goals can help in determining which “path” a student should take.

Other Meeting Notes:

- Cristen will receive a Presidential Award for her work with flu shot clinics, at the Annual MNCC Summit and Awards Ceremony. She will be recognized for her award at a ceremony at the College of St. Catherine on April 16th.
- Cristen and some of her students will represent the SCC MA program at the Greater Mankato Career Expo at the Verizon Wireless Center on April 1st. 1200 high school sophomore students toured various career possibilities throughout the day. Hands-on activities and information is available for students, teachers, and career counselors.
- Cristen has been serving on the National Healthcare Association Consumer Advisory Board that takes a look at various Medical Assisting topics. Cristen mentioned that now they are looking at credentialing procedures, as well as the possibility of Medical Assisting Specialties.

Adjournment

- Next meeting date/time: Looking at Fall 2015, October 1st at 3:30pm has been made the tentative meeting date, and an email reminder will be sent to the board next semester.
- Cristen thanked each board member for attending the meeting and expressed her appreciation for their feedback and suggestions.
- Meeting is adjourned at 5:12pm.