Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)

HC 1000, Medical Terminology, 3 cr

Date of Proposal: 10/10/2014

Author: Summer Groffre

Course Contact: Summer Groffre

Grading Method: [X] Grade  [ ] Pass/Fail

Scheduling:  [ ] Fall  [ ] Spring  [ ] Summer  [ ] Alternate Years  [ ] Variable  [ ] On Demand

Is this course proposed a Liberal Arts and Sciences course?  [ ] Yes  [X] No

If yes, which MnTC area(s) will it fulfill (http://mntc.transfer.org)?  [ ] 1  [ ] 2  [ ] 3  [ ] 4  [ ] 5  [ ] 6  [ ] 7  [ ] 8  [ ] 9  [ ] 10

Is this course a requirement/elective for a specific program or programs?  [ ] Yes  [ ] No

If yes, which program(s)? — DARS search

pharmacy technician, medical assisting

mt, huc, phlebotomy

What impact will this modified course have on other program(s)?

None

Describe what is changing/being added, and the rationale:

updating learning objectives & competencies to accurately reflect needed course outcomes.
Ensure course is a complete introductory understanding of medi-term.

As Department Chair, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following:

☐ For LAS programs (specifically MnTC courses), signature of more than one Department Chairs may be required
☐ For technical programs, the change was discussed at Advisory Committee meeting
☐ Documentation through email and department meetings made available for other faculty and programs to provide feedback
☐ Proofread documentation for grammatical and typographical errors
☐ Proofread documentation for correct content and proper structure on CCOs (based on SCC example)

[Signature]
10-21-14

[Signature]
[Date]

As Academic Dean, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following:

☐ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted
☐ Verify credentials for faculty teaching the course
☐ Identify potential opportunities and impacts of the change on other programs/departments — DARS search
☐ Address the need for Class Maximum Change Request form
☐ No change in class maximum OR
☐ Change in class maximum — Class Maximum Change Request form completed with all necessary signatures
☐ I support this proposal

If Academic Dean does NOT endorse the course proposal, the information will be elevated to AASC for resolution.

[Signature]
[Date]

[Signature]
[Date]

9/8/14
Subject: RE: Dean's signature on HC 1000
Date: Thursday, November 13, 2014 at 10:06:05 AM Central Standard Time
From: Barb Embacher
To: Gale Bigbee

Yes, I approve.
Barb

Barb Embacher
Dean of Workforce Education & Training
South Central College
1920 Lee Blvd. North Mankato, MN 56003
1225 Third St. SW Faribault, MN 55021
(507)389-7493
Barb.embacher@southcentral.edu

From: Gale Bigbee
Sent: Thursday, November 13, 2014 9:54 AM
To: Barb Embacher
Subject: FW: Dean's signature on HC 1000
Importance: High

Hi Barb -

This is what I sent last Friday. Would you please confirm your approval of the signature with Joy's initials so I have written documentation of this?

Thanks!

Gale

From: Gale Bigbee <Gale.Bigbee@southcentral.edu>
Date: Friday, November 7, 2014 at 2:35 PM
To: Barb Embacher <Barb.Embacher@southcentral.edu>, Joy Hansen <Joy.Hansen@southcentral.edu>
Cc: Lisa Lamon <Lisa.Lamor@southcentral.edu>, Donna Marzolf <Donna.Marzolf@southcentral.edu>, Mary Hutchens <Mary.Hutchens@southcentral.edu>, Susan Tarnowski <Susan.Tarnowski@southcentral.edu>
Subject: Dean's signature on HC 1000

Hi Barb -

I'm getting ready to sign off on the HC 1000 Modify an Existing Course form as Curriculum Committee chair. I noticed that you must have given Joy your blessing for her to sign on your behalf since her initials follow the signature. Is this correct?

Thank you for the clarification.

Gale
Gale Bigbee, Chairperson
<table>
<thead>
<tr>
<th>Date</th>
<th>Faculty Developer Name - First</th>
<th>Faculty Developer Name - Last</th>
<th>Academic Area</th>
<th>Department Chair</th>
<th>Academic Dean</th>
<th>Identity Project</th>
<th>General Overview</th>
<th>Date of Desired Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep. 26, 2014</td>
<td>Cristen</td>
<td>Cox</td>
<td>Medical Assistant / MA 1020 Medical Office Procedures</td>
<td>Cristen Cox</td>
<td>Barb Embacher</td>
<td>Modifying an Existing Course</td>
<td>The OTEC program has included MA 1020 into their medical emphasis, including enrollment in a OTEC program needs to be included as well within prerequisites.</td>
<td>Spring Semester 2015</td>
</tr>
<tr>
<td>Sep. 26, 2014</td>
<td>Anne</td>
<td>Ganey</td>
<td>Community Health Worker / CHW 1085</td>
<td>Cristen Cox</td>
<td>Barb Embacher</td>
<td>Modifying an Existing Course</td>
<td>Change the prerequisites from CHW 1000 to no prerequisite.</td>
<td>Spring Semester 2015</td>
</tr>
<tr>
<td>Sep. 26, 2014</td>
<td>Anne</td>
<td>Ganey</td>
<td>Community Health Worker / CHW 1065</td>
<td>Cristen Cox</td>
<td>Brian Fors</td>
<td>Modifying an Existing Course</td>
<td>Change the prerequisite from none to CHW 1055.</td>
<td>Spring Semester 2015</td>
</tr>
<tr>
<td>Oct. 10, 2014</td>
<td>Summer</td>
<td>Gioffre</td>
<td>Health Careers / HC 1001</td>
<td>Cristen Cox</td>
<td>Barb Embacher</td>
<td>Modifying an Existing Course</td>
<td>Update CCO because it does not include learning objectives. Update CCO to flow better with HC 1000 (Medical Terminology)</td>
<td>Spring Semester 2015</td>
</tr>
<tr>
<td>Oct. 10, 2014</td>
<td>Summer</td>
<td>Gioffre</td>
<td>Health Careers / HC 1000</td>
<td>Cristen Cox</td>
<td>Barb Embacher</td>
<td>Modifying an Existing Course</td>
<td>Updating CCO for better alignment with HC 1001 (Advanced Medical Terminology) and to update wording of the CCO</td>
<td>Spring Semester 2015</td>
</tr>
<tr>
<td>Oct. 13, 2014</td>
<td>Pam</td>
<td>Becker</td>
<td>LAS / 0080-01 EAP Reading and Oral Communication</td>
<td>Lori Hood</td>
<td>Brian Fors</td>
<td>Modifying an Existing Course</td>
<td>CCO needs to be revised to reflect the accuplacer score that is currently being used to determine student scores for placement into this course</td>
<td>Spring Semester 2015</td>
</tr>
<tr>
<td>Oct. 14, 2014</td>
<td>Tracy</td>
<td>Murphy</td>
<td>LAS / COM 150</td>
<td>Lori Hood</td>
<td>Brian Fors</td>
<td>Creating a New Course</td>
<td>The new course will investigate the symbolic/communication function of food, particularly as it relates to diverse communities in the US (and beyond).</td>
<td>Spring Semester 2015</td>
</tr>
<tr>
<td>Oct. 16, 2014</td>
<td>Willy</td>
<td>Mekeel</td>
<td>LAS / GEOG 200</td>
<td>Peter Wruck</td>
<td>Brian Fors</td>
<td>Modifying an Existing Course</td>
<td>I would like to change GEOG 200 from 3 credits to variable 3-4 credits.</td>
<td>Spring Semester 2015</td>
</tr>
</tbody>
</table>