CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Community Health Worker

Date: Apr 2014

Step 1  Reviewed change at division meeting.  

Step 2  Presented as informational item at Division Chair Meeting(s) and checked if it affects other departments. Like programs must meet with Division Chairs on all affected campuses (North Mankato and Faribault).

Division Chair’s signature

Step 3  Instructional Dean reviewed and indicated need for Curriculum Committee approval.

Instructional Dean’s signature

Step 4  Advisory Committee approval indicated in meeting minutes if necessary. Minutes provided to Curriculum Committee.

Step 5  Curriculum Committee made recommendations (changes, additional approvals, etc.). If no, skip to Step 7.

Step 6  Committee’s recommendations completed. (Skip if not applicable.)

Step 7  Curriculum Committee approved.

Curriculum Committee Chair’s signature

Step 8  Minutes and necessary materials provided to VP of Academic Affairs.

Step 9  Vice President of Academic Affairs approved.

Vice President of Academic Affairs’ signature

Step 10  New Course Maximum Enrollment to Shared Governance.

Step 11  President’s approval for all changes requiring MnSCU approval.

President’s signature
# New Course or Course Change Proposal Form

**Date of Proposal:** April 2014  
**Author:** Anne Ganey  
**Proposal Type:** (✓) New Course  
**Contact for the Course:** Anne Ganey  
**Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):** CHW 1015 – Organization and Resources  
**Number of Credits:** 1  
**Prerequisites:** CHW 1000 – Role, Advocacy and Outreach

**Course Description:** This course focuses on the community health worker's knowledge of the community and their ability to prioritize and organize their work. Emphasis is on the use and critical analysis of resources and information problem solving. It is offered online. (Prerequisite: CHW 1000 - Role, Advocacy and Outreach)

**Grading Method:** Grade (✓) Pass/Fail  
**Scheduling:** Fall (✓) Spring (✓) Summer Alternate Years Variable On Demand  
**Instructional Type:** Lecture (✓) Lab Lecture/Lab Internship Seminar

(*)Class Maximum: (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.

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**Dean's Name:**  
**Dean's Signature:**  
**Date:** 4/11/14

If there is not enough space provided, please use the back of this form for additional signatures or click on a row with the right button of the mouse, select insert and then select insert rows below to add rows to the table.

**Is this Course Proposed as a Liberal Arts Course:** Yes (✓) No  
**If Yes, Which MnTC Area/Areas Will it Fulfill** [http://www.mntransfer.org](http://www.mntransfer.org)?

**Is This Course a Requirement/Elective for a Specific Program or Programs:** Yes (✓) No  
**If Yes, Which Program(s)?** Community Health Worker Certificate

**Describe What is Changing/Being Added, and the Rationale:** Pre-requisites were changed to ensure students are completing courses in the appropriate order.

**What Impact Will This New Course or Change Have on Other Programs or Areas?** None

- Attach Common Course Outline to this Form.
New Course or Course Change Proposal Form

Date of Proposal: April 2014

Author: Anne Ganey

Proposal Type: (*)New Course ☑ Modify Course ☒ Delete Course

Contact for the Course: Anne Ganey

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law): CHW 1025 – Teaching and Capacity Building

Number of Credits: 2

Prerequisites: CHW 1015 – Organization and Resources

Course Description:
This course focuses on the community health worker’s role in teaching and increasing the capacity of the community and of the client to access the health care system. Emphasis is on establishing healthy lifestyles and clients’ developing agreements to take responsibility for achieving health goals. You will learn about and practice methods for planning, developing and implementing plans with clients to promote wellness. It is offered online. (Prerequisite: CHW 1015 - Organization and Resources)

Grading Method: Grade ☑ Pass/Fail

Scheduling: Fall ☑ Spring ☑ Summer Alternate Years Variable On Demand

Instructional Type: Lecture ☑ Lab Lecture/Lab Internship Seminar

(*)Class Maximum: (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.

Faculty Name Faculty Signature Class Max Date

Dean's Name Dean's Signature Date 4/10/14

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Is this Course Proposed as a Liberal Arts Course: Yes ☐ No ☑

If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)?

Is This Course a Requirement/Elective for a Specific Program or Programs? Yes ☑ No

If Yes, Which Program(s)? Community Health Worker Certificate

Describe What is Changing/Being Added, and the Rationale: Pre-requisites were changed to ensure students are completing courses in the appropriate order.

What Impact Will This New Course or Change Have on Other Programs or Areas? None

➢ Attach Common Course Outline to this Form.
New Course or Course Change Proposal Form

Date of Proposal: April 2014

Author: Anne Ganey

Proposal Type: | (*)(New Course) | Modify Course | Delete Course

Contact for the Course: Anne Ganey

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law): CHW 1035 – Legal and Ethical Responsibilities

Number of Credits: 1

Prerequisites: CHW 1025 – Teaching and Capacity Building

Course Description:
This course focuses on the legal and ethical dimensions of the community health workers role. You will study the boundaries of the community health worker position, agency policies, confidentiality, liability and mandatory reporting and cultural issues that can influence legal and ethical responsibilities. It is offered online. (Prerequisite: CHW 1025 Teaching and Capacity Building)

Grading Method: | Grade | Pass/Fail

Scheduling: | Fall | Spring | Summer | Alternate Years | Variable | On Demand

Instructional Type: | Lecture | Lab | Lecture/Lab | Internship | Seminar

(*)Class Maximum: (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.

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Dean's Name

Dean's Signature

Date: 9/16/14

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Is this Course Proposed as a Liberal Arts Course: Yes | No □

If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)?

Is This Course a Requirement/Elective for a Specific Program or Programs? Yes □ No

If Yes, Which Program(s)? Community Health Worker Certificate

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What Impact Will This New Course or Change Have on Other Programs or Areas? None

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New Course or Course Change Proposal Form

Date of Proposal: April 2014

Author: Anne Ganey

Proposal Type: (**)New Course ☑ Modify Course ☐ Delete Course

Contact for the Course: Anne Ganey

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law): CHW 1045 – Coordination, Documentation and Reporting

Number of Credits: 1

Prerequisites: CHW 1035 – Legal and Ethical Responsibilities

Course Description:
This course focuses on the importance and ability of the community health worker to gather, document and report on client visits and other activities. The emphasis is on appropriate, accurate and clear documentation with consideration of legal and agency requirements. It is offered online. (Prerequisite: CHW 1035: Legal and Ethical Responsibilities)

Grading Method: Grade ☑ Pass/Fail

Scheduling: Fall ☑ Spring ☑ Summer ☐ Alternate Years ☐ Variable ☐ On Demand

Instructional Type: Lecture ☑ Lab ☐ Lecture/Lab ☐ Internship ☐ Seminar ☐

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Dean's Name: Barb Embachan

Dean's Signature:

Date: 4/16/14

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Is this Course Proposed as a Liberal Arts Course: Yes ☑ No ☐

If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)?

Is This Course a Requirement/Elective for a Specific Program or Programs? Yes ☑ No ☐

If Yes, Which Program(s)? Community Health Worker Certificate

Describe What is Changing/Being Added, and the Rationale: Pre-requisites were changed to ensure students are completing courses in the appropriate order.

What Impact Will This New Course or Change Have on Other Programs or Areas? None

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New Course or Course Change Proposal Form

Date of Proposal: April 2014

Author: Anne Ganey

Proposal Type: (*) New Course [x] Modify Course [ ] Delete Course

Contact for the Course: Anne Ganey

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law): CHW 1055 – Communication Skills and Cultural Competence

Number of Credits: 1

Prerequisites: CHW 1045 – Coordination, Documentation and Reporting

Course Description:
This course provides the content and skills in communication to assist community health workers in effectively interacting with a variety of clients, their families and a range of healthcare providers. Students will learn about communicating verbally and non-verbally, listening and interviewing, networking, building trust and working in teams. Students will practice communication skills in the context of a community’s culture and the cultural implications that can affect client communication. It is offered online. (Prerequisite: CHW 1045: Coordination, Documentation and Reporting)

Grading Method: Grade [x] Pass/Fail

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

Instructional Type: Lecture [x] Lab Lecture/Lab Internship Seminar

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Faculty Name | Faculty Signature | Class Max | Date
---|---|---|---

Dean’s Name | Dean’s Signature | Date

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Is this Course Proposed as a Liberal Arts Course: Yes [x] No [ ]

If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)?

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If Yes, Which Program(s)? Community Health Worker Certificate

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What Impact Will This New Course or Change Have on Other Programs or Areas? None

➤ Attach Common Course Outline to this Form.
# New Course or Course Change Proposal Form

**Date of Proposal:** April 2014  
**Author:** Anne Ganey

**Proposal Type:**  
- (*)New Course  
- Modify Course  
- Delete Course

**Contact for the Course:** Anne Ganey

**Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):** CHW 1065 – Community Health Worker Health Promotion

**Number of Credits:** 1

**Prerequisites:** CHW 1000 – Role, Advocacy and Outreach

**Course Description:**  
This course focuses on the knowledge and skills a CHW needs in order to assist clients in realizing healthy eating patterns, controlling their weight, integrating exercise into their lives, taking their medications, talking with their doctors, controlling substances such as tobacco, managing stress, achieving life balance, and attaining personal and family wellness. Emphasis will be on learning strategies that can be used to aid in client awareness, and assist clients in understanding and linking to services in heart disease and stroke, maternal care, diabetes, cancer, oral health and mental health.  
*(Prerequisite: CHW 1000 - Role, Advocacy and Outreach)*

**Grading Method:**  
- Grade  
- Pass/Fail

**Scheduling:**  
- Fall  
- Spring  
- Summer  
- Alternate Years  
- Variable  
- On Demand

**Instructional Type:**  
- Lecture  
- Lab  
- Lecture/Lab  
- Internship  
- Seminar

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**Dean's Name**  
Barb Embacher

**Dean's Signature**

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**Is this Course Proposed as a Liberal Arts Course:**  
- Yes  
- No

**If Yes, Which MnTC Area/Areas Will it Fulfill**  
(http://www.mntransfer.org)

**Is This Course a Requirement/Elective for a Specific Program or Programs:**  
- Yes  
- No

**If Yes, Which Program(s)?** Community Health Worker Certificate

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**Contact for the Course:** Anne Ganey

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<th>Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):</th>
<th>CHW 1075 – Internship</th>
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| Number of Credits: | 2 |

**Prerequisites:** CHW 1055 – Communication and Cultural Competence

**Course Description:**  
The CHW internship is an on-site, agency experience that offers continuous opportunities for CHW students to prepare for work in the Community Health Worker Role. CHWs work within their assigned agency to achieve competencies of the defined core roles of Community Health Workers. Upon successful completion, graduates will have achieved the competencies to make them eligible to work, with minimal supervision, as a CHW in an employing agency. (Prerequisite: CHW 1055: Communication and Cultural Competence)

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4/16/14

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Yes ☑ No ☐

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