CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Medical Assisting Date: 3-31-14

Step 1 Reviewed change at division meeting. YES NO

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. YES NO

Instructional Dean’s signature

Step 4 Advisory Committee approval indicated in meeting minutes if necessary. Minutes provided to Curriculum Committee. YES NO

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

Step 6 Committee’s recommendations completed. (Skip if not applicable.) YES NO

Step 7 Curriculum Committee approved. YES NO

Curriculum Committee Chair’s signature

Step 8 Minutes and necessary materials provided to VP of Academic Affairs. YES NO

Step 9 Vice President of Academic Affairs approved. YES NO

Vice President of Academic Affairs’ signature

Step 10 New Course Maximum Enrollment to Shared Governance. YES NO

Step 11 President’s approval for all changes requiring MnSCU approval. YES NO

President’s signature __________________________
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: March 16, 2014

Author: Cristen Cox

Proposal Type: | (*)New Course | Modify Course x | Delete Course
Contact for the Course: Cristen Cox

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
MA 2030 Radiology Skills for Medical Assistants

Number of Credits: 3

Prerequisites:
HC 1000 Medical Terminology
HC 1914 Anatomy & Physiology/Disease Conditions

Course Description: This course is a comprehensive look at the skills and process needed to obtain a limited scope of practice certificate in radiography. Students will learn information regarding; radiation protection, image production and evaluation, equipment operation and quality control, patient care and education, as well as radiographic procedures for each anatomical region. Prerequisites: HC 1000 Medical Terminology, HC 1914 Anatomy and Physiology Disease Conditions

Grading Method: Grade X

Pass/Fail

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

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

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

Faculty Name: Cristen Cox
Faculty Signature: [Signature]
Class Max: 30
Date: 3-24-14

Dean's Name: [Signature]
Dean's Signature: [Signature]
Date: 3-24-14

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 X

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 X | No

If Yes, Which Program(s)? Medical Assisting

Describe What is Changing/Being Added, and the Rationale: I would like to increase the lecture to 2 Credits and Lab to 1 credit. I have ran this course now for two making adjustments and continue to have insufficient time to go through the requirement material during the lecture portion.
What Impact Will This New Course or Change Have on Other Programs or Areas? This course is only offered in the Medical Assisting Program at South Central College, North Mankato and Faribault Campuses.

➢ Attach Common Course Outline to this Form.