CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Nursing Assistant

Date: __________

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

HCTC 1886
4/14/14
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: March 2014

Author: Janet Rainford

Proposal Type: New Course

Modify Course Nursing Assistant

Delete Course Basic Nursing

Contact for the Course: Michele Briemrmaier

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
HCTC 1886 Formally Basic Nursing 101 requesting change to Nursing Assistant

Number of Credits: 4

Prerequisites: None

Course Description:
This course meets federal and state criteria for eligibility to take the state test to become a NAR, HHA, as well as the requirements for Basic Nursing 101, a requirement for the Practical Nursing Program. It introduces concepts of basic human needs, the health/illness continuum and focuses on preparing the student to safely perform basic nursing skills needed to function as a Nursing Assistant or Home Health Aide.

Notes

Grading Method: Grade x Pass/Fail

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

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

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

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Faculty Signature</th>
<th>Class Max</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharon Derouin</td>
<td>Sharon Derouin</td>
<td>16</td>
<td>3-5-14</td>
</tr>
<tr>
<td>Janet Rainford</td>
<td>Janet Rainford</td>
<td>16</td>
<td>3-5-14</td>
</tr>
<tr>
<td>Sue Zielske</td>
<td>Sue Zielske</td>
<td>16</td>
<td>3-5-14</td>
</tr>
<tr>
<td>Michele Briemrmaier</td>
<td>Michele Briemrmaier</td>
<td></td>
<td>3-5-14</td>
</tr>
</tbody>
</table>

Director of Nursing

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.mntctransfer.org)?

Is This Course a Requirement/Elective for a Specific Program or Programs?

Yes x  No

If Yes, Which Program(s)? NA Registry or class completion

Describe What is Changing/Being Added, and the Rationale: Course name change- from Basic Nursing to Nursing Assistant. This change will make it easier for students to locate the class in registration.
**Appendix C**

**New Program or Program Change Proposal Form**

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
<th>March 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>Janet Rainford (Faculty)</td>
</tr>
<tr>
<td>Proposal Type:</td>
<td>New Program</td>
</tr>
<tr>
<td></td>
<td>Program Redesign (Rename)</td>
</tr>
<tr>
<td>Contact for the Program:</td>
<td>Michele Brielmaier DON</td>
</tr>
<tr>
<td>Program Name:</td>
<td>Nursing Assistant</td>
</tr>
<tr>
<td>CIP Code:</td>
<td>126190</td>
</tr>
<tr>
<td>Division in Which Program is Currently or Will Be Held:</td>
<td>Currently HCTC Basic Nursing - proposal change to Nursing Assistant</td>
</tr>
<tr>
<td>Proposal Start (Term/Year):</td>
<td>Spring 2014</td>
</tr>
</tbody>
</table>

**Program Description:**

This course meets federal and state criteria for eligibility to take the state test to become a NAR, HHA, as well as the requirements for Basic Nursing 101, a requirement for the Practical Nursing Program. It introduces concepts of basic human needs, the health/illness continuum and focuses on preparing the student to safely perform basic nursing skills needed to function as a Nursing Assistant or Home Health Aide.

<table>
<thead>
<tr>
<th>Degrees Offered:</th>
<th>AS</th>
<th>AAS</th>
<th>AA</th>
<th>Diploma</th>
<th>Certificate x</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Location:</td>
<td>Faribault Campus x</td>
<td>North Mankato Campus x</td>
<td>Online</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Prerequisites:**

None

**Number of Credits:** 4

**If There is a Program Change, Summarize Changes to the Program:**

Renaming course from Basic Nursing to Nursing Assistant

**Rationale for Program Development or Program Change:**

To assist the students to locate the class easier through registration

**What Impact Will this New Program or Change Have on Other Programs or Areas?**

None