CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Phlebotomy

Date: March 7, 2014

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.

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.  
YES  NO

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**

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
<th>March 7, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>Stacy Hohenstein</td>
</tr>
<tr>
<td>Proposal Type:</td>
<td>(*): New Course</td>
</tr>
<tr>
<td>Contact for the Course:</td>
<td>Stacy Hohenstein</td>
</tr>
<tr>
<td>Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):</td>
<td>PHLE 1000 – Anatomy &amp; Physiology</td>
</tr>
<tr>
<td>Number of Credits:</td>
<td>2</td>
</tr>
<tr>
<td>Prerequisites:</td>
<td>*new – MDLT 1810 – Basic Laboratory Techniques/Orientation</td>
</tr>
<tr>
<td>Course Description:</td>
<td>This course is an orientation course designed to familiarize the student with a career in the medical laboratory field. It covers basic skills in clinical laboratory techniques and provides the student with practice. Topics include: MLT/Phlebotomy program policies; certification; working with various pieces of equipment; safety; infection control; quality control; specimen collection, handling, and processing; good laboratory technique; and maintaining efficiency and accuracy. The practice of phlebotomy is heavily emphasized in this course. Students will continue to enhance their phlebotomy skills in other technical courses where blood samples are needed, and also during the clinical internship. (Prerequisite: MDLT 1810)</td>
</tr>
</tbody>
</table>

| 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. |

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Faculty Signature</th>
<th>Class Max</th>
<th>Date</th>
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**Dean’s Name**

**Dean’s Signature**

3-27-14

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]? |

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

If Yes, Which Program(s)? Phlebotomy

Describe What is Changing/Being Added, and the Rationale: The prerequisite of MDLT 1810 – Basic Laboratory Techniques/Orientation is being added to ensure an effective sequence of courses and are better prepared for the content of PHLE 1000.

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: March 7, 2014
Author: Stacy Hohenstein

Proposal Type: (*)New Course Modify Course ☑ Delete Course
Contact for the Course: Stacy Hohenstein

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law): PHLE 1100 – Ethical/Legal Issues
Number of Credits: 1

Prerequisites: *new – MDLT 1810 – Basic Laboratory Techniques/Orientation

Course Description: This course familiarizes the student with various legal and ethical issues that affect their activities as a healthcare professional. The topics of instruction include, but are not limited to, confidentiality, patient bill of rights, right of privacy, and patient consent. (Prerequisite: MDLT 1810)

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
Barb Embacher
Dean's Signature
Barb Embacher
Date 2-27-14

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.mntctransfer.org)?

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

If Yes, Which Program(s)? Phlebotomy

Describe What is Changing/Being Added, and the Rationale: The prerequisite of MDLT 1810 – Basic Laboratory Techniques/Orientation is being added to ensure an effective sequence of courses and are better prepared for the content of PHLE 1100.

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

➢ Attach Common Course Outline to this Form.