## CURRICULUM COMMITTEE CHECKLIST

**NAME OF PROGRAM:** Community Health Worker  
**Date:** 4/4/14

**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 4/7/14

**Step 10** New Course Maximum Enrollment to Shared Governance.  

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

President’s signature ___________________________
Appendix C

**New Program or Program Change Proposal Form**

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
<th>January 28, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>Anne Ganey</td>
</tr>
<tr>
<td>Proposal Type:</td>
<td>New Program</td>
</tr>
<tr>
<td></td>
<td>Program Redesign</td>
</tr>
<tr>
<td>Suspend Program</td>
<td></td>
</tr>
<tr>
<td>Reinstall Program</td>
<td></td>
</tr>
<tr>
<td>Add Emphasis</td>
<td></td>
</tr>
<tr>
<td>Delete Emphasis</td>
<td></td>
</tr>
<tr>
<td>Contact for the Program:</td>
<td>Anne Ganey</td>
</tr>
<tr>
<td>Program Name:</td>
<td>Community Health Worker (CHW)</td>
</tr>
<tr>
<td>CIP Code:</td>
<td></td>
</tr>
<tr>
<td>Division in Which Program is Currently or Will Be Held:</td>
<td>Allied Health</td>
</tr>
<tr>
<td>Proposal Start (Term/Year):</td>
<td>Fall 2014</td>
</tr>
<tr>
<td>Program Description:</td>
<td>This is a minor redesign of the current CHW Program. HC 1500 was originally included as a required 2 credit course. Program evaluation and student feedback indicated the class was not a good fit. The CHW is a public health professional and therefore, a new 2 credit class, The CHW as a Public Health Professional, is recommended.</td>
</tr>
<tr>
<td>Degrees Offered:</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>AAS</td>
</tr>
<tr>
<td></td>
<td>AA</td>
</tr>
<tr>
<td></td>
<td>Diploma</td>
</tr>
<tr>
<td></td>
<td>Certificate</td>
</tr>
<tr>
<td>Program Location:</td>
<td>Faribault Campus</td>
</tr>
<tr>
<td></td>
<td>North Mankato Campus</td>
</tr>
<tr>
<td></td>
<td>Online</td>
</tr>
<tr>
<td>Prerequisites:</td>
<td>CHW 1000</td>
</tr>
<tr>
<td>Number of Credits:</td>
<td>2</td>
</tr>
<tr>
<td>If There is a Program Change, Summarize Changes to the Program:</td>
<td>The change consists of changing a 2 credit class; CHW 1085: The CHW As a Public Health Professional from HC 1500: Introduction to Health Careers.</td>
</tr>
<tr>
<td>Rationale for Program Development or Program Change:</td>
<td>Program evaluation and student feedback indicated HC 1500 was not a good fit for CHWs.</td>
</tr>
<tr>
<td>What Impact Will this New Program or Change Have on Other Programs or Areas?</td>
<td>This change will decrease the number of students taking the HC 1500 class.</td>
</tr>
<tr>
<td>Are There Articulations With Other Colleges?</td>
<td>List College(s): No</td>
</tr>
</tbody>
</table>

➢ Attach Program Design to this Form.
➢
Below are Some Recommended Items:

a. List of program requirements (i.e.: what the catalog page shows for each program). This is attached.

b. Cross walk from previous program curriculum to new (how students already started in the old program can finish after this new program begins). Students who started with the previous requirement will graduate with those requirement, i.e. the HC 1500 class instead of the CHW 1085 class. (There are only 5 students effected who started in Spring 2014.) See attached cross walk.

c. All required course numbers and titles.

CHW 1000: Role Advocacy and Outreach
CHW 1015: Organization and resources
CHW 1025: Teaching and Capacity Building
CHW 1035: The CHW: Legal and Ethical Responsibilities
CHW 1045: Coordination, Documentation and Reporting
CHW 1055: Communication and Cultural Competence
CHW 1065: Health Promotion
CHW 1075: Internship
CHW 1085: The CHW as a Public Health Professional

d. Additional supporting information, such as minutes documenting recommendation for proposal. Attached: Suggested list of student changes from program evaluation focus groups done by Beth Danberry with first cohort in Spring 2013.
CHW Program Change Crosswalk

CHW Students Start Spring 2014 with Fall 2014 Graduation must take:

CHW 1000: Role Advocacy and Outreach
CHW 1015: Organization and resources
CHW 1025: Teaching and Capacity Building
CHW 1035: The CHW: Legal and Ethical Responsibilities
CHW 1045: Coordination, Documentation and Reporting
CHW 1055: Communication and Cultural Competence
CHW 1065: Health Promotion
CHW 1075: Internship

HC 1500: Introduction to Health Careers (2 credits)

CHW Students Start Fall 2014 with Spring 2015 Graduation must take:

CHW 1000: Role Advocacy and Outreach
CHW 1015: Organization and resources
CHW 1025: Teaching and Capacity Building
CHW 1035: The CHW: Legal and Ethical Responsibilities
CHW 1045: Coordination, Documentation and Reporting
CHW 1055: Communication and Cultural Competence
CHW 1065: Health Promotion
CHW 1075: Internship

CHW 1085: The CHW as a Public Health Professional (2 Credits)
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: January 28, 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 1085: The CHW as a Public Health Professional

Number of Credits: 2

Prerequisites: None

Course Description:
This course is an introduction to the field of public health and the Community Health Worker role(s) within that field.

Grading Method: Grade Pass/Fail

Scheduling: Fall Spring Summer Alternate Years Variable On Demand

Instructional Type: Online 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>
</tr>
</thead>
<tbody>
<tr>
<td>Anne Ganey</td>
<td></td>
<td>18</td>
<td>2-24-14</td>
</tr>
<tr>
<td>Cristen Cox, Div Chair</td>
<td></td>
<td>87</td>
<td>2-24-14</td>
</tr>
</tbody>
</table>

Dean's Name               Dean's Signature Date
Barbara Embacher           

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)?Community Health Worker Program (CHW)

Describe What is Changing/Being Added, and the Rationale:
This course is being added to the CHW Certificate program to replace HC 1500 which is more general to health care and less specific to CHWs.

It will replace the HC 1500 2 credit class in the CHW Certificate Program.

➢ Attach Common Course Outline to this Form.