

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 Brielmaier | | | | | | |
| 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 | | | | | | |
| <p>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.</p> <p>Notes</p> | | | | | | |
| 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. | | | | | | |
| Faculty Name | Faculty Signature | | | Class Max | Date | |
| Sharon Derouin | <i>Sharon Derouin</i> | | | 16 | 3-5-14 | |
| Janet Rainford | <i>Janet Rainford</i> | | | 16 | 3-5-14 | |
| Sue Zielske | <i>Sue Zielske</i> | | | 16 | 3-5-14 | |
| Michele Brielmaier 3 → | <i>Michele Brielmaier</i> | | | | Date 3-5-14 | |
| Director of Nursing | <i>Janet Rainford</i> | | | | 12/9/2014 | |
| 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/Area(s) 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)? 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. | | | | | | |



Class Maximum Change Request

Current Date:

November 12, 2014

Course Designator, Number and Title (i.e. OTEC 1820, Business English):

HCTC 1886, Nursing Assistant

Current Class Size: 16

Proposed Class Size: _____

Method of Delivery:

- Face-to-Face
- Online
- Hybrid

Enrollment numbers for the past three semesters the course was offered:

Semester 1 _____

Semester 2 _____

Semester 3 _____

Rationale for change in class size to include student success:

Per concern noted in Shared Governance meeting of May 2014, Jennifer Ongie Jindra was intentionally not included as faculty for the Nursing Assistant course, HCTC 1886. Her credentials do not meet the requirements for teaching this course.

Instructional Cost Study (Insert or attach):

Faculty Signatures (All full/part-time unlimited faculty credentialed to teach the course):

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Signature of Dean:

Michele Brulman, Director of Nursing

Date:

11-12-14

Signature of President (or Designee):

[Signature]

Date:

11/13/14