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PROGRAM/DEGREE REQUIREMENT CHANGE (MAJOR)

SUBMITTED BY:

Department	Allied Health	College/School	UAF Community and Technical College
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See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/> for a complete description of the rules governing curriculum & course changes.

PROGRAM IDENTIFICATION:

DEGREE PROGRAM	Medical Assisting
Degree Level: (i.e., Certificate, A.A., A.A.S., B.A., B.S., M.A., M.S., Ph.D.)	AAS

A. CHANGE IN DEGREE REQUIREMENTS: (Brief statement of program/degree changes and objectives)

The MA change focuses the Certificate program on the core requirements of the Medical Assistant in the workplace and the AAS degree explores concepts more in depth while working on critical thinking for Medical Assisting.
 The Medical Assistant Certificate is the Nationally Accredited Program. MA designator has been requested for the core MA Certificate courses.
 Format 2A's have been submitted for the cross listing of HLTH F100 and MA F100: HLTH F114 and MA F114; HLTH F261 and MA F261.

B. CURRENT REQUIREMENTS AS IT APPEARS IN THE CATALOG:

- Medical Assistant -- A.A.S. Degree
1. Complete the general university requirements.
 2. Complete the A.A.S. degree requirements*.
 3. Complete the following program (major) requirements:*
 - CIOS F150--Computer Business Applications (3)
 - or appropriate CIOS elective (3)
 - or HLTH F130--Medical Office Technology (3)--3 credits
 - HLTH F100--Medical Terminology--3 credits
 - HLTH F110--Professional Skills for the Workplace--2 credits
 - HLTH F114--Fundamentals of Anatomy and Physiology (4)
 - or BIOL F100X--Human Biology (4)--4 credits
 - HLTH F118--Medical Law and Ethics--2 credits
 - HLTH F122--First Aid and CPR--1 credit
 - or current First Aid/CPR card
 - HLTH F132--Administrative Procedures I--2 credits
 - HLTH F142--Clinical Procedures I--4 credits
 - HLTH F208--Human Diseases--3 credits
 - HLTH F234--Administrative Procedures II--4 credits
 - HLTH F236-- Outpatient Health Care Reimbursement--3 credits
 - HLTH F244--Clinical Procedures II--4 credits
 - HLTH F247--Introduction to Pharmacology--2 credits
 - HLTH F268--Medical Assisting Practicum (4)
 - or HLTH F261--Medical/Dental Office Reception Practicum (2)
 - and HLTH F267--Medical Assisting Externship Completion (2-4)--4 credits
- Approved HLTH, CIOS, ABUS, HUMS, DEVS or COMM elective 3-7
4. Minimum credits required--60 credits

* Students must earn a C- grade or better in each course.

C. **PROPOSED REQUIREMENTS AS IT WILL APPEAR IN THE CATALOG WITH THESE CHANGES:**
(Underline new wording ~~strike through old wording~~ and use complete catalog format)

Medical Assistant -- A.A.S. Degree

1. Complete the general university requirements.
2. Complete the A.A.S. degree requirements*.
3. Complete the following program (major) requirements:*

~~CIOS F150--Computer Business Applications (3)~~
~~— or appropriate CIOS elective (3)~~
~~— or HLTH F130--Medical Office Technology (Preferred) (3) 3 credits~~
HLTH MA F100--Medical Terminology--3 credits
HLTH F110--Professional Skills for the Workplace--2 credits
~~HLTH MA F114--Fundamentals of Anatomy and Physiology 4 (Preferred)~~
or BIOL F100X--Human Biology (4)--4 credits
HLTH F118--Medical Law and Ethics--2 credits
HLTH F122--First Aid and CPR for the Healthcare Provider 1 credit non credit
or current First Aid/CPR for Healthcare Provider card
HLTH F130--Medical Office Technology (Preferred) (3)--3 credits ✓
Or CIOS F150--Computer Business Applications (3)
~~HLTH F132--Administrative Procedures I--2 credits~~
MA F144 Administrative Procedures for the Medical Assistant - 6 credits
~~HLTH MA F142--Clinical Procedures I--4 credits~~
HLTH F203--Science of Nutrition--3 credits
HLTH F208--Human Diseases--3 credits
~~HLTH F234--Administrative Procedures II--4 credits~~
HLTH F236-- Outpatient Health: Care Reimbursement--3 credits
~~HLTH MA F244--Clinical Procedures II--4 credits~~
~~HLTH MA F247--Introduction to Pharmacology--2 credits~~
~~HLTH MA F268--Medical Assisting Practicum (4)~~
or ~~HLTH MA F261--Medical/Dental Office Reception Practicum (2)~~
and ~~HLTH MA F267--Medical Assisting Externship Completion (2-4)~~
Approved HLTH, CIOS, ABUS, HUMS, DEVS or COMM elective ~~3-7-3~~
4. Minimum credits required--60 credits

* Students must earn a C- grade or better in each course.

D. **ESTIMATED IMPACT**

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

No budget, facilities/space, faculty impact. All courses in the above proposed requirements are currently offered in the Medical Assistant Program.

E. **IMPACTS ON PROGRAMS/DEPTS:**

What programs/departments will be affected by this proposed action?

Include information on the Programs/Departments contacted (e.g., email, memo)

No impact. All courses are currently offered.

F. **IF MAJOR CHANGE - ASSESSMENT OF THE PROGRAM:**

Description of the student learning outcomes assessment process.)

Students complete the online evaluations.

Students are surveyed approximately 6 months after completion of the program and asked to complete a survey and employee surveys are also completed.

UAF CTC MA AAS degree program review was completed in December 2015.

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize program/degree change applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you drop a course, is it because the material is covered elsewhere? Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the program is not compromised as a result.

The MA Certificate would represent the core MA curriculum with emphasis on introducing concepts and mastering required competencies in the Medical Assisting profession. The MA AAS degree would continue the in depth exploration of the Medical Assisting profession, including, professionalism, medical law and ethics, medical office technology and billing/coding information.
Clarified electives and credits required.

APPROVALS: SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

Cathy Winkler Date *10/6/16*
Signature, Chair, Program/Department of: *Allied Health*

June Cude Date *10/7/16*
Signature, Chair, College/School Curriculum Council for: *College of Rural Community Development*

Michael Stuber Date *10/11/16*
Signature, Dean, College/School of: *CTC*

CHAIR SIGNATURE OBTAINED FOLLOWING APPROVAL BY FACULTY SENATE COMMITTEE

____ Date _____
Signature, Chair, UAF Faculty Senate
____ Curriculum Review Committee
____ Graduate Academic and Advisory Committee