FORMAT 5

Submit originals and one copy and electronic copy to Governance/Faculty Senate Office (email electronic copy to jbharvie@alaska.edu)

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 <u>(Preferred)</u>
        or BIOL F100X--Human Biology (4)--4 credits
HLTH F118--Medical Law and Ethics--2 credits
HLTH F122--First Aid and CPR <u>for the Healthcare Provider</u> ~~1 credit non-credit~~ **0 credits**
        or current First Aid/CPR <u>for Healthcare Provider card</u>
HLTH F130--<u>Medical Office Technology (Preferred) (3)--3 credits</u>
        Or CIOS F150--Computer Business Applications (3)
~~HLTH F132 Administrative Procedures I 2 credits~~
<u>-MA F144 Administrative Procedures for the Medical Assistant - 6 credits</u>
~~HLTH~~ MA F142--Clinical Procedures I--4 credits
<u>HLTH F203--Science of Nutrition--3 credits</u>
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~~ <u>3</u>
4. Minimum credits required--60 credits

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

<u>Reference UA Regulation 10.04.090.F.2.a. To use as degree requirement (i.e., 100-level course number), it may be 0 credits, but not non-credit.</u>

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

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

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

	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