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.)	Certificate

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

After a thorough review of the Medical Assisting Certificate curriculum over the past two years the faculty recommend the following changes to the curriculum:

Remove the following courses from the Medical Assisting Certificate but retain them in the MA AAS degree:

HLTH F110 Professional Skills for the Work Place　2 credit

HLTH F118 Medical Law and Ethics　2 credits

HLTH F130 Medical Office Technology　3 credits

HLTH F236 Outpatient Healthcare Reimbursement　3 credits

Add the following to Medical Assisting Certificate and retain in the Medical Assisting AAS program:

HTLH F247 Introduction to Pharmacology　2 credits

Change:

The MAC (Medical Assisting Certificate) core courses to MA designator

The remaining courses in the MA Certificate contain the core concepts and competencies required by the Medical Assisting Education Review Board which prepares the students for their National Certification. Format 2A's have been submitted to cross list the courses: HTLH F100, HLTH F114 and HLTH F261. A memo was submitted to Michele Stalder and Mike Earnest for approval of the MA designators.

B. CURRENT REQUIREMENTS AS IT APPEARS IN THE CATALOG:

Medical Assistant -- Certificate Program

1. Complete the general university requirements.

2. Complete the certificate requirements.

a. Complete ENGL F111X for the communications requirement.

b. Complete 3 credits from one of the following computation courses:

　HLTH F116--Mathematics in Health Care--3 credits

　DEVM F105--Intermediate Algebra--3 credits

　MATH at the 100 level of higher--3 credits

c. Complete 3 credits from one of the following human relations courses:

　HLTH F106--Human Behavior in Health Care--3 credits

　ABUS F154--Human Relations--3 credits

　SOC F100X--Individual, Society and Culture--3 credits

　PSY F101--Introduction to Psychology--3 credits

3. Complete the following program (major) requirements:*

　HLTH F100--Medical Terminology--3 credits

　HLTH F110--Professional Skills in 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 F130--Medical Office Technology.--3 credits
HLTH F132--Administrative Procedures I--2 credits
HLTH F142--Clinical Procedures I--4 credits
HLTH F234--Administrative Procedures II--4 credits
HLTH F236-- Outpatient Health Care Reimbursement--3 credits
HLTH F244--Clinical Procedures II--4 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
4.Minimum credits required--38-42 credits

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

Medical Assistant -- Certificate Program
1. Complete the general university requirements.
2. Complete the certificate requirements.
a. Complete ENGL F111X- 3 credits for the written communications requirement.
b. Complete 3 credits from one of the following computation courses:
HLTH F116--Mathematics in Health Care 3 credits--(Preferred)
DEVM F105--Intermediate Algebra--3 credits
MATH at the 100 level of higher--3 credits
c. Complete 3 credits from one of the following human relations courses:
HLTH F106--Human Behavior in Health Care 3 credits--(Preferred)
ABUS F154--Human Relations--3 credits
SOC F100X--Individual, Society and Culture--3 credits
PSY F101--Introduction to Psychology--3 credits

3. Complete the following program (major) requirements:*
HLTH MA F100--Medical Terminology--3 credits
HLTH F110--Professional Skills in the Workplace--2 credits
HLTH MA F114--Fundamentals of Anatomy and Physiology (Preferred) (4)
    or BIOL F100X--Human Biology (4)--4 credits
HLTH F118--Medical Law and Ethics--2 credits
HLTH F122--First Aid and CPR for the Health Care Provider--1 credit non-credit 0 credits
    or current First Aid/CPR for the Healthcare Provider card
HLTH F130--Medical Office Technology.--3 credits
HLTH F132--Administrative Procedures I--2 credits
HLTH MA F142--Clinical Procedures I--4 credits
MA F144 Administrative Procedures for the Medical Assistant (6)
HLTH F234--Administrative Procedures II--4 credits
HLTH F236--Outpatient Health Care Reimbursement--3 credits
HLTH MA F244--Clinical Procedures II--(4)
HLTH MA F247--Introduction to Pharmacology--2 credits (2)
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.Minimum credits required--38-42 36 credits

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

Medical Assisting students will complete their Certificate in a more timely fashion and be encouraged to apply to take their National Certification Examination immediately following their core curriculum completion. Curriculum is more focused on content needed to work as a Medical Assistant and apply for and pass their National Certification Examination.

Cost to students for MA Certificate is down, they can start work quicker and complete their MA AAS degree while working.

Decease in number of credits required is a loss of credit hour production and revenue but might also make it more feasible for some students to complete the Certificate.

Only programs in the Allied Health will be affected by the changes.

Industry partners are affected and the change is supported by the Medical Assisting Advisory Committee.

All students are encouraged to complete their AAS.

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)

Allied Health Department numbers may be affected if a majority of the students choose not to complete their MA AAS degree. Students are advised throughout the process and AAS course requirements are added throughout all semesters to encourage to students to begin and complete both degrees.

F.   IF MAJOR CHANGE - ASSESSMENT OF THE PROGRAM:

Description of the student learning outcomes assessment process.)

Medical Assisting Program, including curriculum was reviewed by the Medical Assisting Education Review Board in 2014, and by UAF program review process in December 2015.

Surveys are completed by each student as they complete their practicum experience, by the practicum site coordinator and then and employee survey is completed 6 months after student graduate.

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.

An extensive review was initiated in Spring 2014 by UAF CTC faculty but also by the Medical Assisting Education Review Board. It was recognized by MAERB at that time the curriculum needed to be updated.
All of the syllabi, schedules and competency forms were updated, submitted to MAERB and approved in June 2015.
Following that, the Certificate and AAS requirements were reviewed to verify the need to have an abundance of credits in the core curriculum, Certificate program, versus the MA AAS degree.
First decision was to ask for MA designator for the core Medical Assisting courses. Allied Health has a number of Occupational Endorsements and Certificates that overlap but only the Medical Assisting students need to have competencies documented, with each step observed, assessed, documented and graded.
Faculty believe the MA Certificate program should contain the core cognitive, psychomotor and affective competencies and concepts required by the National Accreditation Board. This allows the students to focus on the specific requirements for the program but also complete in a more timely fashion and be job ready once completed.
The MA Certificate objective is to prepare students for employment in ambulatory care settings along with preparing students for the National Certification Examination. HLTH F247 Pharmacology was moved from the AAS degree to the Certificate program. Students learn medication administration in the Certificate and need to have the knowledge base while learning the skills and techniques involved in medication administration.
HLTH F110, 118, 130 and 236 were removed from the MA Certificate but retained in the MA AAS degree. The concepts are introduced in the Certificate program, but in the AAS degree the concepts will be explored more in depth.

The Medical Assisting Certificate program is the Accredited program and the only one required for students to complete prior to sitting for the National Accreditation Examination.

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

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

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

Michele Stalder		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