

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/Dental Reception
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)

HLTH F122 1 credit will change to no credit. The change will include decreasing the number of hours required to ten for the First Aid/CPR class. The hour change will then align with National Accreditation body for number of hours required for course.

Credit for Certificate becomes the minimum of 30 credits.

B. CURRENT REQUIREMENTS AS IT APPEARS IN THE CATALOG:

Certificate, Medical/Dental Reception
 Minimum Requirements for Certificate: 30-33 credits
 Students must earn a C- or better in each course.
 Course List
 Code
 Title

Credits
 General University Requirements
 Complete the general university requirements.
 Certificate Requirements
 Communications
 ABUS F271 Business Communications 3
 or ENGL F11X Introduction to Academic Writing
 Computation
 HLTH F116 Mathematics in Health Care (or MATH at the F100 level or above) 3
 Human Relations
 HLTH F106 Human Behavior in Health Care 3
 Program Requirements
 HLTH F100 Medical Terminology 3
 HLTH F110 Professional Skills for the Workplace 2
 HLTH F118 Medical Law and Ethics 2
 HLTH F122 First Aid and CPR 1
 HLTH F132 Administrative Procedures I 2
 HLTH F234 Administrative Procedures II 4
 HLTH F236 Outpatient Health Care Reimbursement 3
 HLTH F261 Medical/Dental Office Reception Practicum 2
 Approved HLTH, CIOS, ABUS, HUMS, DEVS or COMM elective 2
 Select one of the following: 3

HLTH F130
 Medical Office Technology
 CIOS F150
 Computer Business Applications
 CIOS elective at the F200 level
 Total Credits 33

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/Dental Reception Certificate
 Minimum Requirements for Certificate: 30-~~33~~ credits
 Students must earn a C- or better in each course.
 Course List
 Code
 Title
 Credits
 General University Requirements
 Complete the general university requirements.
 Certificate Requirements
 Communications
 ABUS F271 Business Communications 3
 or ENGL F111X Introduction to Academic Writing 3
 Computation
 HLTH F116 Mathematics in Health Care (or MATH at the F100 level or above) 3
 Human Relations
 HLTH F106 Human Behavior in Health Care 3
 Program Requirements
 HLTH F100 Medical Terminology 3
 HLTH F110 Professional Skills for the Workplace 2
 HLTH F118 Medical Law and Ethics 2
 HLTH F122 First Aid and CPR for the Healthcare Provider ± non credit
or submit First Aid and CPR for the Healthcare Providers cards
 HLTH F130 Medical Office Technology 3 (Preferred)
or CIOS F150 Computer Business Applications 3
 HLTH F132 Administrative Procedures I 2
 HLTH F234 Administrative Procedures II 4
 HLTH F236 Outpatient Health Care Reimbursement 3
 HLTH F261 Medical/Dental Office Reception Practicum 2
~~Approved HLTH, CIOS, ABUS, HUNS, DEVS or COMM elective 1-3~~
~~Select one of the following:~~
~~-CIOS elective at the F200 level~~
 Total Credits 30 minimum

D. **ESTIMATED IMPACT**

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.
 Credit number decreases by one, the Certificate is at the minimum of 30 credits.
 Focus on office skills and increasing job placement in Healthcare facilities.
 First Aid/CPR enrollment may increase as the number of hours required will be aligned with National Accreditation hours and not the currently required 24.

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 throughout CRCD. Faculty consulted from Kuskokwim Campus and agreed with changes.

F. IF MAJOR CHANGE - ASSESSMENT OF THE PROGRAM:

Description of the student learning outcomes assessment process.)

Program reviews completed per UAF requirements. Department Chairs will monitor class enrollments in HLTH F122.

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.

Program to focus on skills needed for the workplace.

Removed electives to become a 30 credit Certificate focused on required health courses for Medical/ Dental Reception.

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

<i>Cathy M. [unclear]</i>	Date	10/6/16
Signature, Chair, Program/Department of:	<i>Allied Health</i>	
<i>Sandra Cude</i>	Date	10/7/16
Signature, Chair, College/School Curriculum Council for:	<i>College of Rural + Community Dev</i>	
<i>Michele Staker</i>	Date	10/11/16
Signature, Dean, College/School of:	<i>CTC</i>	

CHAIR SIGNATURE OBTAINED FOLLOWING APPROVAL BY FACULTY SENATE COMMITTEE

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