Submit original with signatures t+ 3 copies

SUBMITTED BY:
Department | Allied Health | College/School | UAF/TVCC
Prepared by | Christa Bartlett | Phone | 455-2887
Email Contact | Ffclhb2@uaf.edu | Faculty Contact | Christa Bartlett

See [http://www.uaf.edu/uafgov/faculty/cd/cdman.html](http://www.uaf.edu/uafgov/faculty/cd/cdman.html) for a complete description of the rules governing curriculum & course changes.

PROGRAM IDENTIFICATION:

<table>
<thead>
<tr>
<th>DEGREE PROGRAM</th>
<th>Medical Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Level: (i.e., Certificate, A.A., A.A.S., B.A., B.S., M.A., M.S., Ph.D.)</td>
<td>A.A.S.</td>
</tr>
</tbody>
</table>

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

Drop typing (ABUS 208) and replace with Insurance Billing class (HLTH 236)

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 150--Computer Business Applications (3)
   or appropriate CIOS elective (3)--3 credits
   HLTH 100--Medical Terminology--3 credits
   HLTH 110--Professional Skills for the Workplace--2 credits
   HLTH 114--Fundamentals of Anatomy and Physiology (4)
   or BIOL 100X--Human Biology (4)--4 credits
   HLTH 118--Medical Law and Ethics--2 credits
   HLTH 122--First Aid and CPR--1 credits
   or current First Aid/CPR card
   HLTH 132--Administrative Procedures I--2 credits
   HLTH 142--Clinical Procedures I--4 credits
   HLTH 208--Human Diseases--3 credits
   HLTH 234--Administrative Procedures II--4 credits
   HLTH 244--Clinical Procedures II--4 credits
   HLTH 247--Introduction to Pharmacology--2 credits
   HLTH 268--Medical Assisting Externship--4 credits
   Approved HLTH, CIOS, ABUS, HUMS, DEVS or COMM elective 3--7 credits

4. Complete one of the following:
   a. A timed exam and demonstrate competence in typing at 45 WPM.
   b. ABUS 108--Keyboarding II/Intermediate Typewriting**--3 credits

5. Minimum credits required--60 credits
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 150--Computer Business Applications (3)
     or appropriate CIOS elective (3)--3 credits
   HLTH 100--Medical Terminology--3 credits
   HLTH 110--Professional Skills for the Workplace--2 credits
   HLTH 114--Fundamentals of Anatomy and Physiology (4)
     or BIOL 100X--Human Biology (4)--4 credits
   HLTH 118--Medical Law and Ethics--2 credits
   HLTH 122--First Aid and CPR--1 credits
     or current First Aid/CPR card
   HLTH 132--Administrative Procedures I--2 credits
   HLTH 142--Clinical Procedures I--4 credits
   HLTH 208--Human Diseases--3 credits
   HLTH 234--Administrative Procedures II--4 credits
   HLTH 236--Healthcare reimbursement -- 3 credits
   HLTH 244--Clinical Procedures II--4 credits
   HLTH 247--Introduction to Pharmacology--2 credits
   HLTH 268--Medical Assisting Externship--4 credits
   Approved HLTH, CIOS, ABUS, HUMS, DEVS or COMM elective 3--7 credits

4. Complete one of the following:
   a. A timed exam and demonstrate competence in typing at 45 WPM.
   b. ABUS 108--Keyboarding II/Intermediate Typewriting**--3 credits

5. Minimum credits required--60 credits

* Student must earn a C grade or better.
** Student must earn a B grade or better.

D. ESTIMATED IMPACT

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

None
**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)

This will decrease the number of students in the ABUS 208 course by approx. 10 per year. I have talked to department faculty and they are aware of the issues with this course.

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

Description of the student learning outcomes assessment process.

Student learning outcomes are assessed on a continual basis, and evaluated more formally annually in spring. The change to this degree program arose out of those discussions with faculty and the advisory committee. By eliminating typing and adding medical records, the skills specific to the medical office will be enhanced. A copy of the outcomes assessment plan is attached.

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**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 health care field is always changing to meet the needs of the patients, clinic, hospitals and other facilities. Our goal in the Medical Assisting Program is to follow strict guidelines set by our accrediting association and to include the advice from our advisory committees. With these two things in mind, the ABUS 208 typing class is no longer a required course within the accreditation guidelines and the advisory committee would like to see it dropped and add a more relevant course, such as the billing course, HLTH 236. Our students will benefit more from having the billing knowledge within the HLTH 236 course and will continue to get the computer support needed in the CIOS 150 course.

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**APPROVALS:**

<table>
<thead>
<tr>
<th>Signature, Chair, Program/Department of:</th>
<th>Date 2/20/08</th>
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<tbody>
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<thead>
<tr>
<th>Signature, Chair, College/School Curriculum Council for:</th>
<th>Date 2/21/08</th>
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<table>
<thead>
<tr>
<th>Signature, Dean College/School of:</th>
<th>Date 3/26/08</th>
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<th>Signature, Dean CECD</th>
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ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

[Signature]

Date

Signature, Chair, UAF Faculty Senate Curriculum
Review Committee
<table>
<thead>
<tr>
<th>Implementation</th>
<th>Criteria and Procedures</th>
<th>Intended Outcomes</th>
<th>Program Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>The annual survey of graduates will be conducted to obtain information about their satisfaction.</td>
<td></td>
<td>Eighty percent of students and program graduates will express satisfaction with their training and education.</td>
<td>Eighty percent of the graduates who complete the AAS in Allied Health Assistant will possess the skills and knowledge to become highly competently credentialed professionals in medical assisting who are eligible for job openings and promotions. Program graduates will possess the skills and knowledge to become highly competent credentialed professionals in medical assisting who are eligible for job openings and promotions.</td>
</tr>
<tr>
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<td></td>
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**Program Goals:**
- Provide vocational, technical, and career training and education at credential, certificate, and associate degree levels.

**Primary Responsibilities:**
- Provide education, training, and employment opportunities to students with psychosocial and academic needs.
- Provide opportunities for students to develop skills and knowledge to become highly competent and credential professionals in medical assisting.

**Mission Statement:**
The mission of the Allied Health Department is to provide opportunities for quality education in Allied Health Care fields. The Allied Health Department is committed to providing the academic, clinical, administrative, and professional skills that will prepare graduates for employment in entry level positions in the business, industry, and community and individual life-long development.

**Academic Outcomes Assessment Plan**
Medical Assistant AAS

**Taman Valley Campus**
University of Alaska Fairbanks
<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>26.2.1</td>
<td>TVC will respond to trends in healthcare workforce needs.</td>
</tr>
<tr>
<td>26.2.2</td>
<td>The Need for Medical Assistant Program Coordinators and Faculty will be identified.</td>
</tr>
<tr>
<td>26.2.3</td>
<td>The Allied Health Department for the Medical Assistant Program will develop a program to assist in providing direction to the healthcare profession.</td>
</tr>
<tr>
<td>26.2.4</td>
<td>A survey of the Advisory Board of local healthcare programs will be conducted.</td>
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<tr>
<td>26.2.5</td>
<td>The Needs of the local community.</td>
</tr>
<tr>
<td>26.2.6</td>
<td>TVC will identify a sufficient number of Medical Assistants to meet the needs of the local community.</td>
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</tbody>
</table>

**Medical Assistant Program Coordination and Development**

- Medical Assistant Program Coordinators and Faculty will be hired.
- The Medical Assistant Program will be initiated.
- Medical Assistant Program Coordinators and Faculty will be identified.
- The Medical Assistant Program will be developed and implemented.
- The Needs of the local community.

**Medical Assistant Program Coordination and Development**

- Eighty percent of TVC Medical Assistant Program Coordinators and Faculty will respond to trends in healthcare workforce needs.
- The Need for Medical Assistant Program Coordinators and Faculty will be identified.
- The Allied Health Department for the Medical Assistant Program will develop a program to assist in providing direction to the healthcare profession.
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- The Needs of the local community.

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5. The Needs of the local community.

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- The Needs of the local community.
<table>
<thead>
<tr>
<th>Program</th>
<th>Education: number of students seeking advanced education and faculty will track the number of students.</th>
<th>Allied Health Program: TCC will seek accreditation.</th>
<th>Medical Assistant Program: no local need and no local medical assistant positions are available.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Block for additional degrees. Allied Health graduates will be encouraged to continue their education as a building block for additional degrees.</td>
<td>Allied Health Career: continued training in their chosen field will be able to identify a role for continued training in their chosen field.</td>
<td>Medical Assistant Program: Job training for local medical assistant positions in the healthcare worker careers. TCC will seek accreditation for the need for healthcare workers.</td>
</tr>
<tr>
<td></td>
<td>Provide specific courses to prepare students for courses toward a Certificate of Proficiency.</td>
<td>Provide courses for students to sit for the CCA exam.</td>
<td>TCC will seek accreditation for the need for healthcare workers.</td>
</tr>
<tr>
<td></td>
<td>3. Provide courses for students to sit for the CCA exam.</td>
<td>2. When the demand for a particular career is no longer in demand, TCC will seek accreditation for an advanced degree.</td>
<td>2. TCC will seek accreditation for the need for healthcare workers.</td>
</tr>
<tr>
<td></td>
<td>2. TCC will seek accreditation for the need for healthcare workers.</td>
<td>3. Provide additional education in advanced training.</td>
<td>3. Provide courses for students to sit for the CCA exam.</td>
</tr>
</tbody>
</table>

Revised: May 24, 2006, WC Susan