

Submit originals (including syllabus) and one copy and electronic copy to the Faculty Senate Office  
 Sec <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/> for a complete description of the rules governing curriculum & course changes.

**CHANGE COURSE (MAJOR) and DROP COURSE PROPOSAL**  
 Attach a syllabus, except if dropping a course.

**SUBMITTED BY:**

Department	Allied Health	College/School	UAF Community and Technical College
Prepared by	Cathy Winfree	Phone	907-455-2876
Email Contact	<a href="mailto:cmwinfree@alaska.edu">cmwinfree@alaska.edu</a>	Faculty Contact	Cathy Winfree

**1. COURSE IDENTIFICATION: As the course now exists.**

Dept  Course #  No. of Credits

COURSE TITLE

**2. ACTION DESIRED:  Check the changes to be made to the existing course.**

Change Course  If Change, indicate below what is changing. Drop Course

NUMBER <input type="text"/>	TITLE <input checked="" type="checkbox"/>	DESCRIPTION <input checked="" type="checkbox"/>	PREREQUISITES* <input type="text"/>	FREQUENCY OF OFFERING <input type="text"/>
-----------------------------	---	---	-------------------------------------	--

\*Prerequisites will be required before a student is allowed to enroll in the course.

CREDITS (including credit distribution)	<input checked="" type="checkbox"/>	COURSE CLASSIFICATION	<input type="text"/>
---	-------------------------------------	-----------------------	----------------------

ADD A STACKED LEVEL (400/600) Include syllabi.  Dept.  Course #

How will the two course levels differ from each other? How will each be taught at the appropriate level?:

Stacked course applications are reviewed by the (Undergraduate) Curricular Review Committee and by the Graduate Academic and Advising Committee. Creating two different syllabi—undergraduate and graduate versions—will help emphasize the different qualities of what are supposed to be two different courses. The committees will determine: 1) whether the two versions are sufficiently different (i.e. is there undergraduate and graduate level content being offered); 2) are undergraduates being overtaxed?; 3) are graduate students being undertaxed? In this context, the committees are looking out for the interests of the students taking the course. Typically, if either committee has qualms, they both do. More info online - see URL at top of this page.

ADD NEW CROSS-LISTING	<input type="checkbox"/>	Dept. & No.	<input type="text"/>	Requires approval of both departments and deans involved. Add lines at end of form for additional signatures.
STOP EXISTING CROSS-LISTING	<input type="checkbox"/>	Dept. & No.	<input type="text"/>	Requires notification of other department(s) and mutual agreement. Attach copy of email or memo.
OTHER (specify)	<input style="width: 500px;" type="text"/>			

**3. COURSE FORMAT**

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council and the appropriate Faculty Senate curriculum committee. Furthermore, any core course compressed to less than six weeks must be approved by the Core Review Committee.

COURSE FORMAT: (check all that apply)  1  2  3  4  5  6 weeks to full semester

OTHER FORMAT (specify all that apply)

Mode of delivery (specify lecture, field trips, labs, etc.)

4. **COURSE CLASSIFICATIONS:** (undergraduate courses only. Use approved criteria found in Chapter 12 of the curriculum manual. If justification is needed, attach separate sheet.)

H = Humanities

S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? YES  NO

IF YES\*, check which core requirements it could be used to fulfill:

O = Oral Intensive,

W = Writing Intensive,

X = Baccalaureate Core

\*Format 6 also submitted

\*Format 7 submitted

- 4.A Is course content related to northern, arctic or circumpolar studies? If yes, a "snowflake" symbol will be added in the printed Catalog, and flagged in Banner.

YES  NO

5. **COURSE REPEATABILITY:**

Is this course repeatable for credit? YES  NO

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

Students will need to take the course every two years to maintain their First Aid/CPR cards.

How many times may the course be repeated for credit?

No limit  TIMES

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course?

CREDITS

6. **COMPLETE CATALOG DESCRIPTION** including dept., number, title, credits, credit distribution, cross-listings and/or stacking, clearly showing the changes you want made. (Underline new wording ~~strike through old wording~~ and use complete catalog format including dept., number, title, credits and cross-listed and stacked.)

Example of a complete description:

PS F450 Comparative ~~Aberiginal~~ Indigenous Rights and Policies (s)

3 Credits

Offered As Demand Warrants

~~Case study~~ Comparative approach in assessing Aberiginal to analyzing Indigenous rights and policies in different nation-state systems. ~~Seven Aberiginal situations~~ Multiple countries and specific policy developments examined for factors promoting or limiting self-determination. Prerequisites: Upper division standing or permission of instructor. (Cross-listed with ANS F450.) (3+0)

HLTH F122 First Aid and CPR

1 Credit

Provides instruction on emergency first aid theory and techniques. Students acquire knowledge and skills necessary for dealing with emergencies in a medical/dental office and other clinical settings. Includes First Aid Certification and health care provider (adult, child and infant) CPR Certification.

Lecture + Lab - Other: 0.5 + 1 + 0

7. **COMPLETE CATALOG DESCRIPTION AS IT SHOULD APPEAR AFTER ALL CHANGES ARE MADE:**

HLTH F122 First Aid and CPR for the Healthcare Provider

~~1-Credit~~ non credit

This course is designed to meet the needs of the students entering the health care profession for a variety of entry level jobs. The focus on recognizing the type of emergency interventions that exists, assessing the needs of the patient, and performing interventions to benefit and help stabilize the patient for the first few minutes of an emergency, until EMS arrives. It is divided into two separate topics, First Aid and CPR, both based on the American Heart Association's curriculum. The First Aid component is 4 hours in length. Students learn to safely assess people experiencing an illness or injury, perform immediate interventions, and do no further harm until EMS arrives at their location. The CPR component is 6 hours in length. It is the American Heart Association's Basic Life Support for the Healthcare Providers course. It meets the requirements of any employee or volunteer needing proof that they are current with the recognized standards for CPR. It is the certification required to begin clinical practice. Includes First Aid Certification and healthcare provider CPR Certification (adult, child and infant/AED). This is an American Heart Association 10 hour training.

~~Lecture + Lab + Other: 0.5 + 1 + 0~~

8. GRADING SYSTEM: Specify only one.

LETTER:  PASS/FAIL:

9. ESTIMATED IMPACT

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

Loss of credit.  
Will add a lab fee for the supplies and use of manikins.

10. LIBRARY COLLECTIONS

Have you contacted the library collection development officer (kljensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No  Yes  No impact.

11. 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.

12. POSITIVE AND NEGATIVE IMPACTS

Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.

No impact.

13. JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course 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 ask for a change in # of credits, explain why; are you increasing the amount of material covered in the class? If you drop a prerequisite, is it because the material is covered elsewhere? If course is changing to stacked (400/600), explain higher level of effort and performance required on part of students earning graduate credit. 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 course is not compromised as a result.

Deleting the one credit will allow the course to be offered in accordance with American Heart Association Standards. The AHA requires 10 hours for a First Aid and CPR for the Healthcare Provider course for approximately 12 students. Students currently look elsewhere for the class as it is less hours and money. This change will align with the National Accreditation Standards.

APPROVALS: (Forms with missing signatures will be returned. Additional signature blocks may be added as necessary.)

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

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

*Michelle Stader* Date 10/11/16  
Signature, Dean, College/School of: CTC

Offerings above the level of approved programs must be approved in advance by the Provost (e.g., non-graduate level program offering of a 600-level course):

Signature of Provost (if applicable) Date

**ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE.**

<input type="text"/>	Date	<input type="text"/>
Signature, Chair		
Faculty Senate Review Committee:   __Curriculum Review           __GAAC		
__Core Review               __SADAC		

**ADDITIONAL SIGNATURES:** *(As needed for cross-listing and/or stacking; add more blocks as necessary.)*

<input type="text"/>	Date	<input type="text"/>
Signature, Chair,		
Program/Department of: <input type="text"/>		
<input type="text"/>	Date	<input type="text"/>
Signature, Chair, College/School		
Curriculum Council for: <input type="text"/>		
<input type="text"/>	Date	<input type="text"/>
Signature, Dean, College/School		
of: <input type="text"/>		

Note: If removing a cross-listing, you may attach copy of email or memo to indicate mutual agreement of this action by the affected department(s).

If degree programs are affected, a Format 5 program change form must also be submitted.