

Submit original with signatures to Registrar's Office
Send electronic copy to the Governance Office

CHANGE COURSE (MINOR)

MINOR COURSE CHANGES INCLUDE ONLY THE FOLLOWING:

1. Frequency of offering.
2. Minor editorial changes in title and/or course description.
3. Jointly approved proposals for cross-listing current courses. (Requires approval of both departments and deans involved. Add lines at end of form for additional signatures.)
(Stacking of 400/600 level courses is NOT considered a minor change.)
4. Change in course number that does not involve a change in lower/upper division status.
5. Internal departmental changes in NON-CORE course prerequisites. Changes MUST NOT affect courses (or degree programs) offered by other departments.

If changes cannot be considered "Minor" (as defined above), use the FORMAT 2 - CHANGE COURSE (MAJOR) and DROP COURSE form.

Remember to submit a Program Change form (Format 5 or 5A) if appropriate.

Catalog deadlines apply. Send Minor Change requests directly to the Registrar's Office after Dean's approval. (Please send informational e-copy to the UAF Governance Office.)

SUBMITTED BY:

Department	Allied Health	College/School	UAF Community and Technical College
Prepared by	Cathy Winfree	Phone	907-455-2876
Email Contact	cmwinfree@alaska.edu	Faculty Contact	Cathy Winfree

See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/> for a complete description of the rules governing curriculum & course changes.

1. COURSE IDENTIFICATION:

Dept	HLTH	Course #	F100	No. of Credits	3
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COURSE TITLE Medical Terminology

2. ACTION DESIRED: Indicate what is changing with an "X" or checkmark:

NUMBER		TITLE		DESCRIPTION	
PREREQUISITES		FREQUENCY OF OFFERING			
CROSS-LISTED	X	Dept.	MA	(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)	

3. CURRENT CATALOG DESCRIPTION AS IT APPEARS IN THE CATALOG: including dept., number, title and credits. (Use online Catalog to cut and paste.)

HLTH F100 Medical Terminology
3 Credits
Study of medical terminology including analysis and origin of word roots, prefixes and suffixes. Understanding the word components, students will be able to build, spell and define medical words. Content will be presented by body systems focusing on terms for anatomy, diagnostic, laboratory and medical specialties. Includes use of medical dictionary, word pronunciation and abbreviations. Designed for health care professionals.
Lecture + Lab + Other: 3 + 0 + 0

4. **MARK-UP OF COMPLETE CATALOG DESCRIPTION ILLUSTRATING CHANGES:** (Underline new wording ~~strike through old wording~~ and use complete catalog format including dept., number, title, credits and cross-listed and stacked.)

<p>HLTH F100 Medical Terminology 3 Credits Study of medical terminology including analysis and origin of word roots, prefixes and suffixes. Understanding the word components, students will be able to build, spell and define medical words. Content will be presented by body systems focusing on terms for anatomy, diagnostic, laboratory and medical specialties. Includes use of medical dictionary, word pronunciation and abbreviations. Designed for health care professionals. Lecture + Lab + Other: 3 + 0 + 0</p> <p><u>MA</u> F100 Medical Terminology 3 Credits Study of medical terminology including analysis and origin of word roots, prefixes and suffixes. Understanding the word components, students will be able to build, spell and define medical words. Content will be presented by body systems focusing on terms for anatomy, diagnostic, laboratory and medical specialties. Includes use of medical dictionary, word pronunciation and abbreviations. Designed for health care professionals. Lecture + Lab + Other: 3 + 0 + 0</p>
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5. **IS THIS COURSE CURRENTLY CROSS-LISTED?**

YES/NO	No	If Yes, DEPT		NUMBER	
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(Requires written notification of each department and dean involved. Attach a copy of written notification.)

6. **ESTIMATED IMPACT**

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.
No impact.

7. **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 other departments impacted.

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize course 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 prerequisite, 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 course is not compromised as a result.

<p>Use of the MA designator will help Medical Assisting students identify core courses in the Medical Assisting Certificate and AAS degrees. Both HLTH and MA designator are within the Allied Health Department.</p>

APPROVALS: Add signature blocks as necessary (e.g., cross listing approvals)

<i>Cathy Wendell</i>	Date	10/10/16
Signature, Chair, Program/Department of:	<i>Allied Health</i>	

<i>Quade Cude</i>	Date	10/7/16
Signature, Chair, College/School Curriculum Council for:	<i>Rural & Community Development</i>	

<i>Michelle Stalder</i>	Date	10/11/16
Signature, Dean, College/School of:	<i>CTC</i>	

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE REGISTRAR'S OFFICE

	Date	
Received Registrar's Office		