Submit originals and one copy and electronic copy to Governance/Faculty Senate
Office (email electronic copy to fysenat@uaf.edu)

PROGRAM/DEGREE REQUIREMENT CHANGE (MAJOR/MINOR)

SUBMITTED BY:

Department	**Allied Health**	College/School	**UAF CTC**
Prepared by	**Kate Gappert**	Phone	**455-2823**
Email Contact	**ksgappert@alaska.edu**	Faculty Contact	**Christa Bartlett**

See *http://www.uaf.edu/uafgov/faculty/cd* for a complete description of the rules
governing curriculum & course changes.

PROGRAM IDENTIFICATION:

DEGREE PROGRAM	**Health Care Reimbursement**
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)

Addition of ENGL F111x, HLTH F130 as option to requirements.

B. CURRENT REQUIREMENTS AS IT APPEARS IN THE CATALOG:

ABUS F271--Business Communications--3 credits
CIOS F150--Computer Business Applications--3 credits
HLTH F100--Medical Terminology--3 credits
HLTH F110--Professional Skills for the Workplace--2 credits
HLTH F132--Administrative Procedures I--2 credits
HLTH F208--Human Diseases--3 credits
HLTH F234--Administrative Procedures II--4 credits
HLTH F235--Medical Coding--4 credits
HLTH F236--Outpatient Health Care Reimbursement--3 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)

ENGL F111x—Introduction to Academic Writing (3)
    or ABUS F271--Business Communications--3 credits
CIOS F150--Computer Business Applications
    or HLTH F130 Medical Office Technology (3) --3 credits
HLTH F100--Medical Terminology--3 credits
HLTH F110--Professional Skills for the Workplace--2 credits
HLTH F132--Administrative Procedures I--2 credits
HLTH F208--Human Diseases--3 credits
HLTH F234--Administrative Procedures II--4 credits
HLTH F235--Medical Coding--4 credits
HLTH F236--Outpatient Health Care Reimbursement--3 credits

D. ESTIMATED IMPACT

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

This course already exists online. There will be no impact in budget, facility or faculty workload.

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)

No major impact will be placed on any program. This change will actually cut down on the amount of petitions written.

F. IF MAJOR CHANGE - ASSESSMENT OF THE PROGRAM:

Description of the student learning outcomes assessment process.)

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.

Adding HLTH F130 as an option to this certificate increases the student's choices for the computer requirement. HLTH F130 Medical Office Technology was designed to give the health student a broad knowledge of different electronic medical record programs as well as the basic computer skills in CIOS F150.

Adding ENGL F111x allows students working on their advanced degrees to use ENGL F111x as the requirement for the communication component of this certificate.

APPROVALS:

Christa Bartlett	Date	5/8/12
Signature, Chair, Program/Department of:		
[signature]	Date	10-3-12
Signature, Chair, College/School Curriculum Council for:	CTC	
Michele Stalder	Date	10-11-12
Signature, Dean, College/School of:	CTC UAF	

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE		
	Date	
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		

Peter P[...]   12/13/12

CRCD Dean   date