

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	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)

Addition of HLTH F130 as option to requirements.

B. CURRENT REQUIREMENTS AS IT APPEARS IN THE CATALOG:

CIOS F150--Computer Business Applications (3)
or CIOS elective at the F200-level (3)--3 credits
HLTH F100--Medical Terminology--3 credits
HLTH F110--Professional Skills for the Workplace--2 credits
HLTH F118--Medical Law and Ethics--2 credits
HLTH F122--First Aid and CPR--1 credit
HLTH F132--Administrative Procedures I--2 credits
HLTH F234--Administrative Procedures II--4 credits
HLTH F236--Healthcare Reimbursement--3 credits
HLTH F261--Medical/Dental Office Reception Practicum--2 credits
Approved HLTH, CIOS, ABUS, HUMS, DEVS or COMM elective--2 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)

CIOS F150--Computer Business Applications (3)
or CIOS elective at the F200-level (3)
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 F118--Medical Law and Ethics--2 credits
HLTH F122--First Aid and CPR--1 credit
HLTH F132--Administrative Procedures I--2 credits
HLTH F234--Administrative Procedures II--4 credits
HLTH F236--Healthcare Reimbursement--3 credits
HLTH F261--Medical/Dental Office Reception Practicum--2 credits
Approved HLTH, CIOS, ABUS, HUMS, DEVS or COMM elective--2 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.

APPROVALS:

Christa Bartlett Date 4-20-12
Signature, Chair,
Program/Department of:

E. Husted Date 10-3-12
Signature, Chair, College/School Curriculum
Council for: CTC

Michelle Stalder Date 10-11-12
Signature, Dean, College/School
of: UAF CTC

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

Signature, Chair, UAF Faculty Senate Curriculum
Review Committee Date _____

Pete Panning 12/13/12
CRCD Dean date