

RECEIVED MAR 01

FORMAT 2

Submit originals (including syllabus) and one copy and electronic copy to the **Faculty Senate Office**
 See <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/CTC
Prepared by	Cathy Winfree Sherry Wolfe	Phone	455-2876 455-2875
Email Contact	cmwinfree@alaska.edu	Faculty Contact	Cathy Winfree

1. COURSE IDENTIFICATION: As the course now exists.

Dept	HLTH	Course #	245	No. of Credits	3
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COURSE TITLE	Phlebotomy Principles and Methods
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2. ACTION DESIRED: Check the changes to be made to the existing course.

Change Course	☐	If Change, indicate below what is changing.	Drop Course	☒
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NUMBER		TITLE		DESCRIPTION	
PREREQUISITES*				FREQUENCY OF OFFERING	

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

Reference the registration implications below due to Banner coding of these terms:

Prerequisite: Course completed and grade of "C" (2.0) or higher prior to registering for the course that requires it.Concurrent: Course may be taken simultaneously (and allows for a course to have been previously completed).Co-requisite: Courses MUST be taken simultaneously and does NOT allow for fact that a course was previously completed!

CREDITS (including credit distribution)		COURSE CLASSIFICATION	
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ADD CROSS-LISTING See #8 if intent is to stop an existing cross-listing.	Dept.		(Requires approval of both departments and deans involved. Add lines at end of form for additional signatures.)
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STACKED (400/600) Include syllabi.	Dept.		Course #	
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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.

OTHER (please specify)	
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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 on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)H = Humanities ☐ S = Social Sciences ☐

Will this course be used to fulfill a requirement for the baccalaureate core?	YES	☐	NO	☐
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IF YES*, check which core requirements it could be used to fulfill:

O = Oral Intensive, *Format 6 also submitted	☐	W = Writing Intensive, *Format 7 submitted	☐	Natural Science, *Format 8 submitted	☐
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- 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).

How many times may the course be repeated for credit? 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 ~~Aboriginal~~ Indigenous Rights and Policies (s)

3 Credits

Offered As Demand Warrants

Case study Comparative approach in assessing ~~Aboriginal~~ to analyzing Indigenous rights and policies in different nation-state systems. Seven ~~Aboriginal 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)

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

8. **IS THIS COURSE CURRENTLY CROSS-LISTED?**

YES/NO ☐

If Yes, DEPT

NUMBER

DROPPING A CROSS-LISTING:

YES ☐

DEPT

NUMBER

Changing or dropping requires written notification of each department and dean involved. **Attach a copy of written notification.**

9. **GRADING SYSTEM:** Specify only one.

LETTER: ☐

PASS/FAIL: ☐

10. **ESTIMATED IMPACT**

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

None

11. **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 ☐

12. **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)

None

13. **POSITIVE AND NEGATIVE IMPACTS**

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

HLTH 245 and HLTH 265 will be dropped and the two will become HLTH 255.

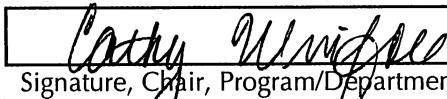
JUSTIFICATION FOR ACTION REQUESTED

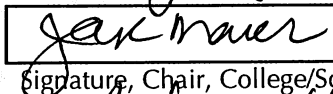
The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. 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.

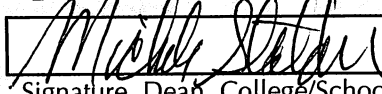
Combining the current two courses to one will provide a clear understanding for the students and instructors regarding their time commitment to the course. All students learning the principles and methods will also take the externship as part of the course as originally intended.

There will be less time spent tracking the students for their externship hours. Currently the students have up to a two year period to complete the externship hours. During this time period process is forgotten and skills become rusty. It is hard for instructors to feel positive about a student's knowledge and skills when there has been no practice for two years. Externship sites and the students will now know at the beginning of the semester the target dates for the externships. This will foster a positive relationship between UAF/CTC Allied Health and the externship sites. Students will not only complete the phlebotomy course in a more timely fashion but also be eligible to sit for the national examination within a shorter time frame. Combining the externship with the principles and methods will ensure the students are competent in their knowledge and skills when entering their externship, ensuring safer care to their clients.

APPROVALS: (Additional signature blocks may be added as necessary.)

 Date 2/27/13
Signature, Chair, Program/Department of: _____

 Date 2/27/2013
Signature, Chair, College/School Curriculum Council for: CRCD

 Date 2/27/13
Signature, Dean, College/School of: _____

Offerings above the level of approved programs must be approved in advance by the Provost:

Signature of Provost (if applicable) Date _____

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

Signature, Chair Date _____

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.)

	Date	
Signature, Chair, Program/Department of:		
	Date	
Signature, Chair, College/School Curriculum Council for:		
	Date	3/1/13
Signature, Dean, College/School of:		
CECD		