

FORMAT FOR CURRICULUM CHANGE PROPOSAL

To: Curriculum Committee

From: Biological Sciences

Date Submitted: October 30, 2007

Type of Curriculum Change Requested: Deletion of Medical Transcription certificate program and associated HIM courses (HIM 2003 Beginning Medical Transcription and HIM 3003 Advanced Medical Transcription).

Submitted By: Melinda Wilkins, HIM Program Director *mw*

Approved By: Department Head: *Charlie Hagan*

Dean of School: *Robinson 11-30-07*

Reviewed By: Registrar: *Sammy Hudes*

Vice-President for Academic Affairs

*12-10-08
KR*

I. Program or curriculum change as it will appear in the catalog.

Medical Transcription Certificate Program curriculum will no longer appear in the catalog. Also, core transcription courses, HIM 2003 Beginning Medical Transcription and HIM 3003 Advanced Medical Transcription, will be deleted from the catalog.

II. Course Information

A. Rationale for the requested change.

Students in the Medical Assisting Program were previously required to take HIM 2003 Beginning Medical Transcription as a component of their curriculum. However, this course is no longer required for their major. Additionally, few students (typically less than 5) enroll in the Medical Transcription Program on an annual basis. Furthermore, the ATU Ozark campus provides a Certificate Program in Medical Transcription.

It is felt that, due to a low rate of interest in this program as well as the availability of the same program within the ATU system, faculty and resources could be better utilized without the duplication of courses.

B. What impact will the change have on staffing, on other programs, budget, and space allocation?

1. Within the department requesting the change.

The HIM faculty member that currently teaches HIM 2003 Beginning Medical Transcription and HIM 3003 Advanced Medical Transcription will be used to

*apcc 11/14/08
apfs 12/3/08*

teach courses for the Medical Assisting Program, currently taught by an adjunct faculty member. This move will also aid the Medical Assisting Program in accreditation efforts, as the faculty member is a Certified Medical Assistant (CMA) and would be available on campus rather than an off-campus adjunct situation.

2. Outside the department.

No impact.

B. Effective date or term.

Summer 2008

D. ****When applicable, state with which departments you have specifically coordinated this change? (If unable to identify coordinating departments that change affects, Academic Affairs can offer assistance in identifying course use.**

List Department Head/
Program Director Consulted:
(Add to list as needed)

Indicate Support
for Proposal
(yes/no)

Date:

1. Phyllis Cox, Director
Medical Assisting Program

Yes

October 1, 2007

2.

3.

4.

5.

If no, please attach explanation from responding Department Head indicating why they do not support the proposal.

Note: A syllabus should accompany each course proposal. The syllabus should contain the objectives of the course, a summary of course content, and bibliography of resources.

***Each new program proposal must include an assessment plan using the approved University Assessment Form.**

*Updated 8/1/04

**Updated 9/1/0