

IRAO OFFICE USE ONLY	
Received	2/3/17
In Banner	
MTVCOMP/Codeset	
Master Curriculum	
CIP Code	
Program Code	
Program Description	

University of Hawai'i
Code Request Form for Academic Programs for

Reset Form

NEW OR MODIFY PROGRAM CODE

New Program Code **Modify Program Code**

Date: 12/7/2016

REQUESTOR CONTACT INFORMATION

Name Kathlen Lee Campus Kauai CC
 Title Educational Specialist Email kathlen@hawaii.edu
 Office/Dept Academic Affairs Phone 808-245-8204

NEW PROGRAM CODE TO CREATE

Institution KAU - Kauai CC Campus KAU - Kauai CC
 Level UG - Undergraduate Effective Term Fall 2017

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) <u>IN</u>	<u>Instructional</u>	<input type="checkbox"/> See Banner form STV_COLL
Department	(4) <u>HED</u>	<u>Health Education</u>	<input type="checkbox"/> See Banner form STV_DEPT
Degree/Certificate	(6) <u>CO</u>	<u>Certificate of Competence</u>	<input type="checkbox"/> See Banner form STV_DEGC
Major	(4) <u>MEDA</u>	<u>Medical Assisting</u>	<input type="checkbox"/> See Banner form STV_MAJR
Concentration	(4) ADMA <u>MEAD</u>	Administrative Med <u>Assisting</u>	<input type="checkbox"/> See Banner form STV_MAJR
Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STV_MAJR

If a similar major/concentration code exists in Banner, please list the code: _____

Justification to warrant a new major/concentration code similar to an existing major/concentration code: _____

Is this major/concentration code being used the same way at the other UH campuses? Yes No

Should this program be available for applicants to select as their planned course of study on the online application? *If yes, student may select the code as their only program of study.* Yes No

RULES PERTAINING TO FINANCIAL AID AND 150% DIRECT SUBSIDIZED LOAN LIMIT LEGISLATION

Is 50% or greater of the classes in this program offered at a location other than the Home Campus? Yes No

Is this program/major/certificate financial aid eligible? Yes No

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)? Yes No

See <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>

Program Length

In academic years; decimals are acceptable. The length of the program should match what is published by the campus in any online and/or written publication.

1.5 years 45,000 W

Special Program Designations A B N P T U

See Special Program Designations Code Definitions on IRAO Program Code Request webpage

Required Terms of Enrollment: Fall Spring Summer Extended

ADDITIONAL COMMENTS

Requesting a new certificate of competence in Administrative Medical Assisting under the Medical Assisting program.

ATTACHMENTS

BOR Approved: Associate, Bachelor and Graduate Degrees, and sole credential certificates

BOR Meeting Minutes & Supporting Documents

Curriculum

Chancellor Approved: Certificates related to authorized BOR program & Associate in Technical Studies (ATS) Degree

Memo from Chancellor to notify VPAA about new program

Curriculum

For new certificates approved by the Chancellor, the related BOR authorized academic program is:
Medical Assisting

VERIFICATIONS

By signing below, I verify that I have reviewed and confirm the above information that is pertinent to my position.

Registrar:

Kailana Soto

Print Name

Kailana Soto

Signature

12/14/16

Date

Financial Aid Officer:

Jeff Anderson

Print Name

Jeff Anderson

Signature

12/30/16

Date

For Community Colleges, verification of consultation with OVPCC Academic Affairs:

Suzette Robinson

Print Name

Suzette Robinson

Signature

2/2/17

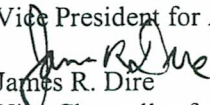
Date




December 12, 2016

MEMORANDUM

TO: Risa E. Dickson
Vice President for Academic Planning and Policy

VIA: 
James R. Dire
Vice Chancellor for Academic Affairs

FROM: Helen A. Cox 
Chancellor

SUBJECT: Curriculum Approval

I have approved the following on 12/9/2016 effective Fall 2017.

New

School Health Aide
Certificate of Competence (C.O.) – School Health Aide

Creative Media
Associate in Science (A.S.) – Creative Media

Medical Assisting
Certificate of Competence (C.O.) – Administrative Medical Assisting

Program certificate/title change

Creative Media:
Certificate of Competence (C.O.) – Digital Film (*previously under Digital Media Arts program housed under the Electronics Technology program/Trade Technology division*)
Certificate of Competence (C.O.) – Digital Graphic Design (*previously under Digital Media Arts program housed under the Electronics Technology program/Trade Technology division*)

kl

c Division Chairs

**Kaua'i Community College
University of Hawai'i
Program Action Request**

VCAA Office Use Only	<u>2017</u>
Effective Fall	<u>12/1/16</u>
Date Approved	<u>Z/IS</u>
Replaces	<u>Z/IS</u>

1. Type of Program Action: Modification Deletion

PRESENT	CA	PROPOSED	Administrative Medical Assisting CO	Medical Assisting CA
General Education Requirements				
ENG 100	3	ENG 100	3	3
MATH 75X or MATH 82X	3	MATH 75X or higher	3-4	3-4
Any Diversification Social Science (DS) course	3	Diversification: Social Science (DS): Any course designated as DS		3
MEDA Courses				
MEDA 105	3	MEDA 105	3	3
MEDA 120	3	MEDA 120		3
MEDA 123	3	MEDA 123		3
MEDA 143	3	MEDA 143	3	3
MEDA 165 Administrative Medical Assisting II	2	MEDA 165	2	2
MEDA 176	3	MEDA 176		3
MEDA 210 Medical Assisting Certification Review	1	MEDA 210		1
MEDA 220 Medical Assisting Externship	4	MEDA 220		4
Support Courses				
ACC 124	3	ACC 124	3	3
HLTH 140	3	HLTH 140		3
HLTH 155	3	HLTH 155	3	3
HLTH 240	2	HLTH 240	2	2
Total Credits	42	Total Credits	22-23	42-43

2. Program Type:

- | | |
|---|---|
| <input type="checkbox"/> Associate in Applied Science (AAS) | <input checked="" type="checkbox"/> Certificate of Achievement (CA) |
| <input type="checkbox"/> Associate in Arts (AA) | <input checked="" type="checkbox"/> Certificate of Competence (CO) |
| <input type="checkbox"/> Associate in Arts–Concentration | <input type="checkbox"/> Academic Subject Certificate (ASC) |
| <input type="checkbox"/> Associate in Science (AS) | |
| <input type="checkbox"/> Associate in Science Natural Sciences–Concentration (ASNS) | |

3. Program Title: Medical Assisting

4. Program Description (for catalog):

The Medical Assisting (MEDA) program is designed to prepare students to assist physicians and APRNs in private medical offices and outpatient clinics with patient care as well as routine office laboratory and diagnostic tests. Students are also prepared to perform administrative medical office and business practices and procedures. Students will earn a Certificate of Achievement (CA) upon completion of the program. The Administrative Medical Assisting program will prepare students to assist healthcare providers in private medical offices and outpatient clinics. Students will be prepared in administrative, financial, and business medical office practices and healthcare operations. Students will earn a Certificate of Competence (CO) upon completion of the program.

Program Admission Requirements:

Students will be admitted as a cohort in the fall semester each year. The program application period will be open from December 1 through April 1. Acceptance will be on a first applied, first qualified basis. Progression onto the spring semester will require a "C" or higher in all required MEDA program courses in the fall.

For the CO, ACC 124, ENG 100, and MATH 75X or higher must be completed prior to entry.

For the CA, ACC 124, ENG 100, HLTH 140, and MATH 75X or higher must be completed prior to entry. Students will be required to have completed a nurses aide course or have six months of equivalent clinical healthcare experience.

To meet graduation requirements, all programs require a cumulative GPA of 2.0 or higher for all courses applicable toward the certificate or degree. Include any additional graduation requirements:

None.

5. List Program Student Learning Outcomes that were approved by the Assessment Committee on 3/18/15.

1. Demonstrate effective communication skills with all members of the healthcare team (affective).
2. Demonstrate ethical and legal behavior to maintain patient safety and confidentiality (affective).
3. Apply medical office business, financial and administrative concepts and practices (cognitive).
4. Apply critical thinking skills and concepts of medical assisting to maintain quality patient care and efficient administrative procedures (cognitive).
5. Perform clinical and administrative medical assisting skills appropriate for entry-level practice in an ambulatory care setting (psychomotor).

6. Proposed Date of First Offering: Fall 2017

7. Is this program offered at another UH campus? Yes No
If Yes, specify campus. If No, why is this program offered at KCC:

Kapi'olani CC for the CA. Community workforce need for the CO.

8. Reason for this Program Action:

1. Update the MATH requirements and subsequently the total number of credits due to MATH developmental course revisions and placement criteria.
2. Change the sequencing of ACC 124. This course will now be completed prior to program admission. Students benefit from completing this content prior to MEDA 143 and MEDA 165. In addition, the second spring semester for the CA students is a challenging semester due to off-site clinical hour requirements in addition to classroom hours.
3. The program admission requirements language has been modified to reflect new course sequencing and the new CO.
4. The CO program will offer an alternative CO option for those students interested in a healthcare-related career as a medical assistant that does not involve direct patient care. It will also provide a part-time option for non-traditional students who may also be working adults. It may provide job upgrading for some students, and for others perceived to be more qualified, it will provide entry-level skills. Local workforce needs for highly qualified applicants will be met. The MEDA program advisory committee recommended this certificate be offered by Kaua'i CC.
5. The updated and approved Program Student Learning Outcomes (3/18/15) were added.

9. Board of Regents Approval Needed: Yes No

10. Indicate the number of semesters required to complete each certificate and degree.

Certificate/Degree	Number of Semesters
MEDA CO	3
MEDA CA	3

11. Program Course Sequencing: Complete one for each certificate/degree if sequencing is not provided with question #1.

Administrative Medical Assisting CO	
Spring Semester 1	
Course Alpha/No.	Credits
ACC 124	3
ENG 100	3
MATH 75X or higher	3-4
Fall Semester 2	
Course Alpha/No.	Credits
HLTH 155	3
MEDA 105	3
MEDA 143	3
Spring Semester 3	
Course Alpha/No.	Credits
HLTH 240	2
MEDA 165	2
Total Credits	22-23

Medical Assisting CA	
Spring Semester 1	
Course Alpha/No.	Credits
ACC 124	3
Any DS	3
ENG 100	3
HLTH 140	3
MATH 75X or higher	3-4
Fall Semester 2	
Course Alpha/No.	Credits
HLTH 155	3
MEDA 105	3
MEDA 120	3
MEDA 143	3
MEDA 176	3
Spring Semester 3	
Course Alpha/No.	Credits
HLTH 240	2
MEDA 123	3
MEDA 165	2
MEDA 210	1
MEDA 220	4
Total Credits	42-43

PROGRAM ACTION REQUEST APPROVAL

PROGRAM: Medical Assisting Certificate of Competence and Certificate of Achievement

Effective date: Fall 2017

PSLOs Approved by: Mary Summers 10/12/16
Assessment Committee Chairperson Date

Proposed by: Victor Mathis 10-13-16
Originator Date

Requested by: Janet Nelson 10/13/16
Department/Division Chairperson Date

Approved by: [Signature] 11/18/16
Curriculum Committee Chairperson Date

James R. Dine 12/9/16
Vice Chancellor for Academic Affairs Date

Allen A. Cwo 12/9/16
Chancellor Date