

ACADEMIC AFFAIRS COUNCIL

AGENDA ITEM: 4 – B (2)

DATE: April 22, 2020

SUBJECT

Course Modifications – DSU

CONTROLLING STATUTE, RULE, OR POLICY

[BOR Policy 2:23](#) – Program and Curriculum Approval

[AAC Guideline 1.12](#) – Institutional Course Curriculum Requests

BACKGROUND / DISCUSSION

Dakota State University has submitted the following course requests listed in Attachment I. These are under review by the System Vice President for Academic Affairs and may be accessed on the [Institutional Curriculum Requests Webpage](#).

IMPACT AND RECOMMENDATION

Upon approval by the System VPAA, the proposal will move forward for entry into Colleague.

ATTACHMENTS

Attachment I – DSU: Institutional Curriculum Requests Summary Form

DRAFT MOTION

Review and discuss any issues or concerns regarding DSU’s curriculum modification requests prior to them moving forward upon final review and approval by the System Vice President for Academic Affairs.



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Institutional Curriculum Requests

Institution: Dakota State University **Date:** 4/9/2020

Institutional representatives should provide direct links to PDF documents for each of the curriculum requests represented below. All requests should be posted on the campus Curriculum and Instruction website one week prior to the Academic Affairs Council meeting where the curriculum request is being considered.

<i>New Course Requests</i>			
<i>Prefix & Number</i>	<i>Course Title</i>		<i>Approval</i>
HIMS 702	Foundations of Clinical Practice		
HIMS 743	Informatics as a Foundation to Clinical Practice		
<i>Authority to Offer</i>			
<i>Prefix & Number</i>	<i>Course Title</i>		<i>Approval</i>
HIST 468	US and World Affairs: 1900-Present		

Courses referenced above for approval have been reviewed by the Academic Affairs Council and the System Vice President for Academic Affairs and may be advanced forward for entry in Colleague. For those courses listed above that did not receive approval, additional clarification or justification will be necessary and should be re-routed through the curriculum review process on a separate "Institutional Curriculum Requests" form once all issues have been resolved.

Signature: System Vice President for Academic Affairs


Date



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New Course Request

Use this form to request a new common or unique course. Consult the system database through Colleague or the [Course Inventory Report](#) for information about existing courses before submitting this form.

DSU	College of BUS/Health Information Management
Institution	Division/Department
	2/20/2020
Institutional Approval Signature	Date

Section 1. Course Title and Description

If the course contains a lecture and laboratory component, identify both the lecture and laboratory numbers (xxx and xxxL) and credit hours associated with each. Provide the complete description as you wish it to appear in the system database in Colleague and the [Course Inventory Report](#) including pre-requisites, co-requisites, and registration restrictions.

Prefix & No.	Course Title	Credits
HIMS 702	Foundations of Clinical Practice	3

NOTE: The Enrollment Services Center assigns the short, abbreviated course title that appears on transcripts. The short title is limited to 30 characters (including spaces); meaningful but concise titles are encouraged due to space limitations in Colleague.

Course Description
Introduction to medical terms, cell biology, anatomy and physiology of various systems in the human body, and etiology, symptomatology, clinical diagnosis and treatments including drug therapy for diseases related to each body system.

NOTE: Course descriptions are short, concise summaries that typically do not exceed 75 words. DO: Address the content of the course and write descriptions using active verbs (e.g., explore, learn, develop, etc.). DO NOT: Repeat the title of the course, layout the syllabus, use pronouns such as "we" and "you," or rely on specialized jargon, vague phrases, or clichés.

Pre-requisites or Co-requisites (add lines as needed)

Prefix & No.	Course Title	Pre-Req/Co-Req?

Registration Restrictions

Section 2. Review of Course

2.1. Was the course first offered as an experimental course (place an "X" in the appropriate box)?

- Yes (if yes, provide the course information below) No

2.2. Will this be a unique or common course (place an "X" in the appropriate box)?

If the request is for a unique course, verify that you have reviewed the common course catalog via Colleague and the system [Course Inventory Report](#) to determine if a comparable common course already exists. List the two closest course matches in the common course catalog and provide a brief narrative explaining why the proposed course differs from those listed. If a search of the common course catalog determines an existing common course exists, complete the Authority to Offer an Existing Course Form.

Unique Course

Prefix & No.	Course Title	Credits
HIM 130	Basic Medical Terminology	2
BIOL 323	Human Anatomy and Physiology and Lab	4
HIM 260	Fundamentals of Human Disease	5

Provide explanation of differences between proposed course and existing system catalog courses below:

MSHIIM program requirements for CAHIIM accreditation requirements including having all students accepted into the program to have pre-requisites or prior knowledge of healthcare including medical terminology, anatomy and physiology, disease processes, and treatments including pharmacology. This course is created to bridge the learning gap for students without prior experience in healthcare by offering one course with a broad introduction for each topic area.

Common Course Indicate universities that are proposing this common course:

- BHSU DSU NSU SDSMT SDSU USD

Section 3. Other Course Information

3.1. Are there instructional staffing impacts?

- No.** Replacement of _____
(course prefix, course number, name of course, credits)
*Attach course deletion form

Effective date of deletion: [Click here to enter a date.](#)

No. Schedule Management, explain below:

Yes. Specify below:

This course will be an independent study for students who need to complete it and will not be placed on the schedule routinely.

3.2. **Existing program(s) in which course will be offered:** Master of Science in Health Informatics and Information Management

3.3. **Proposed instructional method by university:** 001, 018

3.4. **Proposed delivery method by university:** Lecture

3.5. **Term change will be effective:** Fall, 2020

3.6. **Can students repeat the course for additional credit?**

Yes, total credit limit: _____ No

3.7. **Will grade for this course be limited to S/U (pass/fail)?**

Yes No

3.8. **Will section enrollment be capped?**

Yes, max per section: 15 No

3.9. **Will this course equate (i.e., be considered the same course for degree completion) with any other unique or common courses in the common course system database in Colleague and the [Course Inventory Report](#)?**

Yes No

If yes, indicate the course(s) to which the course will equate (add lines as needed):

Prefix & No.	Course Title

3.10. **Is this prefix approved for your university?**

Yes No

If no, provide a brief justification below:

Section 4. Department and Course Codes (Completed by University Academic Affairs)

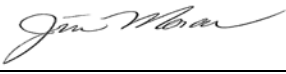
4.1. **University Department Code:** DHIM

4.2. **Proposed [CIP Code](#):** 51.2706

Is this a new CIP code for the university? Yes No



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New Course Request

DSU	Health Information Management
Institution	Division/Department
	2/20/20
Institutional Approval Signature	Date

Section 1. Course Title and Description

Prefix & No.	Course Title	Credits
HIMS 743	Informatics as a Foundation to Clinical Practice	3

Course Description

This course will enhance student knowledge and skill in electronic health record classification systems, standard nomenclatures, metadata and semantic representation of data, applications, hardware solutions, and telecommunications. In addition, this course will introduce students to vulnerabilities and risks associated with healthcare technology security breaches and promote ethical and safe use of healthcare technologies.

NOTE: Course descriptions are short, concise summaries that typically do not exceed 75 words. DO: Address the content of the course and write descriptions using active verbs (e.g., explore, learn, develop, etc.). DO NOT: Repeat the title of the course, layout the syllabus, use pronouns such as "we" and "you," or rely on specialized jargon, vague phrases, or clichés.

Pre-requisites or Co-requisites (add lines as needed)

Prefix & No.	Course Title	Pre-Req/Co-Req?
HIMS 701	Foundations of Healthcare Information	3
	or prior healthcare knowledge or experience	

Registration Restrictions

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Section 2. Review of Course

2.1. Was the course first offered as an experimental course?

Yes (if yes, provide the course information below) No

2.2. Will this be a unique or common course?

If the request is for a unique course, verify that you have reviewed the common course catalog via Colleague and the system [Course Inventory Report](#) to determine if a comparable common course already exists. List the two closest course matches in the common course catalog and provide a brief narrative explaining why the proposed course differs from those listed. If a search of the common course catalog determines an existing common course exists, complete the Authority to Offer an Existing Course Form.

Unique Course

Prefix & No.	Course Title	Credits
HIMS 745	Legal and Ethical Aspects of Health Informatics	3
HIMS 758	Workflow and Usability Optimization in Health Informatics	3
HIMS 751	Classification Systems and the Revenue Cycle	3

Provide explanation of differences between proposed course and existing system catalog courses below:

HIMS 743 will be made up of components of the three courses, HIMS 745, 746, and 751, with additional related content to meet nursing accreditation requirements.

- Common Course** *Indicate universities that are proposing this common course:*
- BHSU DSU NSU SDSMT SDSU USD

Section 3. Other Course Information

3.1. Are there instructional staffing impacts?

- No.** Replacement of _____
 (course prefix, course number, name of course, credits)
 *Attach course deletion form
 Effective date of deletion: Click here to enter a date.
- No.** Schedule Management, explain below:
- Yes.** Specify below:

HIM faculty will teach the new course with schedule management to prevent overload.

3.2 Existing program(s) in which course will be offered:

DSU's MSIS, Healthcare Information Systems specialization; MBA, Healthcare Informatics Emphasis; MSA, Healthcare Analytics Track
 USD's Master of Science in Nursing, specialization in Health Informatics and e-Health, M.S.N. students will also be taking this course.

3.2. Proposed instructional method by university: Lecture

3.3. Proposed delivery method by university: 001, 018

3.4. Term change will be effective (enter catalog year): Fall 2020

3.5. Can students repeat the course for additional credit?

- Yes, total credit limit: _____ No

3.6. Will grade for this course be limited to S/U (pass/fail)?

- Yes No

3.7. Will section enrollment be capped?

- Yes, max per section: 25 No

3.8. Will this course equate (i.e., be considered the same course for degree completion) with any other unique or common courses in the common course system database in Colleague and the [Course Inventory Report](#)?

- Yes No

If yes, indicate the course(s) to which the course will equate (add lines as needed):

Prefix & No.	Course Title

3.9. Is this prefix approved for your university?

- Yes No

If no, provide a brief justification below:

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Section 4. Department and Course Codes (Completed by University Academic Affairs)

4.1. University Department Code: DHIM

4.2. Proposed **CIP Code**: 51.2706

Is this a new CIP code for the university? Yes No



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Authority to Offer an Existing Course

DSU

Institution

College of Arts and Sciences

Division/Department

Jim Moran

Institutional Approval Signature

3/31/2020

Date

1. Is this a request to offer an existing common course or an existing unique course (approval will change course status from unique to common)?

Common Course

Unique Course

2. Provide the complete description as it appears in the system database including pre-requisites and co-requisites.

Prefix & No.	Course Title	Credits
HIST 468	US & World Affairs: 1900-Present	3

Course Description

Examination of United States foreign policy from the late nineteenth century to the present, including issues of moral mission, national security and honor, and racial perceptions as justifications for foreign policies, and the assessment of the impact of global leadership on the principles of democratic government.

Pre-requisites or Co-requisites (add lines as needed, make sure to copy boxes in Pre-req and Co-req cells)

Prefix & No.	Course Title	Pre-req	Co-req
		Choose an item.	Choose an item.

3. Universities currently offering this course (place an "X" in the appropriate boxes):

BHSU DSU NSU SDSMT SDSU USD

- In an email dated Monday, January 6, 2020, USD approved DSU's request to offer HIST 468 US & World Affairs: 1900-Present course.

4. Does Offering the Course Create FTE Implications? No

If no, Replacement of HIST 488 Introduction to Grand Strategy (3 cr.)
(prefix, number, name of course, credits)

5. Does Offering the Course Create Schedule Management Implications? No

Explain: We are deleting HIST 488, a required course, and HIST 468 will be inserted into the rotation schedule in its place.

6. Existing program(s) in which course will be offered: B.S. Cyber Leadership and Intelligence

7. CIP Code for the course: 54.0102

8. Proposed instructional method by this university: Lecture

9. Proposed delivery method by this university: 001, 015, 018

10. University Dept. Code: DSOC

Banner Department Code: _____

11. Authority to offer effective beginning in what term? Fall 2020

12. Section Restriction: 30