



NEW PROGRAM PROPOSAL FORM

Sponsoring Institution(s): Crowder College

Program Title: Certified Medical Assistant

Degree/Certificate: Associate of Applied Science Degree (2 yr – A.A.S)/Certificate (C1->=1 year but <2yr)

Options: NA

Delivery Site(s): Crowder College in Neosho, and online

CIP Classification: 51.0801

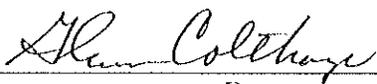
*CIP code can be cross-referenced with programs offered in your region on MDHE's program inventory highered.mo.gov/ProgramInventory/search.jsp

Implementation Date: Fall 2015

Cooperative Partners: NA

*If this is a collaborative program, form CL must be included with this proposal

AUTHORIZATION:

Dr. Glenn Coltharp, VP for Academic Affairs		3-18-15
_____ Name/Title of Institutional Officer	_____ Signature	_____ Date

Dr. Adam Morris	417-455-5740
_____ Person to Contact for More Information	_____ Telephone



STUDENT ENROLLMENT PROJECTIONS

Year	1	2	3	4	5
Full Time	10	10	10	10	15
Part Time		5	5	5	5
Total	10	15	15	15	20

Please provide a rationale regarding how student enrollment projections were calculated:

Based on feedback from our industry partners, and students the Certified Medical Assistant is a career that is needed in our service area.

Provide a **rationale** for proposing this program, including **evidence of market demand and societal need supported by research**:

According to the Occupational Outlook Handbook <http://www.bls.gov/ooh/healthcare/medical-assistants.htm> employment in this field is expected to grow 29% from 2012 to 2022. As the population continues to age there will be an increased demand for medical services. This will mean more medical facilities will hire CMA's to perform routine administrative duties. Students entering this field should have good opportunities for employment, and better than average wages.

The mission of Crowder College is to build a civil, serving, literate, learning community of responsible citizens. We view the college as having an activate role in economic and social development through continuing education and customized training, directed toward improving work skills and productivity, creating a more desirable work and social environment, and adding to the general quality of life within the region. This new program will add skilled workers to this career field, and meet a growing need in the community.

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Program Duplication:

There are no accredited associate degrees similar to this one offered in our service region by any other community colleges. There is no duplication of effort by other community colleges.



PROGRAM STRUCTURE

A. Total credits required for graduation: 65

B. Residency requirements, if any: None

C. General education: Total credits: 24

Courses (specific courses OR distribution area and credits):

Course Number	Credits	Course Title
COLL 101	1	College Orientation
ENGL 100 or 101	3	Mechanics or English Composition
ENGL 102 or 203	3	Advanced English Composition or Tech Writing
SPCH 101	3	Fundamentals of Speech
Math 100 or 111 or BSAD121	3	Intermediate Algebra or College Algebra or Business Math
PLSC 103 or HIST 10	3	National State and Local Government or US History I
PSYC 101	3	General Psychology
CHEM 104	5	Chemistry for Health

D. Major requirements: Total credits: 41

Course Number	Credits	Course Title
CNA 106	3	Phlebotomy
CNA 107	3	EKG
MEDA 101	3	Intro to Medical Assisting
MEDA 102	2	Math Application and Med Administration
MEDA 103	4	Medical Assisting Science I
MEDA 104	2	Clinical Medical Assisting
MEDA 105	3	Administrative Medical Assisting I
MEDA 203	4	Medical Assisting Science II
MEDA 204	3	Clinical Medical Assisting II
MEDA 205	3	Administrative Medical Assisting II
MEDA 206	5	Medical Assisting Internship
MEDA 207	1	Medical Assisting Critique
MEDA 208	2	Advanced Clinical Medical Assisting
MEDA 209	5	Coding for the Physician's Office
MEDA 210	2	Medical Office Management

E. Free elective credits:

None

(Sum of C, D, and E should equal A.)

F. Requirements for thesis, internship or other capstone experience:

Students will take a national certification exam at the end of the program through the American Medical Technologists.

G. Any unique features such as interdepartmental cooperation:

None



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PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

Institution Name Crowder College
Program Name Certified Medical Assistant
Date 02/28/2015

(Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below. Quantification of performance goals should be included wherever possible.)

1. Student Preparation

- Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.
No special admissions procedures or student qualifications beyond regular college admissions and standards.
- Characteristics of a specific population to be served, if applicable.
N/A

2. Faculty Characteristics

- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.
We currently have 1 FT faculty member trained in this area. She expertise in this field and is qualified to teach the courrrses with adjunct faculty assistance.
- Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.
Full-time faculty will teach no more than 15 program credit hours. Any courses that cannot be taught by full-time will be delegated to an adjunct faculty member.
- Expectations for professional activities, special student contact, teaching/learning innovation.
Participation by industry partners, and appropriate program accreditation will be encouraged and/or required for instructors and students.

3. Enrollment Projections

- Student FTE majoring in program by the end of five years.
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- Percent of full time and part time enrollment by the end of five years.
An estimation of full time enrollment is approximately 75%; while part time enrollment is estimated at 25%.

4. Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.
5 graduates per annum at three years and 10 graduates per annum at five years after implementation.
- Special skills specific to the program.
N/A
- Proportion of students who will achieve licensing, certification, or registration.
N/A
- Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.
It is anticipated that students will pass above the 80th percentile on the ETS proficiency exam
- Placement rates in related fields, in other fields, unemployed.
The expected opportunity for placement of graduates from CMA program into the work specific or closely related field is 95%.
- Transfer rates, continuous study.
Crowder College awards the AAS degree as a workforce preparation degree. Students seeking to transfer to a baccalaureate degree program in CMA or a related field may wish to pursue additional coursework as electives. The college will pursue articulation agreements with institutions who award such a degree and maintain this information for students.

5. Program Accreditation

- Institutional plans for accreditation, if applicable, including accrediting agency and timeline. **If there are no plans to seek specialized accreditation, please provide a rationale.**
Crowder College plans to seek program accreditation with the appropriate agencies.

6. Alumni and Employer Survey

- Expected satisfaction rates for alumni, *including timing and method of surveys.*

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Form PC - Program Characteristics and Performance Goals

Through the office of Career Services, Crowder College uses the Perkins 180-day follow-up survey/questionnaire that is sent to all career and technical program graduates.

- Expected satisfaction rates for employers, including timing and method of surveys. Through the office of Career Services, Crowder College conducts its own employer satisfaction survey 300 days after students graduate. We anticipate an 80% or higher satisfaction rate.

7. Institutional Characteristics

- Characteristics demonstrating why your institution is particularly well-equipped to support the program.

Crowder College is accredited by the Missouri Department of Elementary and Secondary Education and the Coordinating Board for Higher Education. The college is also fully accredited by the Higher Learning Commission a member of the North Central Association. Crowder College provides opportunities for people to pursue associate degrees, certificate and diploma programs, plus continuing education to include: a program of Arts and Sciences directed toward transfer to baccalaureate degree granting institutions and to general intellectual enrichment, career education leading to economic self reliance both developmental and honors education to allow greater opportunity to fully exercise each individual's academic potential, endeavors to enrich life through cultural and a vocational opportunity, and partnerships with business, industry and others designed to support a great quality of life and an economic base in the community.

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