



- PUBLIC
- INDEPENDENT

NEW PROGRAM PROPOSAL FOR ROUTINE REVIEW

When finished, please save and email to: hc.academicprogramactions@dhe.mo.gov

Sponsoring Institution:

Program Title: Associate of Science in Medical Assisting

Degree/Certificate:

If other, please list:

Options:

Delivery Site: Main Campus

CIP Classification: 51.0801

Implementation Date: 10/10/2019

Is this a new off-site location? Yes No

If yes, is the new location within your institution's current CBHE-approved service region?

**If no, public institutions should consult the comprehensive review process*

Is this a collaborative program? Yes No

**If yes, please complete the collaborative programs form on last page.*

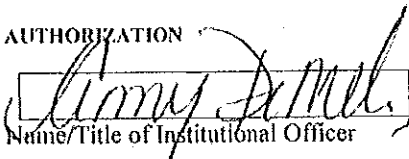
Please list similar or comparable programs at Missouri public institutions of higher education.

**For public institutions only*

CERTIFICATIONS:

- The program is within the institution's CBHE approved mission. *(public only)*
- The program will be offered within the institution's CBHE approved service region. *(public only)*
- The program builds upon existing programs and faculty expertise
- The program does not unnecessarily duplicate an existing program in the geographically-applicable area.
- The program can be launched with minimal expense and falls within the institution's current operating budget. *(public only)*

AUTHORIZATION

	President	10/29/19
Name/Title of Institutional Officer	Signature	Date

PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

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 preparations needed.

- 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. Faculty members teaching Medical Assisting courses are required to have a Master's Degree.

- 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 receive 24 credit hours of teaching per academic year.

- Expectations for professional activities, special student contact, teaching/learning innovation.

N/A

3. Enrollment Projections

- Student FTE majoring in program by the end of five years.

14 Projected for the 19/20 academic year – do not have projections for next 3-5 years

- Percent of full time and part time enrollment by the end of five years.

N/A

STUDENT ENROLLMENT PROJECTIONS

YEAR	1	2	3	4	5
Full Time	-	-	-	-	-
Part Time	-	-	-	-	-
Total	-	-	-	-	-

4. Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.

2 – FA18/SP19

- Special skills specific to the program.

N/A

- Proportion of students who will achieve licensing, certification, or registration.

100% - 2018

- 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.
100% - AMT - Medical Assistant (RMA)

- Placement rates in related fields, in other fields, unemployed.
No Specific information pertaining to this particular program.
2018/2019: 85% of all Cox College Graduates are employed (FT and PT), 3% go into continuing education, 11% are seeking employment, .03% are involved with the military

- Transfer rates, continuous study.
No Specific information pertaining to this particular program.

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 rationale.
Programmatically reviewed and approved by the American Medical Technologists (AMT).

6. Program Structure

A. Total credits required for graduation: 60 credit hours

B. Residency requirements, if any:

Minimum of 25% of all credits taken through Cox College. Student are required to take last semester credit hours through Cox College. Before the final semester, students are required to provide official transcripts to the Registrar from all institutions from which they wish to transfer credit.

C. General education: Total credits:
27 credit hours

Courses (specific courses OR distribution area and credits)

Course Number	Credits	Course Title
ENGL 150	3	English Composition
INFM 160	1	Computer Resources
MATH 150 or MATH 160	3 or 3	Intermediate Algebra or College Algebra
PSYC 101	3	Introduction to Psychology
		*Choose 17 credit hours minimum from the following lists:
BIOL 205	4	Human Anatomy
BIOL 206	4	Human Physiology
BIOL 208	4	Microbiology
BIOL 382	3	Pathophysiology
CHEM 103	4	Fundamentals of Chemistry
ENGL 207	3	Expository Writing
GOVT 101	3	Government and Politics in the United States
HUMN 235	3	Common Reader
MATH 227	3	Introduction to Statistics
PHIL 201	3	Introduction to Philosophy
PHYS 201	4	Principles of Physics
PSYC 230	3	Life Span Development

SOCI 101	3	Introduction to Sociology
SOCI 304	3	Global Awareness and Cultural Diversity

D. Major requirements: Total credits: 33 Credit hours

Course Number	Credits	Course Title
MACC 103	1	Introduction to Medical Assisting
MACC 111	3	Human Diseases
MACC 117	3	Introduction to Anatomy and Physiology
MACC 118	3	Medical Terminology
MACC 119	2	Introduction to Pharmacology
MACC 153	2	Clinical Medical Assisting I
MACC 154	2	Clinical Medical Assisting I Lab
MACC 163	2	Administrative Medical Assisting I
MACC 164	1	Administrative Medical Assisting I Lab
MACC 173	2	Clinical Medical Assisting II
MACC 174	2	Clinical Medical Assisting II Lab
MACC 183	2	Administrative Medical Assisting II
MACC 184	1	Administrative Medical Assisting II Lab
MACC 280	3	Medical Assisting Capstone
MACC 290	4	Medical Assisting Practicum

E. Free elective credits: N/A
(sum of C, D, and E should equal A)

F. Requirements for thesis, internship or other capstone experience:
Students will be required to complete 160 hours of administrative and clinical experiences. To start at the ambulatory care facility, students must complete the facility's required orientation and/or training. Students will also participate in an exit interview.

G. Any unique features such as interdepartmental cooperation:
N/A

7. Need/Demand

Student demand

Market demand

Societal demand

I hereby certify that the institution has conducted research on the feasibility of the proposal and it is likely the program will be successful.

On July 1, 2011, the Coordinating Board for Higher Education began provisionally approving all new programs with a subsequent review and consideration for full approval after five years.

COLLABORATIVE PROGRAMS

- Sponsoring Institution One:
- Sponsoring Institution Two:
- Other Collaborative Institutions:
- Length of Agreement:
- Which institution(s) will have degree-granting authority?
- Which institution(s) will have the authority for faculty hiring, course assignment, evaluation and reappointment decisions?
- What agreements exist to ensure that faculty from all participating institutions will be involved in decisions about the curriculum, admissions standards, exit requirements?
- Which institution(s) will be responsible for academic and student-support services, e.g., registration, advising, library, academic assistance, financial aid, etc.?
- What agreements exist to ensure that the academic calendars of the participating institutions have been aligned as needed?

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