

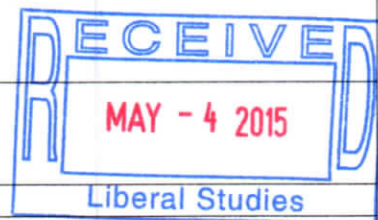
## New Course Proposal Template

Steps to the approval process:

1. Complete the applicable template(s) and email them to the departmental or program curriculum committee chair.
2. The curriculum chair emails the proposal to the curriculum committee, then to the department/program faculty for a vote and finally to the department/program chair.
3. The department/program chair emails the proposal to [curriculum-approval@iup.edu](mailto:curriculum-approval@iup.edu); this email will also serve as an electronic signature.
4. Curriculum committee staff will log the proposal, forward it to the appropriate dean's office(s) for review within 14 days and post it on the X Drive for review by all IUP faculty and administrators. Following the dean's review the proposal goes to the UWUCC/UWGC and the Senate.
5. Questions? Email [curriculum-approval@iup.edu](mailto:curriculum-approval@iup.edu).

Contact Person:	Megan Knoch	Email Address:	mknoch@iup.edu
Proposing Depart/Unit:	Biology	Phone:	357-2613

Course Prefix/Number	<i>See the Registrar's list of Unavailable course numbers at <a href="http://www.iup.edu/WorkArea/linkit.aspx?LinkIdentifier=id&amp;ItemID=129323">http://www.iup.edu/WorkArea/linkit.aspx?LinkIdentifier=id&amp;ItemID=129323</a></i> BIOL 200
Course Title	Medical Terminology
Dual/Cross Listed	<i>Dual Listed - Courses listed at two levels, such as undergraduate and graduate, masters and doctoral, etc. Cross Listed - Course has more than one prefix such as GE/OC/RC/PL 233</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  If yes with: <a href="#">Click here</a> to enter text.
Number of Credits	(UG) Class Hours - 2 (UG) Lab Hours - 0 Credits - 2
Prerequisite(s)	None
Corequisite(s)	<i>This means that another course must be taken in the same semester as the proposed course</i> None
Additional Information (Check all that apply. Note: Additional documentation will be required)	<input type="checkbox"/> Liberal Studies (please also complete Template C) <input type="checkbox"/> Teacher Education (Is it Step 1 a prerequisite or is it part of the Professional Education Sequence. If so please also complete Template D) <input type="checkbox"/> Distance Education (Please also complete Template E)
Recommended Class Size (optional) (provide justification)	Are you recommending a class size: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No     Number: 48  If yes: (check one of the following reasons and provide a narrative explanation) <input checked="" type="checkbox"/> Pedagogical <input type="checkbox"/> Physical limitation of classroom <input type="checkbox"/> Accreditation body standards/recommendations <input type="checkbox"/> Other Explanation <i>(required)</i> : Medical terminology is a course that requires students to not only learn vocabulary but also the proper pronunciation of medical terms. A class limit is requested to accommodate pedagogical approaches to developing oral pronunciation skills.
Catalog Description	<i>Guidelines: Do not include pre-co-requisite information here. The registrar prefers a concise description of course content, beginning with an active verb.</i>



## Template A

	<p>A basic approach to learning terminology related to health care professions. Emphasizes Greek and Latin roots as well as prefixes and suffixes unique to biomedical fields. Proper pronunciation of complex medical terms is also included.</p>
<p><b>Student Learning Outcomes</b></p> <p><i>(These should be measurable, appropriate to the course level, and phrased in terms of student achievement, not instructional or content outcomes)</i></p> <p><i>If dual listed, indicate additional learning objectives for the higher level course.</i></p>	<p>This course will introduce students to the unique terminology in medical fields. Specifically, students successfully completing the course will be able to:</p> <ol style="list-style-type: none"> <li>1). Identify common prefix, suffix and root terms associated with the medical profession.</li> <li>2). Explain how to pluralize and correctly pronounce medical terminology.</li> <li>3). Define the meaning of complex medical terms.</li> <li>4). Apply appropriate terminology to a variety of medical conditions.</li> </ol>
<p><b>Brief Course Outline:</b></p> <p><i>Give an outline of sufficient detail to communicate the course content to faculty across campus. It is not necessary to include specific readings, calendar, or assignments.</i></p>	<p>Unit one:            Word Structure – prefix, suffix, root word            Human Body Orientation            Dermatology and Body Membranes            Orthopedics and Musculoskeletal System</p> <p>Unit two:            Neurology and Nervous System            Endocrinology and Endocrine System            Hematology and Blood/ Immunology and Lymphatic System            Cardiology and Cardiovascular System</p> <p>Unit three            Pulmonary and Respiratory System.            Gastroenterology and Digestive System            Urology and Urinary System            Reproductive Systems.            Other Medical Specialties and Legal Terminology</p>
<h3>Rationale for Proposal</h3>	
<p><b>Why is this course being proposed?</b></p>	<p>This course will provide students with the necessary skills to understand complex medical terminology in health care fields where precise communication is necessary. Students in pre-professional biology tracks as well as natural science students and students in nursing or allied health will benefit from an understanding medical language. As Informed and Empowered learners, students will be able to correctly assemble and define medical terms. As Responsible learners, students will be able to use and apply medical language to a variety of medical conditions.</p>
<p><b>How does it fit into the departmental curriculum? (Check all that apply)</b></p>	<p> <input checked="" type="checkbox"/> Major Requirement      <input type="checkbox"/> Minor Requirement      <input type="checkbox"/> Core Requirement  <small>(Interdisciplinary core -- e.g. Business/Education)</small> </p> <p> <input type="checkbox"/> Required Elective      <input type="checkbox"/> Liberal Studies      <input checked="" type="checkbox"/> Open Elective         </p> <p><input type="checkbox"/> Other - Click here to enter text.</p>
<p><b>Is a similar class offered in other departments?</b></p>	<p> <input type="checkbox"/> Yes            Please provide comment: Click here to enter text.         </p> <p><input checked="" type="checkbox"/> No</p>

Template A

<p>Does it serve the college/university above and beyond the role it serves in the department?</p>	<p><input checked="" type="checkbox"/> Yes                  Please provide comment: This class will be a required course for the Pre-Physician Assistant track that has been developed within the College of Natural Sciences and Mathematics. This course may also be taken by students in Nursing and Allied Health professions. Currently, many medical and allied health professional programs require a medical terminology course. IUP students wishing to meet the requirements for these programs are forced to take medical terminology courses from other institutions. By offering this course on a regular basis, IUP will be able to satisfy these requirements and better serve our students accepted to graduate programs that require a formal medical terminology course.</p> <p><input type="checkbox"/> No</p>
<p>Who is the target audience for the course?</p>	<p><input type="checkbox"/> Course Designed for Majors ( <input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required)</p> <p><input type="checkbox"/> Course Designed for Minor <span style="float: right;"><input checked="" type="checkbox"/> Departmental Elective</span></p> <p><input type="checkbox"/> Restricted to Majors/Minors <span style="float: right;"><input type="checkbox"/> Open to Any Student</span></p> <p><input type="checkbox"/> Liberal Studies</p> <p><input type="checkbox"/> Other - <a href="#">Click here to enter text.</a></p>
<p>Implications for other departments</p>	<p>A. What are the implications for other departments (<i>For example: overlap of content with other disciplines, requirements for other programs</i>)?                  This course does not overlap with any other courses offered at IUP. This course is required for students in the proposed Pre-Physician Assistant track.</p> <p>B. How have you addressed this with other department(s) involved? What was the outcome of that attempt? (Attach documents as appropriate)                  The Biology Department is aware that BIOL 200 is required for the students in the Pre-Physician Assistant track offered by the College of Natural Sciences and Mathematics. We are committed to offering the course regularly to fulfill these degree requirements.</p>
<p>Are the resources adequate (i.e. faculty, space, equipment, laboratory supplies, library materials, travel funds, etc.)?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No                  Please provide comment: <a href="#">Click here to enter text.</a></p>
<p><b>For Dean's Review</b></p>	
<ul style="list-style-type: none"> <li>• Are resources available/sufficient for this course?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</li> <li>• Is the proposal congruent with college mission?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</li> <li>• Has the proposer attempted to resolve potential conflicts with other academic units?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</li> </ul>	
<p>Comments: <a href="#">Click here to enter text.</a></p>	

Hi Megan,

I hope that this e-mail message can serve as the letter of support that you requested for the creation of the new course, BIOL 200 (Medical Terminology). As I will explain in the paragraph that follows, I wholeheartedly support the creation of your new course.

I have served as the Coordinator of the Natural Science B.S. program for about the past 6 years, and I have known several students in our program who, upon graduation, have sought admission to post-graduate Physician Assistant programs. Those students would always report to me that, in order to fully qualify for admission to such schools, they had to take a course in medical terminology. Since a course with that title was not being offered at IUP, I was forced to recommend to the students to take the course elsewhere and to transfer credit back to IUP. This past spring your department piloted a Medical Terminology course under special topics, and I encouraged those students interested in Physician Assistant programs to sign-up. The feedback that I have gotten from the students has all been positive. Your new course, patterned after that special topics offering, will be a welcome addition to the curriculum by our students. The course will also be a crucial component of our proposed Natural Science/Pre-Physician Assistant track. If the track is approved, we will then have a named track to recruit students who might be interested in that profession.

I will close by thanking you, Dr. N. Bharathan, and any of the other faculty members in the Biology Department who played a role in promoting the development this course, which will be vitally important to some of our students.

Sincerely,  
Larry Kupchella  
Coordinator, Natural Science Pre-Professional Programs

-----Original Message----- From: Megan E Knoch  
Sent: Friday, May 01, 2015 1:47 PM  
To: [lkup@iup.edu](mailto:lkup@iup.edu)  
Subject: Re: Medical Terminology

Greetings Larry,

The Biology Department voted to approve BIOL 200: Medical Terminology this morning. Could you provide me with a letter of support for this course? Thank you!

Best,  
Megan

Dr. Megan E. Knoch  
Associate Professor  
Department of Biology  
Indiana University of Pennsylvania

On Fri, 30 Jan 2015 12:52:16 -0500  
<[lkup@iup.edu](mailto:lkup@iup.edu)> wrote:

Hi again Megan,

It is my understanding that, generally, courses taken by freshman are numbered in the 100s, sophomores in the 200s, juniors in the 300s, and seniors in the 400s. There is nothing particularly holy about this general numbering scheme as it is true that many freshman take courses numbered in the 200s (your BIOL 201/202 sequence, for example) and it is also true that sophomores, juniors and seniors take 100-level courses. My opinion ... and I realize that I this opinion should carry no weight as it is a decision that is really up to your department and your department alone ... is that, since the course will not generally be taken by freshman, it should probably not be numbered in the 100s. If you decide to number the course in the 200s and your department does not want the course to be counted towards a biology major or minor, you could include language to that effect in the catalog course description.

Larry

-----Original Message----- From: Megan E Knoch  
Sent: Friday, January 30, 2015 12:30 PM  
To: [lkup@iup.edu](mailto:lkup@iup.edu)  
Subject: Re: Medical Terminology

Greetings Larry,

It would be great if we could get freshman to take this course as it seems their primary education no longer prepares them with language skills for succeeding in science courses. I was pondering the 100 vs. 200 level numbering during our faculty meeting. I don't think we have a true rule for numbering courses, which is yet another issue we need to address. I was leaning towards 100-level as this is a very basic course in terminology. It does not have the sort of skill set that our other upper level courses employ. However, we do need to think about degree fulfillment and 100-level courses currently don't fit. We are going to be modifying our degree requirements to include one 100-level course (hopefully). How does Chemistry approach numbering?

Best,  
Megan

Dr. Megan E. Knoch  
Associate Professor  
Department of Biology  
Indiana University of Pennsylvania  
On Fri, 30 Jan 2015 10:54:14 -0500

<lkup@iup.edu> wrote:

Hi Megan,

Thanks for your quick response. The number won't matter for our program, but do you think that it is a course that largely only freshman would take? I don't know what criteria are used when numbers are assigned, but your department now has 17 courses at the 100 level and psychology, for example, has only one (chemistry has 8).

Larry

-----Original Message----- From: Megan E Knoch  
Sent: Friday, January 30, 2015 10:33 AM  
To: [lkup@iup.edu](mailto:lkup@iup.edu)  
Subject: Re: Medical Terminology

Greetings Larry,

Not yet. I requested a list of all unused course numbers from the registrar yesterday. I will assign this course a permanent number once I receive that list. I expect it to be a 100-level course if that works with your program.

Best,  
Megan

Dr. Megan E. Knoch  
Associate Professor  
Department of Biology  
Indiana University of Pennsylvania  
On Fri, 30 Jan 2015 10:34:35 -0500  
<lkup@iup.edu> wrote:

Hi Megan,

Question: The medical terminology course that you are offering this semester is under special topics (BIOL 281), but has a permanent number for the course been proposed/established?

Larry Kupchella