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| S:\Communications\Logos and photos\SDBORLogos\final_sdbor_webreadyBW_trans.gif | **SOUTH DAKOTA BOARD OF REGENTS**  ACADEMIC AFFAIRS FORMS |
| Existing Courses Minor Modification |
|  |  |

Use this form to request minor modifications of existing unique and common courses. Consult the system database through Colleague or the [Course Inventory Report](http://apps.sdbor.edu/ris-reporting/CourseInventoryOptions.cfm) for information about existing courses before submitting this form. If the course revision is for an approved General Education course, please see the Revision to General Education Requirements Form.

|  |  |  |  |  |  |  |
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| DSU |  | HIM |  | Linda Parks |  | 10/4/2018 |
| **Institution** |  | **Division/Department** |  | **Originator** |  | **Date** |
|  |  |  |  |  |  |  |
| Renae Spohn |  | BIS/Dr. Dorine Bennett |  |  |  | Click here to enter a date. |
| **Department Chair** |  | **School/College Dean** |  | **Institutional Approval Signature** |  | **Date** |

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**Section 1. Existing Course Title and Description**

|  |  |  |
| --- | --- | --- |
| **Prefix & No.** | **Course Title** | **Credits** |
| HIM 360 | Management of Health Information Center | 3-4 |

|  |  |
| --- | --- |
| **Effective Date:** | 8/31/2019 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **This course is a (*Place an “X” in the appropriate box*):** | | | | |
|  | **Unique Course (see section 2)** |  |  | **Common Course (see section 3)** | |

**Section 2. Unique Courses: Requested Minor Modifications**

***Place an “X” in the appropriate boxes*.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Current** |  | **New** |
|  | **Prefix change** |  | to |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Course Number change** |  | to |  |

*NOTE: You may only change a unique course number to a number not currently used in “active” status at another university. Consult the system database in Colleague or the* [*Course Inventory Report*](http://apps.sdbor.edu/ris-reporting/CourseInventoryOptions.cfm)*.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Credit hours** | 3-4 | to | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Course pre-requisites** |  | to |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Course co-requisites** |  | to |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Registration restriction** |  | to |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Enrollment limitation** |  | to |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Repeatable for additional credit** |  | to |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Grading option** |  | to |  |

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| --- | --- | --- |
|  | **Course title change** | HIM 360 Leadership and Strategic Management |

*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.*

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|  | **Cross-listing and equating with** |  |

|  |  |
| --- | --- |
|  | **Dual-listing at 400/500 level** |

|  |  |
| --- | --- |
|  | **Course description (that does not change course content). Complete table below:** |

|  |
| --- |
| *Existing description:* |
| Application and evaluation of department policies and procedures for health information management services, incorporating applicable legal, ethical, and institutional requirements, identification of departmental and organizational readiness for accreditation and licensing process, evaluation of ongoing training programs for employees and promotion of understanding of HIM’s role in the organization’s strategic planning. |

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| *New description:* |
| This course is designed to explore the characteristics and functions of management in the healthcare environment with specific attention to leadership and strategic management. This includes the study of traditional management functions of planning, organizing, leading, and controlling, with an emphasis on how HIM practitioners support the organization’s initiatives, mission, vision, and objectives through the development of policies, procedures, allocation of resources and change management theories. |
| 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. |

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|  | **Add course in x9x series** | |
| *CIP Code:* |  |

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| --- | --- | --- | --- | --- | --- |
| *New CIP Code for this university?* |  |  | Yes |  | No |

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| --- |
| *Will this university’s sections of the course be limited to S/U (pass/fail)?* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Yes |  | No |

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| --- | --- | --- |
|  | **Delete Course (effective date):** | Click here to enter a date. |

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| **Justification for changes indicated in Section 2:** |
| New course title and description will better reflect CAHIIM accreditation required curriculum domains and subdomains. |

**Section 3. Common Courses: Requested Minor Modifications**

***Place an “X” in the appropriate boxes*.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Current** |  | **New** |
|  | **Credit hours (within variable limits)** |  | to |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **University specific co-requisites** |  | to |  |

|  |  |  |
| --- | --- | --- |
|  | **Cross-listing and equating with** |  |

|  |  |
| --- | --- |
|  | **Dual-listing at 400/500 level** |

|  |  |  |
| --- | --- | --- |
|  | **Add course in x9x series** | |
| *CIP Code:* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *New CIP Code for this university?* |  | Yes |  | No |

|  |
| --- |
| *Will this university’s sections of the course be limited to S/U (pass/fail)?* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Yes |  | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **x9x grading method** |  | to |  |

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| --- |
| **Justification for changes indicated in Section 3:** |
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**Section 4. Department and Course Codes (Completed by University Academic Affairs)**

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| --- | --- |
| 1. **University department code:** |  |

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| --- | --- |
| 1. **Change university department code to:** |  |