WINONA STATE UNIVERSITY
REQUIRED CHECKLIST FOR ALL CURRICULAR PROPOSALS

This checklist enables A2C2 representatives to endorse that their departments have accurately followed the Process for Accomplishing Curricular Change. For each course or program proposal submitted to A2C2, this checklist must be completed, signed by the submitting department's A2C2 representative, and included with the proposal when forwarded for approval. Peer review of proposals is also strongly advised, e.g., departments should discuss and vote on the proposals as submitted to A2C2, rather than on just the ideas proposed or drafts of proposals.

If a proposal fails to follow or complete any aspect of the process, the Course and Program Proposal Subcommittee will postpone consideration of the proposal and return it to the department's A2C2 representative for completion and resubmission. Resubmitted proposals have the same status as newly submitted proposals.

Note: This form need not be completed for notifications.

1. The appropriate forms and the “Approval Form” have been completed in full for this proposal. All necessary or relevant descriptions, rationales, and notifications have been provided.

   Completed

2a. The “Financial and Staffing Data Sheet” has been completed and is enclosed in this proposal, if applicable.

   Completed NA

2b. For departments that have claimed that “existing staff” would be teaching the course proposed, an explanation has been enclosed in this proposal as to how existing staff will do this, e.g., what enrollment limits can be accommodated by existing staff. If no such explanation is enclosed, the department's representative is prepared to address A2C2’s questions on this matter.

   Completed NA

3. Arrangements have been made so that a department representative knowledgeable of this proposal will be attending both the Course and Program Proposal Subcommittee meeting and the full A2C2 meeting at which this proposal is considered.

   Name and office phone number of proposal's representative: ________________________________

   Completed NA

4. Reasonable attempts have been made to notify and reach agreements with all university units affected by this proposal. Units still opposing a proposal must submit their objections in writing before or during the Course and Program Proposal Subcommittee meeting at which this proposal is considered.

   Completed NA

5. The course name and number is listed for each prerequisite involved in this proposal.

   Completed NA

6. In this proposal for a new or revised program (major, minor, concentration, etc.), the list of prerequisites provided includes all the prerequisites of any proposed prerequisites. All such prerequisites of prerequisites are included in the total credit hour calculations.

   Completed NA

7. In this proposal for a new or revised program, the following information for each required or elective course is provided:
   a. The course name and number.
   b. A brief course description.
   c. A brief statement explaining why the program should include the course.

   Completed NA

8. This course or program revision proposal:
   a. Clearly identifies each proposed change.
   b. Displays the current requirements next to the proposed new requirements, for clear, easy comparison.

   Completed NA

9. This course proposal provides publication dates for all works listed as course textbooks or references using a standard form of citation. Accessibility of the cited publications for use in this proposed course has been confirmed.

   Completed NA

__________________________
Department's A2C2 Representative or Alternate

__________________________
Date 2/1/06
WINONA STATE UNIVERSITY
APPROVAL FORM

Routing form for new and revised courses and programs.

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<td><a href="mailto:e.thompson@winona.edu">e.thompson@winona.edu</a></td>
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<td>Nancy O. Janik</td>
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Please forward to Registrar.

Registrar
Date entered

Please notify department chair via e-mail that curricular change has been recorded.
WINONA STATE UNIVERSITY
PROPOSAL FOR NEW COURSES

Department: Biology
Date: 11-8-05

Refer to Regulation 3-4, Policy for Changing the Curriculum, for complete information on submitting proposals for curricular changes.

Course No. 442
Course Name Clinical Laboratory Management
Credits 1.5

This proposal is for a(n) Undergraduate Course Graduate Course

Applies to: Major Required
Minor Required
Elective Elective

University Studies*
Not for USP

Prerequisites Acceptance into MedTech/CLS Program

Grading method Grade only
P/NC only
Grade and P/NC Option

Frequency of offering Yearly Fall Semester

*For University Studies Program course approval, the form Proposal for University Studies Courses must also be completed and submitted according to the instructions on that form.

Provide the following information:

A. Course Description

1. Catalog description.
2. Course outline of the major topics and subtopics (minimum of two-level outline).
3. Instructional methods utilized. Please indicate the contributions of lectures, laboratories, web-based materials, internships, and other instructional methods to this course.
4. Course requirements (papers, lab work, projects, etc.) and means of evaluation.
5. Course materials (textbook(s), articles, etc.).
6. List of references.

B. Rationale

1. Statement of the major focus and objectives of the course.
2. Specify how this new course contributes to the departmental curriculum.
3. Indicate any course(s) which may be dropped if this course is approved.

C. Impact of this Course on other Departments, Programs, Majors, or Minors

1. Does this course increase or decrease the total credits required by a major or minor of any other department? If so, which department(s)?
2. List the department(s), if any, which have been consulted about this proposal.

Attach a Financial and Staffing Data Sheet.

Attach an Approval Form with appropriate signatures.

Department Contact Person for this Proposal:

Ed Thompson
Name (please print)

x 5271
Phone

ethompson@winona.edu
e-mail address
Form Revised 4-13-05
PROPOSAL FOR NEW COURSES

Department: Biology                                         Date: ____________________

Course Number: # 442
Course Name: Clinical Laboratory Management

This proposal is for an ______ Undergraduate Course
Applies to: Major:
            Required:

Prerequisites: Acceptance into Med Tech/CLS program

Grading Method: ___________ Grade only

Frequency of offering: Yearly- Fall semester.

A. Course Description:
   1. Catalog description: A comprehensive course presenting information on the
      management skills and areas within the clinical laboratory. Topics include:
      Organizational charts, job descriptions, managerial and personnel management,
      financial management, revenue generation, measurement standards for the clinical
      laboratory, professional managerial skills, governmental and legislative regulations
      and compliance. Prerequisites: Admission into the MT/CLS degree program. Grade
      only. Offered yearly.

2. Course outline of the major topics and subtopics.
      A. Principles of management
      B. Relevant Economic and Business Concepts
      C. Current challenges to financial stability within the diagnostic laboratory
      D. Regulatory requirements and their impact
   II. Managerial Leadership
      A. Leadership styles
      B. Employee needs
      C. Motivation and communication
      D. Conflict management
      E. Managing change
   III. Personnel Management.
      A. Employee selection
      B. Performance Appraisals and Competency Assessment
      C. Staffing and Scheduling
      D. Team approach and the role within the organization
      E. Labor Relations and Professional credentials
IV. Requirements for Effective Laboratory Management
   A. Laboratory Information systems
   B. Test management
   C. Selection and implementation of new equipment and procedures.
   D. Laboratory Safety
   E. Emergency management

V. Financial Management
   A. Strategic planning
   B. Human resources
   C. Costs, Budgeting and financial decision making

VI. Generation of Revenue
   A. Billable services in the clinical laboratory
   B. Charges and fees for laboratory revenue

VII. Reimbursement
   A. Rules and regulations in reimbursement
   B. Profitability

VIII. Outside Marketing and Expansion
   A. Outreach considerations and costs
   B. Financial considerations and future planning

IX. Defining and Measuring Standards for Success
   A. Laboratory benchmarks
   B. Controlling test utilization and review
   C. What is right for your lab?

X. The Future of Clinical Laboratories
   A. The future of the clinical laboratory scientist workforce.
   B. Computers, and information systems
   C. Instrumentation and technology for the future
   D. The future practice of laboratory medicine.

XI. Off–Site visits

XII. Student Project – Design Their Own Laboratory Management Department

3. Basic instructional plan and methods.

This class will be an informational lecture format with active student participation in class projects. They will be the designer of their own laboratory management department. The student will develop job descriptions and organizational outlines. The student will develop a test procedure from beginning to implementation, including financial formula for costs and revenue generation, what instrumentation might be necessary, what staffing needs, everything that might be necessary for that test to be completed accurately. There will be role playing for the student to participate from the management perspective and from the employee perspective.

4. Course Requirements (papers, lab work, projects, etc.) and means of evaluations.
The students will have to write and develop units of management skills for the various areas of the curriculum. They will have to write acceptable job descriptions, they will have to interview and hire good employees. They will have to evaluate the staffing and business needs and demands of the clinical laboratory and then apply leadership skills and managerial skills to meet the clinical and staffing demands that also coincide with those additional tests. The evaluation of these skills will be through written testing, role playing participation, evaluations that they perform on themselves, and effectiveness in their own laboratory management design.

5. Course materials (textbook(s), articles, etc.).

Selected textbook is *Clinical Laboratory Management*, by Lynne Shore Garcia, LSG and Associates.

*Laboratory Medicine*, Monthly journal from ASCP- American Society of Clinical Pathologists.

*Laboratory Management*, Monthly journal from CLMA, Clinical Laboratory Management Association.

Each student would be required to purchase the textbook, but would have online access through the library or internet web site to the monthly journals.

6. List of References:

   d. *Guide to Accreditation for Clinical Laboratory Science/Medical Technology Programs*, NAACLS (National Accrediting Agency for Clinical Laboratory Sciences).
   f. *Taxonomy of Educational Objectives, The Classification of Educational Goals*; Benjamin S. Bloom

B. Rationale

1. Statement of the major focus and objectives of the course.

The primary focus of this course is to expose the degree student to management skills and organizational topics that they will encounter in their employment and career. The clinical educational courses focus on the details of procedure performance, but the reality is that there is an area of career and employment for the CLS/MT graduate where they will require an understanding of their professional role within the clinical setting. The laboratory setting requires job descriptions, job performance evaluations,
life skills and leadership skills that we want to address and expose the student to for their future benefit and possible management employment.

2. Specify how this new course contributes to the department curriculum.

The clinical laboratory management course will meet the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) standards. This accreditation is necessary for the Clinical Laboratory Science/Medical Technology program currently in place at WSU and for the new program accreditation that the program is seeking. It also adds a management-leadership course within the biology laboratory field that is currently not available in the curriculum. This course leads directly towards graduate level management skills and practices for the CLS/MT student.

3. Indicate any course(s) which may be dropped if this course is approved.

No courses should be dropped. This course is an addition into the curriculum for the CLS/MT degree.

C. Impact of this Course on other Departments, Programs, Majors, or Minors.

1. Does this course increase or decrease the total credits required by a major or minor of any other department? If so, which department(s)?

This course works within the required curriculum of the CLS/MT degree program and required semester hours for graduation.

2. List the departments, if any, which have been consulted about this proposal.

The accreditation process by NAACLS for the new CLS program has been an ongoing goal and process for the past two years. Our biology department certainly has been consulted. We currently have a Winona Experience Challenge Grant for Clinical Laboratory Sciences that specifically details our project, our plans for curriculum changes and development for this program and for accreditation. We also are an integral part of the MnScu’s recently awarded Centers for Excellence for Winona State: The Center for Integrated Health Science Education and Practice. The leading first project for this center will be the CLS program and accreditation. Administration Participation:
Nancy Jannik, Dean of the College of Science and Engineering
Tim Gaspar, Dean of the School of Nursing
Christine J. Barajas, Associate Vice President for Academic Affairs
Judith Ramaley, President Winona State University
All of these people and programs are supporters of the program and have been actively consulted, advised as to status and are willing to help us succeed with the curriculum and development.
D. University Studies Course Proposals.

This program does not have any impact on the University Studies Program.

Department Contact Person for this Proposal:
Ed Thompson
291B SLC
ETHompson@winona.edu
457-5271 or Biology Office 457-5270
Course: Laboratory Management

Winona State Financial and Staffing Data Sheet

1. Would this course or program be taught with existing staff or with new or additional staff? If this course would be taught by adjunct faculty, include a rationale.

This class would be taught by Dr. Loewen who is the program director for Winona State’s Clinical Laboratory Science program. She is a fixed term employee, who has been with the University since 1997. The course is part of the new curriculum development to comply with NAACLS accreditation standards, which must include a laboratory management class. Dr. Loewen is the only current staff member who is qualified to teach the class. Future instructors would have to have the appropriate clinical background for procedure and techniques instruction, which might involve adjunct staffing.

2. What impact would approval of this course/program have on current course offerings? Please discuss number of sections of current offerings, dropping of courses, etc.

This would be a totally new course offering. It would be directed towards the CLS program students. Based on expected class size it should be offered just in one laboratory course section in the fall semester rotation. No classes will be dropped or modified.

3. What effect would approval of this course/program have on the department supplies? Include data to support expenditures for staffing, equipment, supplies, instructional resources. etc.

There would be minimal effect on department supplies. This is an instructor lecture delivered management class with no laboratory time or supplies involved. There would be support staff, office supplies and the possibility of travel to visit the local Community hospital laboratory and clinic management facilities.