




The John Knoblock
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MEMORANDUM

To: Julio Frenk
University President

From: Tomás A. Salerno
Chair, Faculty Senate 

Date: May 4, 2018

Subject: Faculty Senate Legislation #2017-41 (B) – Development of a One-Credit Online Course in Medical Terminology, School of Nursing and Health Studies

The Faculty Senate, at its April 18, 2018 meeting, had *no objections* to the proposal from the School of Nursing and Health Studies to propose a one-credit online course in Medical Terminology. This course will be offered to assist students in understanding the principles of medical word building to help develop their extensive medical vocabulary.

The Faculty Senate does not approve budget concepts; there were none noted in this proposal.

This legislation is sent to you for your action.


TAS/rh

Enclosure

cc: Jeffrey Duerk, Executive Vice President and Provost
Cindy Munro, Dean, School of Nursing and Health Studies
Martin Zdanowicz, Associate Dean for Health Studies, School of Nursing and Health Studies

CAPSULE: Faculty Senate Legislation #2017-41 (B) – Development of a One-Credit Online Course in Medical Terminology, School of Nursing and Health Studies

PRESIDENT'S RESPONSE

APPROVED:  DATE: 5/14/18
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: Dean Cindy Munro

EFFECTIVE DATE OF LEGISLATION: IMMEDIATELY (Pending any additional required Board of Trustees approval)

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____



Proposals are to be submitted to the Office of Assessment and Accreditation (OAA), if applicable, the Graduate Council (for graduate programs excluding Law and Medical), if applicable, and the Faculty Senate. Refer to the Procedures for Program Changes document for information on the approvals and notifications needed for program changes and the Proposal Submissions Specifications document for an explanation of the process and a list of the materials required.

(Please note that change approvals can take 2 semesters to complete.)

Include this checklist at the beginning of each proposal.

(Complete the information below, save the form as a pdf, and insert it with the background materials that are specified, in the order listed, and send the package electronically as noted above.)

KEY CONTACT PERSONNEL INFORMATION

First Name

Martin

Last Name

Zdanowicz

Proponent's Title

Associate Dean for
Health Studies

Department, if applicable

School/College

Nursing and Health Studies

E-mail

mzdanowicz@miami.edu

Phone

305-284-4680

Title of Proposal

Development of a 1 credit online course in
Medical Terminology

(-continue to next page-)

MANDATORY MEMORANDA AND FORMAT

Please check that each item listed below is included in the proposal package of materials, in the ORDER as listed. The applicable title (i.e. Letter of Explanation, Memo from the Dean, etc.) is to precede each section in the materials.

Only proposals conforming to this format will be accepted.

1. This completed checklist.

2. Letter of explanation. (2-3 pages only, double spaced, 12 pt font)

Yes No

If no, explain why.

3. A memo from the dean(s) signifying approval of the faculty of the relevant School(s) / Colleges(s).

Yes No

If no, explain why.

4. A memo that all affected or relevant School / College Council(s) have approved.

Yes No

If no, explain why.

5. A memo from the department chair(s) signifying approval of the faculty of the relevant department(s).

Yes No

If no, explain why.

6. A memo from the Office of Accreditation and Assessment (OAA) if the proposal involves academic programs (degrees, certificates, majors, minors, concentrations, specializations, tracks, etc.) such as new programs, closing programs, or program changes (such as changes in requirements, program length, modality, name, location).

(To be submitted by OAA to the Graduate Council or the Faculty Senate, as appropriate.)

Applicable Not applicable.

If not, explain why.

7. A memo from the Graduate School Dean signifying approval of the Graduate Council (for graduate programs only).

(To be submitted to the Faculty Senate by the Graduate Council.)

Applicable Not applicable.

If not, explain why.

8. Academic Deans Policy Council (ADPC) approval, for interdisciplinary issues and as appropriate. Please consult with the Dean of the Graduate School or the Secretary of the Faculty Senate to check if this is needed.

Yes No

If no, explain why.

9. Additional required documents as listed on the "[Proposal Submissions Specifications](#)," i.e. market analysis, budget information, assessment of library collections, etc. as specified.

List additional documents included.

Approved course syllabus

End form.



April 5, 2018

Dear Dr. Salerno,

The School of Nursing and Health Studies would like to develop a one credit online course in Medical Terminology. This course will assist students in understanding the principles of medical word building in order to develop the extensive medical vocabulary used in health care professions. Students will receive a thorough grounding in basic medical terminology through the study of root words, prefixes and suffixes. The course emphasizes correct pronunciation, spelling and use of medical terms. This course would be required for students wishing to pursue graduate study in Occupational Therapy and an elective course for all other students in the health sciences, public health and nursing. If enrollments allow, we will open seats in the course for students from other programs across the university who could benefit from any other students from such a course. A course syllabus is included for your review. The proposal was approved by the Health Studies faculty on February 16, 2018 and by the Curriculum Committee at the School of Nursing and Health Studies on March 27, 2018. The proposal was also approved by the full faculty at our School Council meeting on April 4th. Thank you for considering this proposal. Should you have any additional questions please feel free to contact me directly.

A handwritten signature in blue ink, appearing to read 'M. Zdanowicz'.

Martin M. Zdanowicz, PhD, MEd, MA

Professor of Clinical and Associate Dean for Health Studies
University of Miami | School of Nursing & Health Studies
5030 Brunson Drive | Coral Gables, FL 33146
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UNIVERSITY OF MIAMI
SCHOOL of NURSING
& HEALTH STUDIES



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P.O. Box 248153
Coral Gables, FL 33124-3850

Phone: 305-284-3666
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www.miami.edu/sonhs

March 20, 2018

Dear Faculty Senate,

The Health Studies faculty at the School of Nursing and Health Studies voted unanimously to approve the proposal for a one credit online course in Medical Terminology at the Health Studies faculty meeting on February 16, 2018.

A handwritten signature in black ink, appearing to read 'M Zdanowicz'.

Martin M. Zdanowicz, PhD, MEd, MA
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Date: April 5, 2018

To: Dr. Tomas Salerno, Chair, Faculty Senate

From: Cindy Munro, Dean of the School of Nursing and Health Studies *Cm*

This memo is to confirm that the proposal for a one credit online course in Medical Terminology was approved by the full faculty of the School of Nursing and Health at the School Council meeting on April 4, 2018.

Zdanowicz, Martin

From: Matsuda, Yui
Sent: Tuesday, March 27, 2018 5:19 PM
To: Zdanowicz, Martin
Cc: Deleon, Diego A; Markowitz, Elizabeth
Subject: Med Term Course Syllabi
Attachments: MedTermHCS204_commented_UCC 2-27-2018 ucc.docx

Hello Diego and Marty,

Med term course syllabi was approved at today's UCC! Could you see the comment about teaching methods? We voted to approve with an appropriate change. If you could please send me the revised version, I will forward it to Martha for next week's School Council.

Thank you! Yui

From: Matsuda, Yui
Sent: Tuesday, March 27, 2018 4:54 PM
To: Matsuda, Yui
Subject:

**UNIVERSITY OF MIAMI
SCHOOL OF NURSING AND HEALTH STUDIES**

Course Number & Title: Medical Terminology HCS/BPH 217
Number of Credits 1 credit
and Clock Hours: *1 credit clinical for HCS/BPH courses = 3 clock hours each week for 14 weeks*

Placement in Curriculum: Freshman, Sophomore, Junior, Senior
Faculty Responsible: Course Coordinator:
Name: TBA
Title: TBA
Room location: TBA
Office phone: TBA
Email: TBA
Office hours: TBA

Prerequisites: BIL150

Course Description: This course will assist the student in understanding the principles of medical word building in order to develop the extensive medical vocabulary used in health care professions. Students receive a thorough grounding in basic medical terminology through the study of root words, prefixes and suffixes. The course emphasizes correct pronunciation, spelling and use of medical terms.

Course Objectives: After completion of this course the student will be able to:

1. Describe the component parts of medical terms
2. Understand the use of basic prefixes, suffixes, and combining forms to build medical terms
3. Explain the common rules for proper medical term formation, pronunciation, and spelling
4. Relate the terminology to the names, locations, and functions of the major organs of the body systems
5. Describe the terms utilized for the major disease processes including symptoms, diagnosis, diagnostic testing, surgeries, and therapies
6. Define basic terms and abbreviations used in documenting health records
7. Identify medical terminology and health issues as they apply to a culturally diverse populations

Writing/Communication

Components:

Civic Engagement:

Civic Engagement Description:

Topics:

1. The structure of medical language
2. The body in health and disease
3. Gastroenterology
4. Pulmonology
5. Cardiology
6. Hematology and immunology
7. Dermatology
8. Orthopedics- musculoskeletal
9. Neurology
10. Urology
11. Reproduction- genitourinary/gynecology and obstetrics
12. Endocrinology
13. Ophthalmology
14. Otolaryngology
15. Psychiatry
16. Oncology
17. Radiology and nuclear medicine

Teaching Methods:

This course is delivered 100% online, therefore the student will need an accessible and dependable internet connection..

Evaluation:

Weekly Quizzes	= 60%
Online Activities	= <u>40%</u>
	100%

All assignments must be completed to receive a grade.

Grading Scale:	98 – 100	A+
	93 – 97	A
	90 – 92	A-
	87 – 89	B+
	83 – 86	B
	80 – 82	B- below passing MSN/DNP/PhD
	78 –79	C+
	75 – 77	C
	70 – 74	C- below passing BSN
	67 – 69	D+ below passing HCS/BSPH
	64 – 66	D
	63 or LESS	F

Required Text(s): Medical Language
Susan M. Turley
ISBN-13: 978-0134318127
ISBN-10: 0134318129

Pearson's Mastering

Recommended Text(s):

Supplementary Bibliography: See course blackboard for additional reading.

Honor Code: You are advised to refer to the Student Handbook for your program.

Information for Students Requiring Academic Resource Assistance: You are advised and encouraged to contact the Office of Accessibility Resources as soon as possible to provide the necessary documentation in order to obtain academic accommodations. Faculty cannot provide accommodations without a letter from the Office of Accessibility Resources. You may contact that office at:

University Center, Room N201
(305) 284-2374
TDD (305) 284-3401

Religious Holy Day Policy The SONHS abides by the University of Miami Religious Day Policy. Please refer to http://www.miami.edu/index.php/academicbulletin/GeneralUniversityInformation/undergraduate_academic_procedures_and_information/course_information/ Please take note of the policy as it applies to the SONHS, especially for clinical courses.