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# graduate COMMITTEE curriculum PROPOSAL FORM

## A. Cover page (rover over text for more instructions- please delete red instructions)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| A.1[. Course or program](#_acknowledge) | Graduate Certificate in HEALTH Care Administration | | | | |  |
| [Replacing](#Ifapplicable) | New | | | | |  |
| Academic Unit | School of Business | | | | |  |
| A.2. [Proposal type](#type) | Program: Creation | | | | |  |
| A.3. [Originator](#Originator) | Christine Connolly | | [Home department](#home_dept)  Management and Marketing | | Health Care Administration | |
| A.4. [Rationale](#Rationale)  Additional Information for [new programs](#type) | Health care is a competitive field today and students with a 15 credit HCA graduate certificate can show companies that they have mastered the core courses needed to manage in a health care environment. Not all students have the resources to complete a 2-year Master’s and not all companies can afford to pay for this, yet, many health care organizations seek employees who have more advanced skills than just a Bachelors. This certificate helps to make both employers and employees more competitive.  This certificate allows students without an HCA degree to get the course work they need to be able to advance within the field. Healthcare continues to be one of the largest growing fields in the country. Many people working in the field have been in “stuck” jobs for years with an inability to advance due to their degree, Yet, they have a degree and years of work experience that will quality them to gain this certificate, demonstrating to employers that they have the skills set needed to lead an organization. Companies like BC/BC, United, CVS, Hospitals, Assisted Living Centers, Community organizations, etc. all need middle and upper-level managers who understand health care and can manage everyday problems.  For students seeking to then complete a full Master’s after gaining the certificate; all five classes can be applied to the MS HCA degree. | | | | | |
| A.5. [Student impact](#student_impact) | None | | | | | |
| A.6. [Impact on other programs](#impact) | None | | | | | |
| A.7. [Resource impact](#Resource) | [Faculty PT & FT](#faculty" \o "Need to hire new full-time or part-time faculty? This is where you indicate if this proposal will be affecting FLH in your department/program.): | None – all classes presently offered | | | | |
|  | [Library:](#library) | None | | | | |
|  | [Technology](#technology) | None | | | | |
|  | [Facilities](#facilities): | None | | | | |
| A.8. [Semester effective](#Semester_effective) | Fall 2023 | A.9. [Rationale if sooner than next Fall](#Semester_effective) | |  | | |
| A.10 [Changes to the website](#Signature_2) | See attached | | | | | |

## B. NEW OR REVISED COURSES

|  | Old ([for revisions only](#Revisions)) ONLY include information that is being revised, otherwise leave blank | New Examples are provided within some of the boxes for guidance, delete just the examples that do not apply. |
| --- | --- | --- |
| B.1. [Course prefix and number](#cours_title) | N/A – all courses already approved as part of the MS-HCA curriculum |  |
| B.2. Cross listing number if any |  |  |
| B.3. [Course title](#title) |  |  |
| B.4. [Course description](#description) |  |  |
| B.6. [Offered](#Offered) |  |  |
| B.7. [Contact hours](#contacthours) |  |  |
| B.8. [Credit hours](#credits) |  |  |
| B.9. [Justify differences if any](#differences) |  | |
| B.10. [Grading system](#grading) |  |  |
| B.11. [Instructional methods](#instr_methods) |  |  |
| B.11.a [Delivery Method](#instr_methods) |  |  |
| B.12.[Categories](#required) |  |  |
| B.13. [How will student performance be evaluated?](#performance) |  |  |
| B.14. [Redundancy with, existing courses](#competing) |  |  |
| B. 15. Other changes, if any |  | |

| B.16. [Course learning outcomes](#outcomes): List each outcome in a separate row | [Professional organization standard(s)](#standards), if relevant | [How will each outcome be measured?](#measured) |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  | Click Tab from here to add rows |

| B.17. [Topical outline](#outline): Please do not include a full syllabus |
| --- |
| 1. Topic 1    1. Subtopic 1a    2. Subtopic 1b    3. Subtopic 1c 2. Topic 2    1. Subtopic 2a    2. Subtopic 2b 3. Etc. |

## C. [Program Proposals](#program_proposals)

|  | [Old (for revisions only)](#old_program) | New/revised |
| --- | --- | --- |
| C.1. [Enrollments](#enrollments) |  | 10-12/semester |
| C.2. [Admission requirements](#admissions) |  | BS degree and related healthcare work experience |
| C.3. [Retention requirements](#retention) |  | Maintain a GPA of 3.0 or better |
| C.4. [Course requirements](#course_reqs) for each program option |  | Required Classes:  US Health Care Systems (HCA 502)  Health Care Policy (HCA 503)  Healthcare Finance (HCA 530)  Electives (Must pick 2):  Transformational Leadership (HCA 547)  Human Resources Management (HCA 520)  Performance Improvement (HCA537) |
| C.5. [Credit count](#credit_count) for each program option |  | 15 credits |
| C.6. Requirement for thesis, project, or comprehensive exam |  | N/A |
| C.7. Program Accreditation |  | Will fall under the accreditation for the school of business (IACBE) as this is where our undergrad and graduate programs are accredited. |
| C.8 [Program goals](file:///C:\Users\sabbotson\Documents\Curriculum\Program%20goals)  Needed for all new programs |  | -Encourage students to go beyond a traditional Bachelor’s degree so they are more competitive in the health care workforce.  -Help companies to recognize the values of an HCA graduate certificate to the workforce.  -Provide both workforce employers and employees opportunities for promotion based on the gaining of additional knowledge and skills relevant to managing health care organizations. |
| C.9. Other changes if any |  |  |
| C.10 [CIP number](https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56) |  |  |

## D. Signatures

##### D.1. Approvals:

##### Required from department chairs, program directors, and deans from the academic unit originating the proposal.

| Name | Position/affiliation | [Signature](#_Signature" \o "Insert electronic signature, if available, in this column) | Date |
| --- | --- | --- | --- |
| Marianne Raimondo | Program Director of HCA | On-file |  |
| Constance Milbourne | Chair of Management | On-file |  |
| Marianne Raimondo | Dean of School of Business | On-file |  |

##### D.2. [Acknowledgements](#acknowledge):

##### Required from all departments (and corresponding dean) impacted by the proposal. Signature does not indicate approval. Concerns should be brought to the attention of the graduate committee chair for discussion.

| Name | Position/affiliation | [Signature](#Signature_2) | Date |
| --- | --- | --- | --- |
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