



FINAL FACULTY SENATE APPROVAL ON FEBRUARY 14, 2017

MEMORANDUM

TO: Faculty Senate

FROM: Jack Kirby *JK*

DATE: January 25, 2017

SUBJECT: Curriculum Proposal #16-17-08, REV #2
Community Health Education

I recommend approval of the attached REVISION #2 of Curriculum Proposal 16-17-08. This proposal seeks to add two courses. HLTA 3390 is proposed to provide students with targeted instruction in preparing for the National Commission on Health Education Credentialing's national exam. HLTA 4446 is proposed to give students exposure to grant-writing skills and to address HCHEC's Area of Responsibility that indicated health educators administer programs.

Dr. Christina Lavorata
Dr. Carolyn Crislip-Tacy
Dr. Janie Leary
Dr. Amy Sidwell
Ms. Leslie Lovett
Ms. Laura Ransom
Dr. Shayne Gervais



MEMORANDUM

TO: Curriculum Committee

FROM: Jack Kirby *JKR*

DATE: January 20, 2017

SUBJECT: Curriculum Proposal #16-17-08, REV #1
Community Health Education

I recommend approval of the attached REVISION #1 of Curriculum Proposal 16-17-08. This proposal seeks to add two courses. HLTA 3390 is proposed to provide students with targeted instruction in preparing for the National Commission on Health Education Credentialing's national exam. HLTA 4446 is proposed to give students exposure to grant-writing skills and to address HCHEC's Area of Responsibility that indicated health educators administer programs.

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MEMORANDUM

TO: Curriculum Committee

FROM: Jack Kirby *JRS*

DATE: October 20, 2016

SUBJECT: Curriculum Proposal #16-17-08
Community Health Education

I recommend approval of the attached Curriculum Proposal 16-17-08. This proposal seeks to add two courses. HLTA 3390 is proposed to provide students with targeted instruction in preparing for the National Commission on Health Education Credentialing's national exam. HLTA 4446 is proposed to give students exposure to grant-writing skills and to address HCHEC's Area of Responsibility that indicated health educators administer programs.

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CURRICULUM PROPOSAL (Submit one hard copy and an electronic copy to the Associate Provost by the second Tuesday of the month.)

Proposal Number: 16-17-08

School/Department/Program: School of Education, Health, & Human Performance

Preparer/Contact Person: Janie M. Leary & Amy Sidwell

Telephone Extension: 3630

Date Originally Submitted: 9/15/2016

**Revision (Indicate date and label it
Revision #1, #2, etc.):** Revision #2

Implementation Date Requested: Fall 2017

- I. **PROPOSAL.** Write a brief abstract, not exceeding 100 words, which describes the overall content of the proposal.

Students majoring and minoring in Community Health Education are encouraged to sit for the Certified Health Education Specialist (CHES) examination. The CHES Preparation course (HLTA 3390) is proposed to provide our students with targeted instruction in preparing for the National Commission on Health Education Credentialing's national exam for health educators. The Funding & Administration of Health Promotion Programs course (HLTA 4446) is proposed to give our students exposure to grant-writing skills and to address NCHCEC's Area of Responsibility that indicated health educators administer programs.

- II. **DESCRIPTION OF THE PROPOSAL.** Provide a response for each letter, A-H, and for each Roman Numeral II–V. If any section does not apply to your proposal, reply N/A.

- A. Deletion of course(s) or credit(s) from program(s)

Elective courses

5 credit hours

Total hours 5 deleted.

- B. Addition of course(s) or credit(s) from program(s)

HLTA 3390 Certified Health Education Specialist (CHES) Preparation 2 credit hours

HLTA 4446 Funding & Administration of Health Promotion Programs. 3 credit hours

Total hours added. 5

- C. Provision for interchangeable use of course(s) with program(s)

N/A

- D. Revision of course content. Include, as an appendix, a revised course description, written in complete sentences, suitable for use in the university catalog.

N/A

- E. Other changes to existing courses such as changes to title, course number, and elective or required status.

N/A

- F. Creation of new course(s). For each new course

1. Designate the course number, title, units of credit, prerequisites (if any), ownership (FSU or shared) and specify its status as an elective or required course. If you are creating a shared course, attach a memo from the Deans of the affected Schools explaining the rationale for the course being shared.

HLTA 3390 Certified Health Education Specialist (CHES) Preparation. Co-requisite or Pre-requisite HLTA 3350.

HLTA 4446 Funding & Administration of Health Promotion Programs. Prerequisites: senior standing, ENGL 1102 or higher, and MATH 1107 or higher.

2. Include, as an appendix, a course description, written in complete sentences, suitable for use in the college catalog.

See Appendix C

3. Include, as an appendix, a detailed course outline consisting of at least two levels.

See Appendix D

4. In order to meet the requirements as outlined in Goal One of the Strategic Plan, please include Outcome Competencies and Methods of Assessment as an appendix. Examples are available upon request from the Chair of the Curriculum Committee.

See Appendix E

- G. Attach an itemized summary of the present program(s) affected, if any, and of the proposed change(s). Describe how this proposal affects the hours needed to complete this program. Specifically, what is the net gain or loss in hours? Use the format for Current and Proposed Programs in Appendix A.

The Community Health Education MAJOR currently has 18 credit hours of free electives. Requiring these courses would reduce the required number of free electives to 13.

The Community Health Education MINOR currently requires students to take a specific list of courses, totaling 18 credit hours and then allows students to choose one additional course from an approved list for their final 2-3 credit hours required for the minor. HLTA 3390 and HLTA 4446 will be added to the list of courses that students can choose from for their additional 2-3 credit hours.

III. RATIONALE FOR THE PROPOSAL.

- A. **Quantitative Assessment:** Indicate the types of assessment data, i.e., surveys, interviews, capstone courses, projects, licensure exams, nationally-normed tests, locally developed

measurements, accreditation reports, etc., that were collected and analyzed to determine that curricular changes were warranted. Quantitative data is preferred.

HLTA 3390 CHES Preparation is proposed as a response to our Community Health Education graduates' pass rates on the CHES exam. Two of the five program graduates who sat for the certification examination became certified. Graduates (n=6) who completed the Program's Exit Survey ranked their preparation for each of the NCHEC Competencies as follows (1=not well prepared; 5=Very well prepared):

Assess Needs, Assets, and Capacity for Health Education	4.29
Plan Health Education	3.86
Implement Health Education	3.88
Conduct Evaluation & Research Related to Health Education	3.92
Administer and Manage Health Education	4.14
Serve as a Health Education Resource Person	4.33
Communicate and Advocate for Health and Health Education	4.12

Students are indicating they are prepared (mean of 4.08 for all areas) for their careers as health educators but they are struggling on the certification exam. HLTA 3390 will help students gain confidence in their ability to demonstrate their knowledge on the standardized exam.

HLTA 4446

HLTA 4446 Funding and Administration will introduce students to various funding types (i.e. grants, capital budgets, etc.) as well as managing short- and long-term health promotion programs. Most Community Health Education professionals will work in agencies where grant writing and management are key to funding services. Adding this course at will allow our program's students, as well as non-majors interested in health promotion, to gain a better understanding of how funding is secured and managed.

- B. **Qualitative Assessment:** Based upon the assessment data above, indicate why a curricular change is justified. Indicate the expected results of the change. Be sure to include an estimate of the increased cost, or reduction in cost of implementation. FOR EXAMPLE: Will new faculty, facilities, equipment, or library materials be required?

The US Board of Labor Statistics (US-BLS; <http://www.bls.gov>) states that many employers expect their new hires to have the CHES certification, underscoring the importance of FSU Community Health Education graduates being successful in their attempts with the certification exam. Additionally, the US-BLS includes supervision of personnel and oversight of funding sources as expected duties of those working in the field.

Adding HLTA 3390 and HLTA 4446 will assist our students with skill development beyond their current courses and will better prepare them for work as community health educators. At this time, we do not anticipate additional costs for facilities, equipment, or library materials. Each course will be offered once a year. Faculty coverage will be achieved by adjustment of current teaching loads (such as not offering as many sections of a course that has lower enrollment and the new course taking its place in the faculty assignment).

- IV. Should this proposal affect any course or program in another school, a memo must be sent to the Dean of each school impacted and a copy of the memo(s) must be included with this proposal. In addition, the Deans of the affected schools must sign below to indicate their notification of this proposal.

By signing here, you are indicating your college's/school's notification of this proposal.

V.

College/School	Dean	Signature
See following page		

d

this proposal affect any course to be added or deleted from the general studies requirements, a memo from the chair of the General Studies Committee indicating approval of the change must be included with this proposal.

- VI. ADDITIONAL COMMENTS.

addition, the Deans of the affected schools must sign below to indicate their notification of this proposal.

By signing here, you are indicating your college's/school's notification of this proposal.

College/School	Dean	Signature
School of Education, Health & Human Performance	Dr. Carolyn Crislip-Tacy	<i>Carolyn Crislip-Tacy</i>

V. Should this proposal affect any course to be added or deleted from the general studies requirements, a memo from the chair of the General Studies Committee indicating approval of the change must be included with this proposal.

VI. ADDITIONAL COMMENTS.

APPENDIX A

Current B.S. Degree in Community Health Education

Required Major Courses	HRS
HLTA 1150 Introduction to Health Education	3
PHED 1100 Fitness & Wellness	2
HLTA 1110 Nutrition	3
HLTA 2202 Environmental Health	3
HLTA 2203 Contemporary & Drug Behavior Issues	3
HLTA 2210 Disease Etiology	3
HLTA 3315 Healthy Sexuality	3
HLTA 3320 Behavior Change Theory	3
HLTA 3330 Introduction to Epidemiology & Biostatistics	3
HLTA 3345 Community Needs Assessment	3
HLTA 3350 Health Promotion & Program Planning	3
HLTA 3360 Communication Techniques for Health Promotion	2
HLTA 4440 Health Research and Measurement Design	3
HLTA 4410 Seminar in Public Health	3
HLTA 4445 Health Research Implementation	3
HLTA 4451 Field Practicum in Community Health	3
HLTA 4452 Field Practicum in Community Health Portfolio	1
Area of Emphasis Electives	9
TOTAL HOURS FOR MAJOR	56
Attribute IA – Critical Analysis	3
Any course in 1A	
Attribute IB – Quantitative Literacy	3
MATH 1107 or higher	
Attribute IC – Written Communication	3
ENGL 1101	
Attribute ID - Teamwork	3
Any course in ID	
Attribute IE – Information Literacy	3
ENGL 1102	
Attribute IF – Technology Literacy	3
Any course in IF	
Attribute IG – Oral Communication	3
COMM 2200 Intro to Communications	
or COMM 2201 Introduction to Group Communication	
or COMM 2202 Intro to Communication in World of Work	
Attribute III - Citizenship	3

	Any course in III	
Attribute IV - Ethics		3
	Any course in IV	
Attribute V - Health		2
	PHED 1100	
Attribute VI - Interdisciplinary		3
	Any course in VI	
Attribute VIIA - Arts		3
	Any course in VIIA	
Attribute VIIB - Humanities		3
	Any course in VIIB	
Attribute VIIC – Social Sciences		3
	PSYC 1101 Intro to Psych or SOCY 1110 Intro to Socy recommended	
Attribute VIID - Natural Science		3
	Any course in VIID	
Attribute VIII – Cultural Awareness		3
	Any course in VIII	
Additional General Studies hours		X
	Major Course – HLTA 2203 writing intensive course	
TOTAL GENERAL STUDIES HOURS		46-47
TOTAL FREE ELECTIVES		17-18
TOTAL HOURS		120

APPENDIX B

Proposed B.S. Degree in Community Health Education

Required Major Courses	HRS
HLTA 1150 Introduction to Health Education	3
PHED 1100 Fitness & Wellness	2
HLTA 1110 Nutrition	3
HLTA 2202 Environmental Health	3
HLTA 2203 Contemporary & Drug Behavior Issues	3
HLTA 2210 Disease Etiology	3
HLTA 3315 Healthy Sexuality	3
HLTA 3320 Behavior Change Theory	3
HLTA 3330 Introduction to Epidemiology & Biostatistics	3
HLTA 3345 Community Needs Assessment	3
HLTA 3350 Health Promotion & Program Planning	3
HLTA 3360 Communication Techniques for Health Promotion	2
HLTA 3390 Certified Health Education Specialist (CHES) Preparation	2
HLTA 4410 Seminar in Public Health	3
HLTA 4440 Health Research and Measurement Design	3
HLTA 4445 Health Research Implementation	3
HLTA 4451 Field Practicum in Community Health	3
HLTA 4452 Field Practicum in Community Health Portfolio	1
HLTA 4446 Funding & Administration of Health Promotion Programs.	3
Area of Emphasis Electives	9
TOTAL HOURS FOR MAJOR	61
Attribute IA – Critical Analysis	3
Any course in 1A	
Attribute IB – Quantitative Literacy	3
MATH 1107 or higher	
Attribute IC – Written Communication	3
ENGL 1101	
Attribute ID - Teamwork	3
Any course in ID	
Attribute IE – Information Literacy	3
ENGL 1102	
Attribute IF – Technology Literacy	3
Any course in IF	
Attribute IG – Oral Communication	3
COMM 2200 Intro to Communications	
or COMM 2201 Introduction to Group Communication	
or COMM 2202 Intro to Communication in World of Work	

Attribute III - Citizenship	3
Any course in III	
Attribute IV - Ethics	3
Any course in IV	
Attribute V - Health	2
PHED 1100	
Attribute VI - Interdisciplinary	3
Any course in VI	
Attribute VIIA - Arts	3
Any course in VIIA	
Attribute VIIB - Humanities	3
Any course in VIIB	
Attribute VIIC – Social Sciences	3
PSYC 1101 Intro to Psych or SOCY 1110 Intro to Socy recommended	
Attribute VIID - Natural Science	3
Any course in VIID	
Attribute VIII – Cultural Awareness	3
Any course in VIII	
Additional General Studies hours	X
Major Course – HLTA 2203 writing intensive course	
TOTAL GENERAL STUDIES HOURS	46-47
TOTAL FREE ELECTIVES	12-13
TOTAL HOURS	120



Attn: Curriculum Committee

From: Janie M. Leary PhD, MPH, CHES
Assistant Professor, Community Health Education
School of Education, Health, & Human Performance

RE: Required courses outside the major classes that also meet General Studies requirements

Per the Curriculum Committee and General Studies Committee joint meeting on January 17th, 2017, I am providing a list of non-HLTA courses that are required/recommended of Community Health Education majors. Each of these courses also meet one of more of the General Studies requirements.

The following courses are required by the Community Health Education Program but also meet one of more General Studies areas:

ENGL 1101	A3: Written Communication
ENGL 1102	A1: Critical Analysis; A3: Written Communication; & A5: Information Literacy
MATH 1107 or higher	A2: Quantitative Literacy
COMM 2200 or 2201 or 2202	All three meet: A7: Oral Communication & A9: Ethics (COMM 2200 & 2201 also meet A4: Teamwork)
PHED 1100	A10: Health

The following courses are recommended courses in the Community Health Education program and also meet one of the General Studies areas:

PSYC 1101 or SOCY 1101 A14: Social Sciences

HLTA 2203 is a required course in the Community Health Education program and also meets the Writing Intensive requirement.



APPENDIX C
Course Descriptions

HLTA 3390 Certified Health Education Specialist (CHES) Preparation. (2 credits) This course serves as a review for the Certified Health Education Specialist (CHES) examination. Students will participate in class discussions, reflect on assigned readings, and take practice exams to assess knowledge of the Areas of Responsibility for Health Educators and application of the Seven Areas of Responsibility for Health Education Specialist. Co-requisite or Pre-requisite HLTA 3350.

HLTA 4446 Funding & Administration of Health Promotion Programs. (3 credits) Students will receive an introduction to securing and managing a health promotion grant. Students will practice writing a grant proposal and other administrative activities. Pre-requisite: senior standing, ENGL 1102 or higher, and MATH 1107 or higher.

Appendix D Course Outlines

HLTA 3390 Certified Health Education Specialist (CHES) Preparation.

1. Apply the NCHEC Core Competencies to meet community health education needs.
 - a. Assess Needs, Assets, and Capacity for Health Education
 - b. Plan Health Education
 - c. Implement Health Education
 - d. Conduct Evaluation and Research Related to Health Education
 - e. Administer and Manage Health Education
 - f. Serve as a Health Education Resource Person
 - g. Communicate and Advocate for Health and Health Education
2. Apply Health Education Code of Ethics to Community Health Education
 - a. Describe how ethics is important to community health education
 - b. Examine ethical considerations for health education programs

HLTA 4446 Funding & Administration of Health Promotion Programs.

1. Identify funding sources for health promotion programs.
 - a. Compile a resource list of local, state, and federal/national funding sources related to various health topics.
 - b. Explain how one source is better or worse than another for a given project.
2. Develop a proposal for a health promotion topic that is of interest to the student.
3. Demonstrate fiscal stewardship.
 - a. Students will demonstrate fiscal stewardship through a semester long project managing a fictitious health promotion program budget.
4. Students will discuss personnel management in the context of health promotion programs.

Appendix E

Outcome Competencies and Methods of Assessment

HLTA 3390 Certified Health Education Specialist (CHES) Preparation 2 credit hours

Content Exams- students will take several practice CHES exams to assess their knowledge and application of the NCHEC Core Competencies.

Student Artifact- Students will complete a self-efficacy measure/survey at the beginning of the course and again at the end. The survey will include open-ended questions about concerns/fears the student has and then reflections on how their thinking has or has not changed over the semester.

Student Artifact- Students will complete a reflective activity reviewing ethical considerations in health promotion.

HLTA 4446 Funding & Administration of Health Promotion Programs. 3 credit hours

Content Exam(s)- students will demonstrate their knowledge of project funding and administration terminology.

Student Artifact- Students will develop a resource book of funding sources.

Student Artifact- Students will produce a health promotion program proposal.

Student Artifact- Students will manage all fiscal aspects of a fictitious health promotion project.

Student Artifact- Student will develop a plan for staffing a fictitious health promotion project.

Proposed Community Health Education Program
Total Program Hours 61– will not require a minor

Core Courses

HLTA 1150 Introduction to Health Education (3)
PHED 1100 Fitness & Wellness (2)
HLTA 1110- Nutrition (3)
HLTA 2202 Environmental Health (3)
HLTA 2203 Contemporary and Drug Behavior Issues (3)
HLTA 2210 Disease Etiology (3)
HLTA 3315 Healthy Sexuality (3)
HLTA 3320 Behavior Change Theory (3)
HLTA 3330 Introduction to Epidemiology & Biostatistics (3)
HLTA 3345 Community Needs Assessment (3)
HLTA 3350 Health Promotion & Program Planning (3)
HLTA 3360 Communication Techniques for Health Promotion (2)
HLTA 3390 Certified Health Education Specialist (CHES) Preparation
HLTA 4410 Seminar in Public Health (3)
HLTA 4440 Health Research and Measurement Design (3)
HLTA 4445 Health Research Implementation (3)
HLTA 4446 Funding & Administration of Health Promotion Programs
HLTA 4451 Field Practicum in Community Health (3)
HLTA 4452 Field Practicum in Community Health Portfolio (1)

Emphasis Areas – Select One Area – 9 hours

Psychology will require PSYC 1101 as PR

Sociology will require SOCY 1110 as PR

Exercise Science will require PHED 2211 as a PR

Psychology

9 credit hours of PSYC courses at the 3000/4000 levels

Sociology

9 credit hours of SOCY courses at the 3000/4000 levels

Exercise Science

PHED 3312 Physiology of Exercise (3)

PHED 3316 Fitness Assessment (3)

PHED 3317 Clinical Applications in Exercise Physiology (3)