



Curriculum Commttee Approval on January 21, 2020

MEMORANDUM

TO: Faculty Senate

FROM: Susan Ross

DATE: February 4, 2020

SUBJECT: Curriculum Proposal #19-20-08

The School of Business and Aviation (SBA) proposes a 21 credit hour Minor in Healthcare Management designed for non-healthcare management majors. This minor is designed for those students seeking a business orientation to enhance their health services professional training (nursing, community health, counseling, etc.) especially if they plan administrative or management roles in their respective career or clinical paths. Moreover, a healthcare management minor is advantageous to current SBA students in accounting, finance, information systems management or marketing if they desire an understanding of the healthcare environment or plan to seek careers in this field.

cc: Richard Harvey
Cheri Gonzalez
Laura Ransom
Lori Schoonmaker
M. Raymond Alvarez

PREPARING CURRICULUM PROPOSALS

INSTRUCTIONS

Draft your proposal in accordance with the guidelines below and the format shown on the following pages. Should any item under the several headings not pertain to your proposal, write N/A. **Number the second and subsequent pages of your proposal.**

Supply the preliminary information about the proposal as indicated below:

PROPOSAL NUMBER: Leave this space blank. A number will be assigned to the proposal by the Associate Provost.

SCHOOL: Enter the name of the College or School (e.g., *Liberal Arts*), Department (e.g., Language and Literature), and Program (e.g., English).

PREPARER/CONTACT PERSON: Enter the name of the person who prepared the proposal and his/her telephone extension number.

COPIES OF MEMOS SENT TO AFFECTED DEPARTMENTS: Attach these to the back of your proposal.

LETTERS OF SUPPORT FROM DEANS OF AFFECTED DEPARTMENTS: If the Curriculum Committee requests these letters, attach them to the back of your proposal.

DATE SUBMITTED: The Curriculum Committee meets on the fourth Tuesday of each month. **Proposals are due in the Office of the Associate Provost on or before the second Tuesday of the month.**

REVISION SUBMISSION DATE: If changes are required to the original proposal, enter the date the proposal was resubmitted.

IMPLEMENTATION DATE REQUESTED: Enter the first day of the semester (or summer term) and year in which the proposed curriculum change(s) would take effect.

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

Proposal Number:	<u>#19-20-08</u>
School/Department/Program:	<u>School of Business and Aviation</u> <u>Healthcare Management Program</u>
Preparer/Contact Person:	<u>Dr. M. Raymond Alvarez</u>
Telephone Extension:	<u>4889</u>
Date Originally Submitted:	<u>October 17, 2019</u>

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

November 26, 2019 Revision #1;
January 21, 2020 Revision #2

Implementation Date Requested:

Monday, August 17, 2020 (Fall semester)

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

The School of Business and Aviation (SBA) proposes a 21 credit hour Minor in Healthcare Management designed for non-healthcare management majors. This minor is designed for those students seeking a business orientation to enhance their health services professional training (nursing, community health, counseling, etc.) especially if they plan administrative or management roles in their respective career or clinical paths. Moreover, a healthcare management minor is advantageous to current SBA students in accounting, finance, information systems management or marketing if they desire an understanding of the healthcare environment or plan to seek careers in this field.

- 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)

Total hours n/a deleted.

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

Includes 7 core HCMG courses to serve as minor concentration from existing courses

Total hours 21 hours added.

- 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.

The minor would include the following 7 courses in the healthcare program:

Course	Title	Content	New Content
HCMG 2201	U.S. Healthcare Systems	Survey of the major components and characteristics that comprise the current U.S. healthcare continuum, including managed care, integrated systems and government payors.	n/a
HCMG 2221	Healthcare Finance	Introduction to financial management, operating revenue, managing working capital, tax status, third-party payors and reimbursement methodologies, financial planning and capital budgeting in healthcare organizations.	n/a
HCMG 2231	Population Health	Overview of health outcomes of geographic populations (communities, countries, etc.) as well as group populations (workforce, schools, ethnic groups, disabled persons, prisoners, or others categorized by shared traits or issues)	n/a

		and how such groups are relevant to policy makers in both the public and private sectors.	
HCMG 3331	Health Information Exchange	Introduces electronic transfer of administrative and clinical information among healthcare organizations at the strategic, organizational, legal, technical, and sociopolitical level in the U.S. and abroad, including impact on quality, safety, efficiency, and financial sustainability	n/a
HCMG 3333	Quality Management in a Regulatory Environment	Focuses on the importance of quality management to achieve compliant regulatory, safety and efficiency goals in healthcare delivery. Includes current pay for performance reimbursement from government payors.	n/a
HCMG 4000	Managing the Post-Acute Healthcare Continuum	Post-acute healthcare organizations have gained, sustained, or lost competitive advantage amidst competition, widespread regulation, high interdependence, and massive technological, economic, social, and political changes. This course examines why strategy and compliant practices to manage current and emerging challenges are vital to sustainability.	n/a
HCMG 4400	Healthcare Policy	Introduction to policy issues in healthcare including state and federal roles, the policy process and integration into healthcare systems management. It includes underlying concepts, critical health policy issues, values and the American political process as they influence policy.	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.

No new courses are being created.

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

See Appendix A: Course Description

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

Not applicable. Detailed course outlines already exist on these courses. **Appendix B** shows the course sequence and pre-requisites.

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 Curriculum Map that indicates Outcome and Alignment to Program Learning Goals on following page.

Program Student Learning Outcomes Curriculum Map for Courses in Minor	
Degree: BS Healthcare Management	
Prepared by: Dr. Raymond Alvarez	Revised: Fall 2019
1.	Synthesize empirical and theoretical knowledge from healthcare management and general education including the social sciences, natural science, mathematics, English, and humanities as a framework for professional practice.
2.	Employ effective communication in verbal, non-verbal, and technological aspects of healthcare management.
3.	Recognize and analyze how political and social policies impact health care.
4.	Utilize leadership and management techniques in collaboration with other health team members to facilitate the operation of a health care organization.
5.	Demonstrate critical thinking process to solve problems and to make decisions as a professional in a health care setting.
6.	Synthesize a personal philosophy of health care management which incorporates professional responsibility and accountability within an ethical-legal framework.
7.	Assume responsibility for self-direction in life-long learning by participating in activities that contribute to personal and professional growth.

Core Curriculum Cores		Program Student Learning Outcomes						
		1	2	3	4	5	6	7
US Healthcare Systems	HCMG 2201	I-Exams	R-Discussion Boards	R-Paper	M-Group Presentation			
Healthcare Finance	HCMG 2221	I-Exams	R-Discussion Boards		R-Paper	M-Final Written Paper		
Population Health	HCMG 2231	I-Exams		R-Paper		M-Final Written Paper		M-Presentation
Health Information Exchange	HCMG 3331		R-Discussion Boards	I-Exams	M-Group Manuscript		R-Paper	M-Presentation
Quality Management in a Regulatory Environment	HCMG 3333	I-Exams	M-Dashboard Presentation	R-Discussion Boards	R-Paper	M-Dashboard Presentation		
Managing the Post-Acute Healthcare Continuum	HCMG 4000	M-Written assignment	R-Discussion forums	M-Exams	M-Journal	R-Written assignment	M-Written assignment	M-Presentation
Healthcare Policy	HCMG 4400	I-Exams	R-Discussion Boards	R-Paper	M-Group Manuscript			M-Presentation

Level of Learning: I- Introduced, R- Reinforced, M-Mastered

Key for Bloom Taxonomy Cognitive Domain

Red = Recognition/Understanding: Assignments that test students' ability to recall or explain ideas or concepts regarding relevant course material.

Yellow = Apply/Analyze: Assignments that test ability to use information or problem-solving skills.

Green= Evaluate: Assignments that require students to make judgments about a decision or course of action.

Purple= Create: Assignments that require students to generate new ideas, products, or ways of viewing things.

- 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.

N/A

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.

This minor is anticipated to have approximately 10 students from the nursing/pre-nursing program and 10 students from other concentrations declare this as a minor annually.

- 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?

Prior to 2018, Fairmont State offered an Allied Health Degree program for those students completing an associate's degree in a healthcare related field such as nursing, medical laboratory technology, medical records management, respiratory therapy, PT/OT assistant, etc. After 2018, the program transferred from the School of Nursing to the School of Business (now School of Business and Aviation) where it became a regular four year bachelor's degree program. Any student who had completed and/or were in the process of completing a two year associate's degree were allowed to declare an Allied Health Administration major which only required an additional 34 hours: 21 hours from the business core and 13 hours from selected allied healthcare courses. As these students graduated out, the new curriculum was implemented by the fall of 2018. The first true incoming students in the new four year curriculum began in the spring of 2019. However, the new curriculum includes 72 hours of business core courses.


The Fairmont State School of Nursing program requested that a minor in business be available as they do not recommend a 'double major' for students admitted into the Associate/Bachelor of Nursing program. After discussions, the School of Nursing desired a business core that would be a preferred 'healthcare management' minor for better alignment of a business minor with clinical preparation and training. Upon review of the business minor, it was determined that seven core programs of the Healthcare Management curriculum provided an overview of healthcare systems, importance of financial management, role of technology and information, quality assessment, population health (epidemiology), policy, ethics and leadership that was germane to those students seeking management positions at some time in their future nursing or health care profession.

This also provides a unique opportunity for other students to acquire essential understanding of the healthcare system so that they can matriculate to the new master's degree in healthcare management. Likewise students seeking careers in healthcare finance, marketing or human resources can add a specialized minor concentration. No additional faculty, facilities, equipment or library materials will be required as the content will be incorporated into the fall semester so that an equilibrium of 3 fall and 4 spring courses will be offered to fulfil the minor concentration.

- 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.

n/a

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

College/School	Dean	Signature
School of Business & Aviation	Dr. Timothy R. Oxley	

- 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.

n/a

- VI. **ADDITIONAL COMMENTS.**

This new minor provides a learner with an introduction to a much broader range of understanding the health care continuum, including potential management careers beyond the clinic or hospital walls. It would also facilitate those who desire to continue in the Master's Degree program in Healthcare Management at Fairmont State University.

See Appendix B for memo of support from Dr. Laura Clayton, associate dean of the School of Nursing.

APPENDIX A

Catalogue Description for Minor in Healthcare Management

This minor addresses conceptual, interpersonal and business skills associated with management careers in healthcare organizations. Skill sets acquired focus on critical strategic consideration for health systems, legal/regulatory environment required for cost-effective, high-quality care delivery, policy and regulatory compliance, and financial management of healthcare organizations. The content builds expert knowledge including operations, human resources, patient advocacy, population health, and information systems. It also emphasizes challenges of strategic leadership for patient-centered care of diverse populations. This minor consists of seven three credit hour hybrid 1 courses. Hybrid 1 courses have 75% of the content delivered on line and 25% in scheduled sessions with instructor during the semester.

APPENDIX B

Minor Concentration in health care management

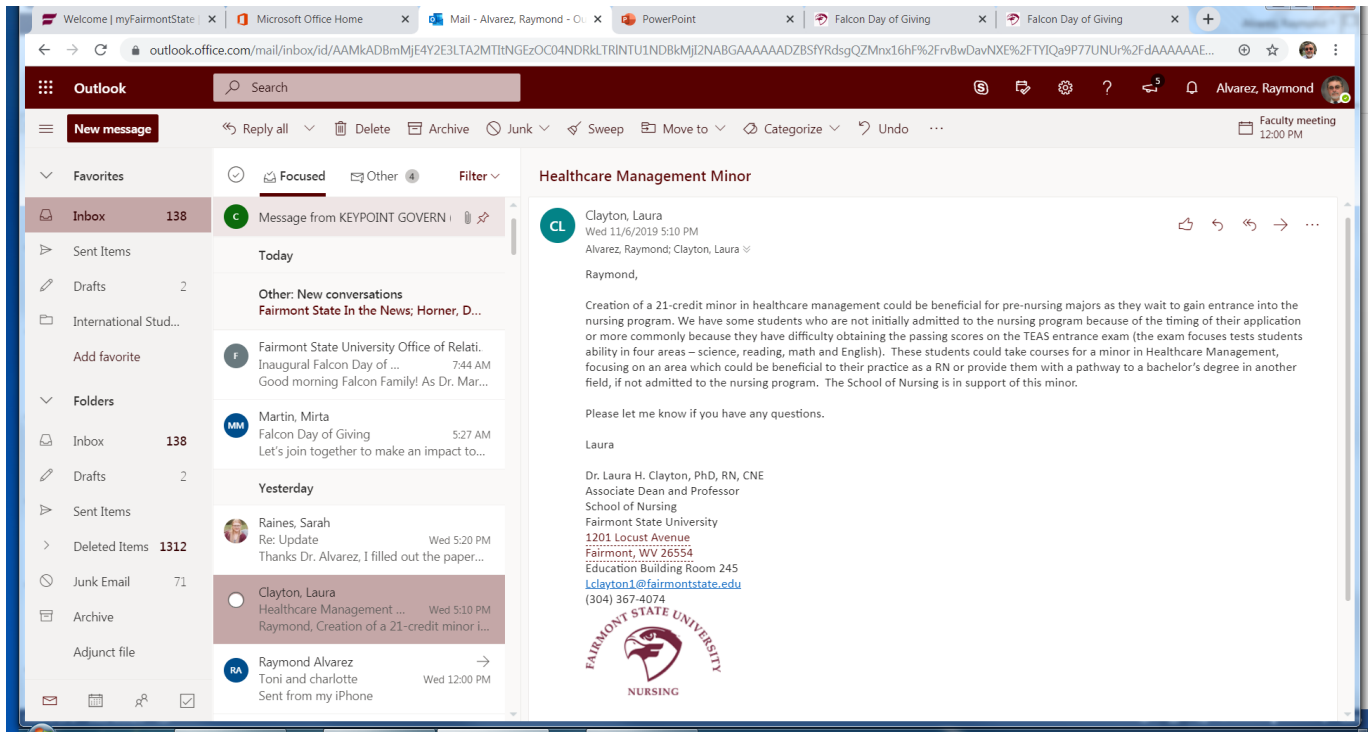
Proposed Minor Concentration:

Health Care Management Minor (21 credit hours)	Credits
HCMG2201 U.S. Healthcare Systems	3
HCMG2221 Healthcare Finance	3
HCMG2231 Population Health	3
HCMG3331 Health Information Exchange (PR: HCMG2201, HCMG2221)	3
HCMG3333 Quality Management in a Regulatory Environment (PR: HCMG2201, HCMG2221, HCMG2231)	3
HCMG4000 Managing the Post-Acute Healthcare Continuum	3
HCMG4400 Healthcare Policy (PR: HCMG2201, HCMG2221, HCMG2231)	3

Detailed course information already exists for these courses.

APPENDIX B

Email from School of Nursing (support for proposal):



Content of Email:

Creation of a 21-credit minor in healthcare management could be beneficial for pre-nursing majors as they wait to gain entrance into the nursing program. We have some students who are not initially admitted to the nursing program because of the timing of their application or more commonly because they have difficulty obtaining the passing scores on the TEAS entrance exam (the exam focuses tests and students ability in four areas – science, reading, math and English). These students could take courses for a minor in Healthcare Management, focusing on an area which could be beneficial to their practice as a RN or provide them with a pathway to a bachelor’s degree in another field, if not admitted to the nursing program. The School of Nursing is in support of this minor.

Please let me know if you have any questions.

Laura

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