Senate Policy 24-03 M.H.A. in Healthcare Administration

Motion: To approve the M.H.A. in Healthcare Administration

Passed at the November 5, 2024 meeting of the Academic Senate

Approvals:

_____   11-20-24

Christina Smith, PhD   Date
Chair, Academic Senate

_____   11/2_/2_

Richard Yao, PhD   Date
President

Master's in Healthcare Administration (MHA) with Graduate Certificate in Gerontology

2b. Long Form - New Program Curriculum Proposal

General Catalog Information

Select "*Program*" below.

Program Type (select "Program"):*
- ◉ Program
- ◯ Shared Core

Choose which **Local Curriculum Committee** program will be reviewed by. If unsure, click <u>HERE</u> for list of Local Curriculum Committees and which Programs they review.

Local Curriculum Committee: * Professional Studies Local Curriculum Committee

** Instructions: read before beginning **

1. FILL IN all required fields marked with an *. You will not be able to launch proposal without completing required fields

2. Upload/attach all completed documents

Note: information provided through this proposal is vital for the entire campus to be able to effectively implement it; thus, all fields must be completed before you approve proposal; if this does not happen, be aware proposal may be returned to you for completion from any step in approval process, before it's allowed to move forward

3. Validate and LAUNCH proposal

New Program Curriculum Proposal (Long Form)

Complete documents below, they can be found and downloaded from the CSU site: Develop a New Program. **Submit documents below here in Curriculog by uploading under the paperclip icon located on the right area of form.** Provide all information required by CSU Chancellor's Office. **Your completed submission MUST include all the documents listed below in addition to any letters and documents requested in the New Degree Proposal Template 2022.**

New Degree Proposal Template 2022

Assessment Plan Template

Curriculum Map Sample Template

Substantive change screening form (WSCUC - formerly WASC)

Comprehensive budget pro-forma

Courses must either already exist or new course proposals must be submitted in

Curriculum - formerly Curriculog for concurrent review

Note: if program is planned to be offered through Extended University, contact andrea.skinner@csuci.edu for additional documents

For additional resources, you may access Chancellor's Office website here: https://www.calstate.edu/app/program

Department:* Health Science

Where is this program being housed?* ☐ State Side
☑ Self Supported = Extended University

Degree Designation (e.g., Bachelor of Arts):** Master of Science

Title:* Master's in Healthcare Administration (MHA) with Graduate Certificate in Gerontology

Program Description:* The Master's in Healthcare Administration (MHA) with Graduate Certificate in Gerontology is designed for healthcare professionals looking to advance into management or those with management backgrounds looking to transition into healthcare. The curriculum prepares students for a full range of healthcare management, business and policy roles, including planning, marketing, consulting, quality improvement, strategic planning and operations, with a particular focus on the needs of the aging population.

Find info regarding Transfer Model Curricula (TMC) here: https://www.c-id.net/tmc

Find general info regarding California Senate Bill 1440 & Associate Degrees for Transfer (ADTs) here: http://sb1440.org/, or here: https://adegreewithaguarantee.com/en-us/

Major could be similar to a Transfer Model Curriculum (TMC):
○ Yes
● No
○ Unsure

If answer to above is yes, list TMC title:

Desired Term and Year of Implementation

Term:* Fall

Year:* 2025

Follow steps below to create Curriculum Schema found in Prospective Curriculum section:

First, ALL courses involved in New Program Proposal must be added (new courses) and/or imported (existing), Second, Curriculum Schema must be created by adding Cores (e.g.: Requirements, Required Core, Electives, Pre-requisites, etc.) and populating with added or imported courses.

Step 1. Adding and/or Importing Courses

Click on ☰ "View Curriculum Schema" icon. There are two options to add courses to New Program: "Add Course" and "Import Course." For new courses in Curriculog Approval Process, click on "Add Course." A dialog box will open asking for Prefix, Course Number, and Course Title. All new courses must have New Course Proposal Form submitted prior to completing this step. For courses already in Catalog, click on "Import Course" and find needed courses.

Step 2. Creating Curriculum Schema

Click on ☰ "View Curriculum Schema" icon. Then, click on "Add Core" or "Import Core." Next, click on "New Core," complete "Title" field for core (e.g.: Electives), and "Description" field If applicable. Click on "Add Courses." This will bring up course list created in Step 1. Select courses you wish to add and click "Add Course." To remove courses, click on ✗ icon and proceed.

Prospective Curriculum: *

Required courses

These 11 courses (35 units) are required from all students (those pursuing the MHA with the Gerontology Certificate and those pursuing only the MHA).

MHA 500 History and Context of Healthcare Administration
MHA 501 Health Informatics
MHA 502 Healthcare Economics
MHA 503 Healthcare Leadership and Administration
MHA 504 Healthcare Policy
MHA 505 Strategic Management in Healthcare
MHA 506 Quality Improvement in Healthcare
MHA 508 Healthcare Marketing
MHA 509 Legal and Ethical Dimensions of Healthcare
MHA 510 Organizational Communication
MHA 513 Health Administration Graduate Capstone

Electives

Minimum of 3 elective courses are required for the MHA with gerontology certificate. Choose GERO 500, GERO 501, and one from the following: GERO 502 or GERO 503.

Two elective courses are required for the MHA only: choose any from the list.

MHA 507 Human Resources Management
MHA 511 Healthcare Data Analytics
MHA 512 Internship in Healthcare
GERO 500 Foundations of Gerontology
GERO 501 Management of Older Adults Services
GERO 502 Health Assessment and Case Management of Older Adults
GERO 503 Mental Health and Aging

List all courses & their units that are prerequisite to major: *

The MHA with Gerontology Certificate requires 11 core courses to a total of 35 units, plus three electives (9 units), to a total of 44 units. See curriculum schema above and attached curriculum flowchart. The entry point for the program is MHA 500 (which does not have any prerequisites other than acceptance to the program), and every other course has MHA 500 as a prerequisite. Also GERO 500 serves as a prerequisite to all other GERO prefixed courses.

Admission requirements for graduate programs (if undergraduate program enter N/A)*

- Admissions application at CalState Apply online & $70.00 application fee
- GPA of 3.0 or higher
- Bachelor's Degree
- Work experience related to healthcare <u>or</u> an internship (MHA 512) will be required

Will any component of this program contribute to studies related to: (choose as many as apply)*

- ☑ Mission Pillars
- ☐ Sustainability
- ☑ Justice, Diversity, Equity, Inclusion
- ☐ N/A

Check list of uploaded documents create

- ☑ CO proposal

Notes (optional):

This program is known as an MHA. The drop-down menu does not allow that choice, so I was forced to choose MS. But this is not a traditional MS.

Keeping the program as an "MHA with Graduate Certificate in Gerontology" is very important to represent the program accurately to students and to the accrediting body, CAHME, Commission of Accreditation of Healthcare Management Education.

DO NOT USE No DO NOT USE

Health Science, Gerontology Certificate

7. 2024-2025 New Certificate Proposal

General Catalog Information

ALL submissions must meet the Program Implementation Timelines outlined in the Academic Programs Development Page.

Select *Program* below

Type of Program* ⦿ Program
◯ Shared Core

Instructions: read before beginning

Note: For more detailed instructions, go to Resources.

1. Before beginning, do an Advanced Search for this program in current CI University Catalog. Doing so should yield useful information, such as required courses and areas which will be needed to complete curriculum schema portion of this form. For step-by-step instruction, go to Resources.

2. FILL IN all fields required marked with an *. You will not be able to launch the proposal without completing required fields.

3. Save all Changes. Validate and launch proposal by clicking on 🚀 icon in top left corner. Curriculog will state: **This proposal has moved on. This proposal moved on in the workflow.** This statement means that the proposal is now visible to all Curriculog users. You, as the proposer, still need to **MAKE your DECISION** in order to send this proposal to Program Chair (next step in process).

4. **MAKE your DECISION,** approve/reject/hold/suspend/custom route the proposal by clicking on the Decision

✔

icon *Decisions* in the Toolbox/Ribbon on the right side of the form. Once approved, proposal will move to next step in process.

Every effort will be made to include your proposal in the earliest possible catalog, and inclusion is based on the timeliness of the approval process and is not guaranteed.

Is this Certificate Credit Bearing?* ✔ Yes - choose Local Curriculum Committee below
☐ No - leave Local Curriculum Committee BLANK

Local Curriculum Committee Professional Studies Local Curriculum Committee

Program Owner* Health Science

Where will this Certificate be housed?* ☐ State Side
☑ Self Supported = Extended University

If Self-Support/Extended University, did you speak about your proposal with the Extended University Dean?* ☑ Yes
☐ No
☐ N/A

Add the Certificate Title in the catalog format folllowing the examples below.

If this Minor is to be listed under a major in the catalog, include the major title in the Minor Title. The title must include the total number of units for the minor.

Example: Spanish: Certificate in Healthcare Interpreting - 15 units

Certificate Title:* Health Science, Gerontology Certificate

This proposal has been discussed with my faculty peers and Chair (or Program Coordinator) prior to this submission?* ☑ Yes
☐ No

Add the dates in which you met with your peers and Chair and received support and approval for the submission of this proposal:* all of AY 2023/24

Has the Chair (or Program Coordinator) met with the Dean to discuss this proposal prior to submission?* ☑ Yes
☐ No

Add the dates in which the Chair met with the Dean and received support and approval for the submission of this proposal:* this certificate was discussed as part of the MHA proposal

Desired Term and Year of Implementation
Note: The Catalog is published March 15th

Term* ☐ Fall

Year*

Status* ⊙ Active-Visible

Program Level* Certificate

Program Type:* Certificate(s)

Degree Type* Certificate

Certificate Description

Provide a catalog description of the Certificate:* The Graduate Certificate in Gerontology is designed for healthcare professionals looking to advance into management or those with management backgrounds looking to transition into healthcare, with a particular focus on the needs of the aging population.

Justification

How does the Certificate support the University's Mission and Strategic Goals?* CSUCI mission is: "Placing students at the center of the educational experience, California State University Channel Islands provides undergraduate and graduate education that facilitates learning within and across disciplines through integrative approaches, emphasizes experiential and service learning, and graduates students with multicultural and international perspectives." 'Health' defies boundaries and is inherently transdisciplinary. The certificate program is perfectly aligned with this mission as it teaches students the practice of healthcare administration for older adults, with a foundational multidisciplinary approach and fosters teamwork and the ability to problem-solve by engaging multidisciplinary thinking. Furthermore, this program will contribute to accomplish the Priority I described by President Yao in his email on October 28, 2022, as well as contributing to meet regional workforce needs (Priority II in the President's memo).

As the certificate learning outcomes describe, students will engage diversity and difference in practice to our community in internship placements. Students will be trained to work in interdisciplinary environments and will be educated on the study of the healthcare industry and management theory, integrating concepts from economic, psychological, business, and organizational theories, among others.

Curriculum

Total number of units in the Certificate* 19

Certificate Summary of Units* The certificate requires a minimum of 6 courses, of which 5 are core requirements and the rest are electives. At least one elective course must be included. For individuals without a

Identify all required lower- and upper-division courses, including required electives, and any pre- or co-requisites. Identify courses currently available in catalog, and identify newly developed courses.

Follow these steps to create the New Certificate Curriculum Schema under Prospective Curriculum:

Click here for the detailed step-by-step instructions on how to create the curriculum schema.

First, ALL needed courses must be added (new courses) and/or imported (existing courses) under the View Curriculum Courses tab = **Step 1.** below. Second, the New Minor Curriculum schema will be created by adding cores (e.g.: Requirements, Required Core, Electives, Pre-requisites, etc.) and populating with added or imported courses under the View Curriculum Schema tab = **Step 2.** below.

Step 1. Adding and /or Importing Courses

Click on "View Curriculum Schema" tab. There are two options to add courses to the New Minor: "Add Course" and "Import Course." For courses that already are in the catalog, click on "Import Course" and find the courses needed. For new courses that are in the Curriculog Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title. All new courses must have a New Course Proposal Form submitted in addition to this form.

Step 2. Creating Curriculum Schema

To create the New Minor Curriculum Schema, Cores will need to be created and the courses above will need to be added.Click on "View Curriculum Schema" tab. Click on "Add Core" or "Import Core". Click on "New Core", complete the "Title" field for your core (e.g.: Electives), and the "Description" field if applicable. Click on "Add Courses". When you click on "Add Courses" it will bring up the list of courses available from **Step 1**. Select the courses you wish to add and click "Add Course". For removing courses click on the ✖ and proceed.

Step 3. Preview Program as it will show in University Catalog

To see what the program will look like when exported to the Univesity Catalog click on the Preview Curriculum icon

Prospective Curriculum:*

Required courses - 16 units

GERO 500 Foundations of Gerontology

GERO 501 Management of Older Adults Services

MHA 500 History and Context of Healthcare Administration

MHA 504 Healthcare Policy

MHA 509 Legal and Ethical Dimensions of Healthcare

Electives - 3 units

Complete one from the following:

GERO 502 Health Assessment and Case Management of Older Adults

GERO 503 Mental Health and Aging

MHA 512 Internship in Healthcare

[After] This course will be required if the applicant does not have healthcare experience.

Academic Structure and Enrollment

Identify Certificate area and person(s) responsible for Certificate management and oversight.* The Department of Health Science will have oversight of the certificate. Until a program coordinator is identified, the department chair will be responsible for management and oversight of the certificate.

Number of Students in the Certificate

Estimate number of students enrolled in Certificate in initial, third and fifth years if applicable.

Initial Year* 30

Third Year* 45

Fifth Year* 60

Faculty and Staff Resources

Existing faculty and staff qualified to teach in and support Certificate, including percent of their work assignment contributing to Certificate.*	Blair Barker, MPH, lecturer in Health Science
	Ronald Berkowsky, PhD, Assistant Professor in Health Science
	Thomas Clobes, PhD, Assistant Professor in Health Science
	Sonsoles de Lacalle, MD, PhD, Professor and Chair in Health Science

| Additional faculty and staff needed to teach in and support Certificate, and areas of expertise needed.* | N/A |

Facilities, Equipment, Information and Financial Resources

| Existing facilities, equipment and information resources available to support Certificate.* | TLI |
| | Broome Library |

| Additional facilities, equipment and information resources needed to support Certificate.* | None |

| External funding in-progress or anticipated.* | Design (as included in the MHA proposal) was support through a PACE grant. |

Will any component of this program contribute to studies related to: (choose as many as apply)*	☐ Mission Pillar
	☐ Sustainability
	☐ Justice, Diversity, Equity, Inclusion
	☑ N/A

| Notes (not required): | Although the certificate can be completed as a stand-alone program, it has been designed as an essential component of the MHA program. |

| Do not complete | No Do not complete |