

ACU Dallas Approval Chart for Curriculum Changes

A = Approve I = Information Item R = Advise & Respond

Degree Plan(s): Graduate Certificate in Healthcare Administration

This document proposes the addition of a new Certificate in Healthcare Administration. Please see the attached graduate certificate application for more information as to course requirements, benchmarking, pathway opportunities, and student need.

Highlight the item that corresponds to the requested change.

		Program	Dean	College Academic	Provost	President
	Change to a Course					
1.	Title (description unchanged)	A	A	I	I	I
2.	Description (not affecting content)	A	A	I	I	I
3.	Course term(s)	A	A	I	I	I
4.	Content (substantive change)	A	A	A	A	I
5.	Number of credit hours	A	A	A	A	I
6.	Course number within the hundred	A	A	I	I	I
7.	Course number beyond the hundred	A	A	A	A	I
8.	Prerequisites	A	A	A	A	I
9.	Course fee(s)	A	A	--	A	I
10.	From U to G <i>or</i> G to U	A	A	A	A	I
11.	Cross list with another program or department	A	A	A	A	I
12.	Program/department of record	A	A	A	A	I
13.	Open or close a course	A	A	A	A	I
14.	New course (application required)	A	A	A	A	I

	Change to a Degree Plan	u	s	A	O	S	I
1.	Major/Program — Revision	A	A	A	A	A	--
2.	Major/Program — Adopt or change admission requirements	A	A	A	A	A	--
3.	Major/Program — Add	A	A	A	A	A	--
4.	Major/Program — Offer existing university program on campus	--	A	A	A	A	--
5.	Major/Program — Discontinue (proposed by Program or College)	A	A	A	A	A	I
6.	Major/Program — Discontinue (proposed by Provost)	R	R	A	A	A	I
7.	GPA — Revise major/program or cumulative requirement	A	A	A	A	A	--
8.	Minor — Revise course selection	A	A	I	I	I	--
9.	Minor — Add	A	A	A	A	A	--
10.	Minor — Discontinue (proposed by Program or College)	A	A	A	A	A	--
11.	Minor — Discontinue (proposed by Provost)	R	R	A	A	A	--
12.	Degree — Add	A	A	A	A	A	I
13.	Degree — Discontinue (proposed by Program or College)	A	A	A	A	A	I
14.	Degree — Discontinue (proposed by Provost)	R	R	A	A	A	I

	Change to Undergraduate University Requirements	A	A	A	A	A	A	A	A
15.	University Requirements — Change in approved course content	A	A	A	A	A	A	--	A
16.	University Requirements — Add or drop a required course from the University Requirements chart	A	A	A	A	A	A	A	A
17.	University Requirements — Add or drop a course from a menu within the University Requirements chart	A	--	--	A	A	A	--	A
18.	University Requirements — Change hours within a menu on the University Requirements chart	A	A	A	A	A	A	A	A
	Change to Catalog Information For Campus								
1.	General requirements for graduation including course requirements that are common to all majors for all degrees	--	--	A	--	--	A	--	A
2.	Admission requirements	--	--	A	--	--	A	--	A
3.	Policies governing academic probation and suspension	--	--	A	--	--	A	--	A
4.	Requirements for graduating with honors	--	--	A	--	--	A	--	A

Meghan Hope

Meghan Hope (Oct 14, 2021 19:18 CDT)

Program Director/Department Chair

Dr. Meghan Hope

Date

Dean(s)

Nannette W. Glenn, Ph.D.

Nannette W. Glenn, Ph.D. (Oct 15, 2021 12:06 CDT)

Dr. Nannette Glenn

Date

College Academic Council

Dr. Dena Counts

Date

University General Education Council

N/A

Chair's signature

Date

Undergraduate Academic Council

N/A

Chair's signature

Date

Provost

Dr. Robert Rhodes

Date

Faculty

N/A

Faculty Senate Chair's signature

Date

President

Dr. Phil Schubert

Date

New Track, Minor, or Certificate Application Instructions

Use this template to propose a new track of an existing degree program or a non-degree plan, which includes a certificate or minor. For a new degree program, either undergraduate major or graduate degree, use the New Program Application.

Preparation and Formatting: Use the following outline format and number the pages. Complete sections I (Program Identification) through VI (Required Institutional Support). The applicant is welcome to consult with the respective dean and the assistant provost for curriculum and assessment to clarify questions and shape the proposal.

Submission: When sections I through VI are complete, send the application to the provost's office for initial review and development. Once the proposal has been updated and completed in response to feedback, assemble the required supporting documentation and begin the approval process outlined by the Approval Chart for Curriculum.

A schedule for approval of any new courses required for the program will be set individually with the unit in the initial review stage by the provost's office.

Information Availability: The full application will be sent forward for the approval process. The dean's office and provost's office will remove Section V (Required Institutional Support) and, if applicable, financial information from Section VI (Additional Information Required for Substantive Changes), from materials shared with academic councils.

New Track, Minor, or Certificate Application

I. Program Identification

- A. **Title of track, certificate, or minor** - Graduate Certificate in Healthcare Administration
- B. **Identify as track, certificate, or minor** - Certificate
- C. **Home department or unit (and associated degree program, if track)** - Healthcare Administration, School of Health and Human Services, College of Graduate and Professional Studies
- D. **Developer(s) and credentials** - Meghan Hope, JD, MHA, CPB
- E. **Where program will be offered and delivery method** - ACU Dallas, Online
- F. **Proposed date of implementation** - Spring 1 2022

II. Program Details

- A. **Description. Summarize this course of study in 50 to 200 words.**

The Certificate in Healthcare Administration, a fully online program, provides foundational theory and techniques for effective leadership and administration skills necessary for the delivery of healthcare services. This certificate will provide an introduction to leadership and health policy and

allow students to customize their experience by selecting from a menu offering of graduate healthcare administration courses, such as strategic planning, revenue cycle management, informatics, and innovations and trends in healthcare. Please see *Table 2: Healthcare Administration Certificate Course Offerings* for a full list of offerings.

B. Description of target audience.

The Graduate Certificate in Healthcare Administration is designed for healthcare professionals seeking additional leadership and administration expertise to enhance their knowledge of this rapidly changing industry. Students will be drawn from individuals working in administration and clinical professions as well as individuals seeking to enter this emerging field - all of whom would benefit from the convenience of a fully online program.

C. Projected total enrollment for each of the first five years.

1. Year 1: 10
2. Year 2: 12
3. Year 3: 15
4. Year 4: 20
5. Year 5: 25

III. Rationale and Need for Program

A. Mission fit.

The mission of ACU is “to educate students for Christian service and leadership throughout the world.” The Graduate Certificate in Healthcare Administration will be part of the University’s expanding programs in healthcare and healthcare-related fields. As healthcare and allied health issues create additional opportunities for service, ACU is enlarging its vision to serve through developments in teaching. In addition, the opportunity to partner with healthcare organizations opens the door to ACU preparing leaders in this field.

Specifically, the Certificate in Healthcare Administration will prepare healthcare professionals with administration and leadership skills necessary in the rapidly changing healthcare industry. The certificate will also serve as a pathway option for students interested in the MHA but lacking the GPA and credentials necessary for admission. It will also complement the Precision Medicine Administration Certificate by allowing for a general application of healthcare administration for students interested in certificate offerings without the niche of precision medicine.

B. Societal need.

In general, healthcare occupations are projected to add more jobs than any of the other occupational groups. According to the U.S. Department of Labor's Bureau of Labor Statistics (BLS), "employment in healthcare occupations is projected to grow 16 percent from 2020 to 2030, much faster than the average for all occupations, adding about 2.6 million new jobs."¹ This projected growth is mainly due to an aging population, leading to greater demand for healthcare services. With this growth in health care services, the demand for medical and health services managers, the classification it uses for healthcare administration careers, will grow by 32 percent between now and 2029.²

C. Prospective student interest.

The Certificate in Healthcare Administration will draw new students to the university, including career professionals and graduates from bachelor's degree programs. The certificate will also draw graduate students seeking healthcare administration knowledge without the need for another degree. Healthcare leaders and professionals, including managers, administrative support staff, clinicians, nurses, nurse practitioners, and allied health professionals could benefit from the knowledge gained in this certificate.

The Healthcare Administration Certificate will also serve as a way to engage community partners and establish organization-based cohorts and marketing initiatives. Through a menu of course offerings, organizations are free to customize their Healthcare Administration Certificate, tailoring it to their unique needs of the cohort.

D. Disciplinary benchmarking.

Healthcare Administration/Management Certificates are found at a wide-range of institutions, including private and public of varying sizes and with a range of religious affiliations. The certificates may be available online or in person; however, the majority of offerings are delivered in an online format.

¹ U. S. Bureau of Labor Statistics. *Employment Outlook 2020-2030: Healthcare Occupations*. Retrieved September 27, 2021 from <https://www.bls.gov/ooh/healthcare/home.htm>

² CareerOneStop. *Occupation profile for medical and health services managers*. (n.d.). U.S. Department of Labor, Employment and Training Administration. Retrieved September 24, 2021, from <https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx>

Table 1 below details similar programs analyzed throughout the benchmarking process. Please note that this is not an exhaustive list of certificates and is meant to serve as a snapshot of healthcare administration programs. Healthcare Administration Certificates varied in content. Some programs, such as Texas Tech University, offer certificates in various subjects, while others offer a general healthcare administration concentration.

Table 1. Certificate in Healthcare Administration Benchmarking

Institutions Offering HCAD Certificates	Name of Certificate	# of Hours	Online or In Person
Texas Tech Univ. Health Sciences Center	Health Informatics and Data Analytics Health Systems Policy and Management Healthcare Finance and Economics Long Term Care Administration	12	Online
University of Texas at Arlington	Healthcare Administration	12	Online
Midwestern State University	Health Services Administration	18	Online
Liberty University	Healthcare Management	12	Online
Dallas Baptist University	Advanced Certificate in Healthcare Management	12	Online
Grand Canyon University	Healthcare Quality & Patient Safety	16 (quarter credits)	Online
Indiana Wesleyan University	none		
University of Phoenix	Healthcare Compliance and Privacy Healthcare Informatics	15	Online
Colorado Christian University	Healthcare Administration	12	Online

IV. Curriculum

A. Course of study.

Required Courses:

HCAD 621 - Healthcare Policies and Ethics

HCAD 624 - Foundations in Health Services Administration & Leadership

Total Required Courses: 6 Hours

Electives (select 9 hours):³

HCAD 601 - Self-Reflection in Healthcare Leadership

HCAD 605 - Community & Population Health: Transforming the Healthcare System

HCAD 627 - Innovation and Trends in Healthcare

HCAD 632 - Conflict Management in Healthcare Organizations

HCAD 644 - The Healthcare Revenue Cycle and Payment Methodologies

HCAD 656 - Healthcare Informatics

HCAD 664 - Health Information Systems

HCAD 681 - Issues in Marketing Health Services

HCAD 687 - Advanced Topics in Healthcare Personnel and Interdisciplinary Team Leadership

HCAD 691 - Healthcare Strategic Management

B. Courses.

Table 2: Healthcare Administration Certificate Course Offerings

Course	Req'd or Menu	Rotation and Frequency	Aligned POs	Faculty Credentialed to Teach
HCAD 624	Req'd	Every third term, two times per year. First term offered: Fall 2, 2021	PO 1; PO 2; PO 4	Meghan Hope, JD, MHA, CPB; Tasia Hilton-Betton, Ph.D; Orobosa Owie, Ph.D; Suzanne Richins, DHA
HCAD 621	Req'd	Every third term, two times per year. First term offered: Spring 1, 2022	PO 3	Meghan Hope, JD, MHA, CPB; Tasia Hilton-Betton, Ph.D; Orobosa Owie, Ph.D; Suzanne Richins, DHA

³ Please note that the only course not included as an offering is HCAD 647 - Changing Trends in Healthcare Delivery Systems. This course is the final, summative MHA course.

HCAD 627	Menu	Every third term, two times per year. First term offered: Spring 2, 2021	PO 4; PO 5	Meghan Hope, JD, MHA, CPB; Tasia Hilton-Betton, Ph.D; Orobosa Owie, Ph.D; Suzanne Richins, DHA
HCAD 632	Menu	Every third term, two times per year. First term offered: Summer 1, 2022	PO 1	Meghan Hope, JD, MHA, CPB; Tasia Hilton-Betton, Ph.D; Orobosa Owie, Ph.D; Suzanne Richins, DHA
HCAD 656	Menu	Every third term, two times per year. First term offered: Spring 1, 2022	PO 5	Meghan Hope, JD, MHA, CPB; Tasia Hilton-Betton, Ph.D; Orobosa Owie, Ph.D; Suzanne Richins, DHA
HCAD 691	Menu	Every third term, two times per year. First term offered: Fall 2, 2022	PO 5	Meghan Hope, JD, MHA, CPB; Tasia Hilton-Betton, Ph.D; Orobosa Owie, Ph.D; Suzanne Richins, DHA
HCAD 644	Menu	Every third term, two times per year. First term offered: Summer 1, 2022	PO 4; PO 5	Meghan Hope, JD, MHA, CPB; Tasia Hilton-Betton, Ph.D; Orobosa Owie, Ph.D; Suzanne Richins, DHA
HCAD 681	Menu	Every third term, two times per year. First term offered: Summer 2, 202	PO 5	Meghan Hope, JD, MHA, CPB; Tasia Hilton-Betton, Ph.D; Orobosa Owie, Ph.D; Suzanne Richins, DHA
HCAD 605	Menu	Every third term, two times per year. First term offered: Fall 1, 2022	PO 3; PO 4	Meghan Hope, JD, MHA, CPB; Tasia Hilton-Betton, Ph.D; Orobosa Owie, Ph.D; Suzanne Richins, DHA
HCAD 687	Menu	Every third term, two times per year. First term offered: Fall 2, 2022	PO 4	Meghan Hope, JD, MHA, CPB; Tasia Hilton-Betton, Ph.D; Orobosa Owie, Ph.D; Suzanne Richins, DHA
HCAD 664	Menu	Every third term, two times per year. First term offered: Fall 2, 2022	PO 5	Meghan Hope, JD, MHA, CPB; Tasia Hilton-Betton, Ph.D; Orobosa Owie, Ph.D; Suzanne Richins, DHA
HCAD 601	Menu	Every third term, two times per year. First term offered: Spring 2, 2023	PO 3	Meghan Hope, JD, MHA, CPB; Tasia Hilton-Betton, Ph.D; Orobosa Owie, Ph.D; Suzanne Richins, DHA

C. New courses.

There are no new courses needed for this certificate.

Initial Review and Required Signatures

When sections I-V are complete, please submit to the Office of the Provost for initial review and development. Section VI is not required for all applications; you will learn whether it's required for your program during initial review.

This proposal complies with curricular requirements of the university and addresses all required questions for institutional review.

Associate Provost for Curriculum and Assessment

Date

This proposal does not require additional review for institutional accreditation purposes.

SACSCOC Liaison

Date

VI. Additional Information Required if Requested

- A. Employment demand and career possibilities.
 1. Identify jobs that graduates would be qualified to pursue.
 2. Use official databases to establish the job market for graduates of the program. Use the U.S. Bureau of Labor Statistics and Texas Workforce Commission; other sources that may be helpful are authorities on regional labor markets (e.g., metropolitan Chambers of Commerce) and current industry reports.
 3. Use the crosswalk document provided by IPEDS to take your previously identified CIP code and find the associated occupations in the Standard Occupational Classification system provided by the Bureau of Labor Statistics. Use the associated SOC number to find entry-level and mean wages in that field in Texas from the Texas Workforce Commission (Texas Wages — Wages by Workforce Development Area).
- B. Student support services. Describe specific programs, services, and activities that will support students enrolled in the program. Some examples of academic support services are teaching and resource centers, tutoring, academic advising, counseling, disability services, diversity and inclusion offices, teaching laboratories, career services, testing centers, student life, and information technology.
- C. Describe financial resources available to support the new program, including a budget for the first year of the program; projected revenues, expenditures, and cash flow; amount of resources going to external institutions or organizations contracted to provide support services for the program; the operational, management, and physical resources available for the change.
- D. Provide contingency plans in the event required resources do not materialize.

All applications are required to include Section VIII. Please compile this documentation after the initial review by the provost's office.

VII. Supporting Documentation

- A. Approval Chart for Curriculum Changes
- B. Memo of support from the department chair of each department outside the home department that will provide a course for the program.
- C. When the new program application is complete, provide the full proposal to the following individuals for review. Each will provide a memo to attach to the proposal.
 1. Dean of the library for library resources review.
 2. Dean of the college of the program for a statement of commitment to the items in Required Institutional Support.

MEMORANDUM

TO: Academic Council, College of Graduate and Professional Studies

FROM: Nannette W. Glenn, Ph.D.
Dean, CGPS

DATE: October 14, 2021

RE: Required Institutional Support
Certificate in Healthcare Administration

I have examined the items detailed as required institutional support for the creation, implementation, and maintenance of the new program, Certificate in Healthcare Administration. I hereby acknowledge the obligation of this initiative and commit to providing the institutional support, as set forth.

 Nannette W. Glenn, Ph.D.

ABILENE CHRISTIAN UNIVERSITY
LIBRARY

M E M O R A N D U M

DATE: October 7, 2021
TO: Meghan Hope
FROM: Mark McCallon, Library Associate Dean for Library Information Services
RE: New Program Application for Graduate Certificate in Healthcare Administration

Thank you for the opportunity to review the new program application for the proposed Graduate Certificate in Healthcare Administration. Since there are no new course offerings for the certificate program, the Library is able to support the program with existing resources. Thank you for letting us review the program proposal.