New York City College of Technology, CUNY

CURRICULUM MODIFICATION PROPOSAL FORM

This form is used for all curriculum modification proposals. See the [Proposal Classification Chart](http://openlab.citytech.cuny.edu/collegecouncil/files/2014/08/2013-10-09-Proposal_Classification_Chart.pdf) for information about what types of modifications are major or minor. Completed proposals should be emailed to the Curriculum Committee chair.

|  |  |
| --- | --- |
| **Title of Proposal** | **Health Services Administration (HSA) B.S. – minor curriculum modifications for fall 2016 implementation** |
| **Date** | **2-18-2016** |
| **Major or Minor** | **Minor** |
| **Proposer’s Name** | **Josef Bohm, Program coordinator** |
| **Department** | **HSA / HUS** |
| **Date of Departmental Meeting in which proposal was approved** | **12/15/2016** |
| **Department Chair Name** | **Josef Bohm, Program Coordinator/ Christine Thorpe, Chair** |
| **Department Program Coordinator & Chair Signatures and Date** | **C:\Users\josef bohm\Desktop\signiture.jpg/** Christine Thorpe  2/23/2016 |
| **Academic Dean Name** | **David Smith** |
| **Academic Dean Signature and Date** | **2/24/2016** |
| **Brief Description of Proposal**  (Describe the modifications contained within this proposal in a succinct summary. More detailed content will be provided in the proposal body. | The minor modifications to the HSA curriculum are undertaken in order to formally recognize Statistics as a required element within the degree and modify the prerequisite requirements for 3 HSA required courses SA requir |
| **Brief Rationale for Proposal**  (Provide a concise summary of why this proposed change is important to the department. More detailed content will be provided in the proposal body). | 1) Presently statistics (Math1272), a prerequisite to HSA4740 - Health Research Methods, a required course in the HAS curriculum, constitutes a ‘hidden requirement’ within the degree. Given recently enacted changes to financial aid, identifying the course as a degree specific requirement will enable students to continue to receive financial aid for this important degree constituent.  2) Applying the Pathway’s general education curriculum to the HSA program, this proposal also seeks to align student competencies with the rigors of the HSA coursework by modifying prerequisite requirements for three HSA required courses. |
| **Proposal History**  (Please provide history of this proposal: is this a resubmission? An updated version? This may most easily be expressed as a list). | This is a new proposal |

Please include all appropriate documentation as indicated in the Curriculum Modification Checklist. For each new course, please also complete the New Course Proposal and submit in this document. Please submit this document as a single .doc or .rtf format. If some documents are unable to be converted to .doc, then please provide all documents archived into a single .zip file.

**ALL PROPOSAL CHECK LIST**

|  |  |
| --- | --- |
| Completed CURRICULUM MODIFICATION FORM including: |  |
| * Brief description of proposal |  |
| * Rationale for proposal |  |
| * Date of department meeting approving the modification HSA faculty meeting of 12/15/2016. |  |
| * Signature Chair’s **C:\Users\josef bohm\Desktop\signiture.jpg**/Christine Thorpe |  |
| * Dean’s Signature |  |
| Evidence of consultation with affected departments:  Only applies to minor curriculum modification #2. See appendix. |  |
| Documentation of Advisory Commission views (if applicable). | n/a |
| Completed [Chancellor’s Report Form](http://openlab.citytech.cuny.edu/collegecouncil/files/2014/08/2013-10-09-Chancellor_Report_Quick_Reference_Guide1.doc). Sections AIII and AV |  |

**EXISTING PROGRAM MODIFICATION PROPOSALS**

|  |  |
| --- | --- |
| Documentation indicating core curriculum requirements have been met for new programs/options or program changes. | n/a |
| Detailed rationale for each modification (this includes minor modifications) |  |

Brief description of the proposal:

Presently statistics (Math1272), a prerequisite for HSA4740 - Health Research Methods, a required course in the curriculum, constitutes a ‘hidden requirement’ within the HSA degree. Given recently enacted changes to financial aid, identifying the course as a degree specific requirement will enable students to continue to receive financial aid for this important degree constituent. Additionally applying the Pathway’s general education curriculum to the HSA program this proposal seeks to align student competencies with the rigors of the HSA coursework by modifying prerequisite requirements for three HSA required courses: HSA3630, HSA4620 and HSA4740

Minor Modification #1: Recognition of Statistics as a formal element within the HSA degree:

The proposal constitutes recognition of Statistics as a required course in the B.S. Health Services Administration degree. Presently, as a prerequisite to HSA4740, Health Research Methods, a required course within the HSA degree, Statistics constitutes a ‘hidden requirement’ that is accommodated within the degree as a ‘recommended course’ for either the Math/Quantitative Reasoning requirement or as a component within the degree’s professional or liberal arts electives.

Given the above, Statistics as either Math1272 or higher level statistics course, will be given recognition as a required course as well as a prerequisite for HSA4740 (minor modification #2).

Rationale:

1) Academic justification for formally recognizing Statistics as a required course with the Health Services Administration BS degree:

A foundation in statistical methods provides students with the skills to gather information, analyze data, and interpret the results in the managerial setting, which is increasingly relying on statistical techniques to identify problems, evaluate health service environments, and make informed decisions about solutions. Students with MAT 1272 or higher level statistics course will effectively identify best research evidence for best practice, better apply descriptive and inferential statistics to the administrative setting, and successfully develop a research study that appropriately considers variables, sampling, data collection methods, and statistical tests to analyze data.

Procedural necessity for recognition of Statistics as a specific degree requirement:

With regard to changes in the way financial aid recognizes eligible courses, any and all degree requirements must be explicitly stated as required for the degree. Consequently, MATH 1272 or higher level statistics course will now need to be included within its Program Specific Liberal Arts requirement.

Minor Modification #2: Change of Prerequisite for HSA 4740 Health Research Methods

Rationale:

The course currently requires HSA3602 (Health Services Management 2) and MAT1272 (Statistics). Given the recognition of Math1272 or higher level statistics course as a required element in the degree and following discussion amongst HSA faculty, it was determined that the prerequisites for HSA4740 should be modified to reflect either MAT1272 or higher level statistics course. Students with either course will effectively identify best research evidence for best practice, better apply descriptive and inferential statistics to the administrative setting, and successfully develop a research study that appropriately considers variables, sampling, data collection methods, and statistical tests to analyze data.

Minor Modification #3: Change to Prerequisites HSA3630: Health Care Finance and Accounting Management.

Prerequisites for HSA3630 presently include HSA3510, MAT 1180 or MAT 1190. It is proposed that this be replaced by HSA3510 and the completion of MQR requirement (math and quantitative reasoning).

Rationale:

Over the last year the college has determined that MATH 1175 is no longer contributory to the MQR requirement. This, in addition to the diverse mathematics requirements found within the numerous articulation agreements for clinical students entering HSA, faculty has acknowledged that fulfillment of the MQR requirement represents sufficient mathematical preparation for the student to undertake the course. Utilizing the fulfillment of the MQR requirement will also facilitate progression with the degree and avoid complications and inappropriate registration denials for students seeking this course.

Minor Modification #4: Change to Prerequisites HSA4620: Health Care Information Systems.

HSA4620 currently includes only HSA3510 as a prerequisite. It is proposed that the course add a secondprerequisite, HSA3602 (Health Services Management 2) to reflect the faculty’s assessment of the skills needed for preparation and study within this course.

Rationale:

HSA 4620, Health Care Information Systems, is a 4000 level course in which students’ would be better served having two 3000 prerequisites courses which would enhance their writing experience before enrolling in HSA4620. This request includes having students complete both Health Services Management 1 (HSA3510) and Health Services Management 2 (HSA3602) prior to enrolling in HSA4620. This will increase the quality of writing and taking advantage of the scaffolding of both writing and research skills.

**Section AIII: Changes in Degree Programs**

**The following revisions are proposed for the B.S. Health Services Administration degree**

**Program: B.S. Health Services Administration degree**

**Program Code: 1202**

**Effective Date: Fall 2016**

**A change of required courses**

|  |  |
| --- | --- |
| **FROM:** | **TO:** |
| **GENERAL EDUCATION COMMON CORE1 42 CREDITS**  **I – REQUIRED CORE (4 COURSES, 12 CREDITS)**  **English Composition (2 courses, 6 credits)**  ENG 1101 English Composition I 3  ENG 1121 English Composition II 3  **Mathematical and Quantitative Reasoning2 (1 course, 3 credits)**  Any Approved Course  **Life and Physical Sciences3 (1 course, 3 credits)**  Any Approved Course  **II – FLEXIBLE CORE (6 COURSES, 18 CREDITS)**  Select one course from each of the following areas;  plus one additional course from any of the five areas;  no more than two courses may be selected from any discipline. 18  **World Cultures and Global Issues**  Any Approved Course  **US Experience in its Diversity**  Any Approved Course  **Individual and Society**  Any Approved Course  **Creative Expression**  Any Approved Course  **Scientific World**  Any Approved Course  **III – COLLEGE OPTION REQUIREMENT4 (4 COURSES, 12 CREDITS)**  • One course in Speech/Oral Communication  COM 1330 Public Speaking or higher 3  • One interdisciplinary Liberal Arts and Sciences course 3  • Two additional liberal arts courses or in BTech programs,  additional liberal arts credits to reach a minimum total of  42 credits in general education.  In meeting their general education requirements overall,  students must take at least one advanced liberal arts course  or two sequential courses in a foreign language.  Students transferring with an associate degree are required  to take only 6 credits of the College Option, which must  include a course in Speech/Oral Communication (unless such  a course was already taken at the associate level) and the  Interdisciplinary Liberal Arts and Sciences course.  **Writing Intensive Requirement**  Students at New York City College of Technology must complete two  courses designated WI for the associate level, one from GenEd and  one from the major; and two additional courses designated WI for the  baccalaureate level, one from GenEd and one from the major.  **Associate-Level Courses in Discipline and**  **Upper-Level Professional Electives5 (42 Credits)**  **PROGRAM-SPECIFIC DEGREE REQUIREMENTS 18 CREDITS**  HSA 3510 Health Services Management I 3  HSA 3560 Legal Aspects of Health Care 3  HSA 3602 Health Services Management II 3  HSA 3630 Health Care Finance and Accounting Management 3  HSA 4620 Health Care Information Systems 3  HSA 4740 Health Research Methods 3  **~~Program-Specific Liberal Arts and Sciences~~**  **~~Requirements 15 credirs~~**  ECON 1101 Macroeconomics 3  ECON 2403 Labor Management Relations 3  ENG 1101 English Composition I Met as GenEd  ENG 1121 English Composition II Met as GenEd  PHIL 2203 Health Care Ethics 3  PSY 1101 Introduction to Psychology 3  PSY 2404 Personnel and Organizational Psychology 3  COM 1330 Public Speaking  or higher Met as GenEd  Electives to reach 60 credits of Liberal Arts and Sciences credits  **Program-Specific Elective Courses**  (As needed to reach a total of 60 professional credits)  HSA 4900 Health Services Internship 3  HSA 4910 Introduction to Public Health Administration 3  TOTAL PROGRAM-SPECIFIC REQUIRED AND ELECTIVE COURSES 60  TOTAL NYS LIBERAL ARTS/SCIENCE CREDITS 60  TOTAL CREDITS REQUIRED FOR THE DEGREE 120 | **GENERAL EDUCATION COMMON CORE1 42 CREDITS**  **I – REQUIRED CORE (4 COURSES, 12 CREDITS)**  **English Composition (2 courses, 6 credits)**  ENG 1101 English Composition I 3  ENG 1121 English Composition II 3  **Mathematical and Quantitative Reasoning2 (1 course, 3 credits)**  Any Approved Course  **Life and Physical Sciences3 (1 course, 3 credits)**  Any Approved Course  **II – FLEXIBLE CORE (6 COURSES, 18 CREDITS)**  Select one course from each of the following areas;  plus one additional course from any of the five areas;  no more than two courses may be selected from any discipline. 18  **World Cultures and Global Issues**  Any Approved Course  **US Experience in its Diversity**  Any Approved Course  **Individual and Society**  Any Approved Course  **Creative Expression**  Any Approved Course  **Scientific World**  Any Approved Course  **III – COLLEGE OPTION REQUIREMENT4 (4 COURSES, 12 CREDITS)**  • One course in Speech/Oral Communication  COM 1330 Public Speaking or higher 3  • One interdisciplinary Liberal Arts and Sciences course 3  • Two additional liberal arts courses or in BTech programs,  additional liberal arts credits to reach a minimum total of  42 credits in general education.  In meeting their general education requirements overall,  students must take at least one advanced liberal arts course  or two sequential courses in a foreign language.  Students transferring with an associate degree are required  to take only 6 credits of the College Option, which must  include a course in Speech/Oral Communication (unless such  a course was already taken at the associate level) and the  Interdisciplinary Liberal Arts and Sciences course.  **Writing Intensive Requirement**  Students at New York City College of Technology must complete two  courses designated WI for the associate level, one from GenEd and  one from the major; and two additional courses designated WI for the  baccalaureate level, one from GenEd and one from the major.  **Associate-Level Courses in Discipline and**  **Upper-Level Professional Electives5 (42 Credits)**  **PROGRAM-SPECIFIC DEGREE REQUIREMENTS 18 CREDITS**  HSA 3510 Health Services Management I 3  HSA 3560 Legal Aspects of Health Care 3  HSA 3602 Health Services Management II 3  HSA 3630 Health Care Finance and Accounting Management 3  HSA 4620 Health Care Information Systems 3  HSA 4740 Health Research Methods 3  **Program-Specific Liberal Arts and Sciences**  **Requirements 18 credits**  MATH 1272 Statistics  or higher level statistics course 3  ECON 1101 Macroeconomics 3  ECON 2403 Labor Management Relations 3  ENG 1101 English Composition I Met as GenEd  ENG 1121 English Composition II Met as GenEd  PHIL 2203 Health Care Ethics 3  PSY 1101 Introduction to Psychology 3  PSY 2404 Personnel and Organizational Psychology 3  COM 1330 Public Speaking  or higher Met as GenEd  Electives to reach 60 credits of Liberal Arts and Sciences credits  **Program-Specific Elective Courses**  (As needed to reach a total of 60 professional credits)  HSA 4900 Health Services Internship 3  HSA 4910 Introduction to Public Health Administration 3  TOTAL PROGRAM-SPECIFIC REQUIRED AND ELECTIVE COURSES 60  TOTAL NYS LIBERAL ARTS/SCIENCE CREDITS 60  TOTAL CREDITS REQUIRED FOR THE DEGREE 120 |
|  |  |

**Rationale:** : With regard to changes in the way financial aid recognizes eligible courses, all degree requirements must be explicitly stated as required for the degree. Presently, a ‘hidden’ requirement as a prerequisite for HSA4740 (a required course for the degree), MATH 1272 or higher level statistics course will now need to be identified within the degree’s Program Specific Liberal Arts requirements.

**Section AV: Changes in Existing Courses**

**Changes to be offered in the Health and Human Services department**

**HSA4740 Health Research Methods**

|  |  |  |  |
| --- | --- | --- | --- |
| **CUNYFirst Course ID** |  |  |  |
| **FROM:** |  | **TO:** |  |
| **Department(s)** |  | **Department(s)** |  |
| **Course** |  | **Course** |  |
| **Prerequisite** | ~~HSA3602, MAT 1272~~ | **Prerequisite** | HSA3602, MAT 1272 or higher level statistics course |
| **Corequisite** |  | **Corequisite** |  |
| **Pre- or corequisite** |  | **Pre- or corequisite** |  |
| **Hours** |  | **Hours** |  |
| **Credits** |  | **Credits** |  |
| **Description** |  | **Description** |  |
| **Requirement Designation** |  | **Requirement Designation** |  |
| **Liberal Arts** | [ ] Yes [ ] No | **Liberal Arts** | [ ] Yes [ ] No |
| **Course Attribute (e.g. Writing Intensive, Honors, etc** |  | **Course Attribute (e.g. Writing Intensive, Honors, etc** |  |
| **Course Applicability** | |  | | --- | | [ ] Major | | [ ] Gen Ed Required | | [ ] English Composition | | [ ] Mathematics | | [ ] Science | | [ ] Gen Ed - Flexible | | [ ] World Cultures | | [ ] US Experience in its Diversity | | [ ] Creative Expression | | [ ] Individual and Society | | [ ] Scientific World | | [ ] Gen Ed - College Option | | [ ] Speech | | [ ] Interdisciplinary | | [ ] Advanced Liberal Arts | | **Course Applicability** | |  | | --- | | [ ] Major | | [ ] Gen Ed Required | | [ ] English Composition | | [ ] Mathematics | | [ ] Science | | [ ] Gen Ed - Flexible | | [ ] World Cultures | | [ ] US Experience in its Diversity | | [ ] Creative Expression | | [ ] Individual and Society | | [ ] Scientific World | | [ ] Gen Ed - College Option | | [ ] Speech | | [ ] Interdisciplinary | | [ ] Advanced Liberal Arts | |
| **Effective Term** | Fall 2016 |  |  |

**Rationale:** Students with MAT 1272 or higher level statistics course will effectively identify best research evidence for best practice, better apply descriptive and inferential statistics to the administrative setting, and successfully develop a research study that appropriately considers variables, sampling, data collection methods, and statistical tests to analyze data.

**Section AV: Changes in Existing Courses**

**Changes to be offered in the Health and Human Services department**

**HSA3630 Health Care Finance and Accounting Management**

|  |  |  |  |
| --- | --- | --- | --- |
| **CUNYFirst Course ID** |  |  |  |
| **FROM:** |  | **TO:** |  |
| **Department(s)** |  | **Department(s)** |  |
| **Course** |  | **Course** |  |
| **Prerequisite** | ~~HSA3510, MAT 1180 or 1190~~ | **Prerequisite** | HSA3510, Completion of Mathematical and Quantitative Reasoning requirement |
| **Corequisite** |  | **Corequisite** |  |
| **Pre- or corequisite** |  | **Pre- or corequisite** |  |
| **Hours** |  | **Hours** |  |
| **Credits** |  | **Credits** |  |
| **Description** |  | **Description** |  |
| **Requirement Designation** |  | **Requirement Designation** |  |
| **Liberal Arts** | [ ] Yes [ ] No | **Liberal Arts** | [ ] Yes [ ] No |
| **Course Attribute (e.g. Writing Intensive, Honors, etc** |  | **Course Attribute (e.g. Writing Intensive, Honors, etc** |  |
| **Course Applicability** | |  | | --- | | [ ] Major | | [ ] Gen Ed Required | | [ ] English Composition | | [ ] Mathematics | | [ ] Science | | [ ] Gen Ed - Flexible | | [ ] World Cultures | | [ ] US Experience in its Diversity | | [ ] Creative Expression | | [ ] Individual and Society | | [ ] Scientific World | | [ ] Gen Ed - College Option | | [ ] Speech | | [ ] Interdisciplinary | | [ ] Advanced Liberal Arts | | **Course Applicability** | |  | | --- | | [ ] Major | | [ ] Gen Ed Required | | [ ] English Composition | | [ ] Mathematics | | [ ] Science | | [ ] Gen Ed - Flexible | | [ ] World Cultures | | [ ] US Experience in its Diversity | | [ ] Creative Expression | | [ ] Individual and Society | | [ ] Scientific World | | [ ] Gen Ed - College Option | | [ ] Speech | | [ ] Interdisciplinary | | [ ] Advanced Liberal Arts | |
| **Effective Term** | Fall 2016 |  |  |

**Rationale:** Fulfillment of the MQR requirement represents sufficient mathematical preparation for the student to undertake the course. Applying the fulfillment of the MQR requirement will also facilitate progression with the degree and avoid complications and inappropriate registration denials for students seeking this course.

**Section AV: Changes in Existing Courses**

**Changes to be offered in the Health and Human Services department**

**HSA4620 Health Care Information Systems**

|  |  |  |  |
| --- | --- | --- | --- |
| **CUNYFirst Course ID** |  |  |  |
| **FROM:** |  | **TO:** |  |
| **Department(s)** |  | **Department(s)** |  |
| **Course** |  | **Course** |  |
| **Prerequisite** | ~~HSA3510~~ | **Prerequisite** | HSA3510, HSA3602 |
| **Corequisite** |  | **Corequisite** |  |
| **Pre- or corequisite** |  | **Pre- or corequisite** |  |
| **Hours** |  | **Hours** |  |
| **Credits** |  | **Credits** |  |
| **Description** |  | **Description** |  |
| **Requirement Designation** |  | **Requirement Designation** |  |
| **Liberal Arts** | [ ] Yes [ ] No | **Liberal Arts** | [ ] Yes [ ] No |
| **Course Attribute (e.g. Writing Intensive, Honors, etc** |  | **Course Attribute (e.g. Writing Intensive, Honors, etc** |  |
| **Course Applicability** | |  | | --- | | [ ] Major | | [ ] Gen Ed Required | | [ ] English Composition | | [ ] Mathematics | | [ ] Science | | [ ] Gen Ed - Flexible | | [ ] World Cultures | | [ ] US Experience in its Diversity | | [ ] Creative Expression | | [ ] Individual and Society | | [ ] Scientific World | | [ ] Gen Ed - College Option | | [ ] Speech | | [ ] Interdisciplinary | | [ ] Advanced Liberal Arts | | **Course Applicability** | |  | | --- | | [ ] Major | | [ ] Gen Ed Required | | [ ] English Composition | | [ ] Mathematics | | [ ] Science | | [ ] Gen Ed - Flexible | | [ ] World Cultures | | [ ] US Experience in its Diversity | | [ ] Creative Expression | | [ ] Individual and Society | | [ ] Scientific World | | [ ] Gen Ed - College Option | | [ ] Speech | | [ ] Interdisciplinary | | [ ] Advanced Liberal Arts | |
| **Effective Term** | Fall 2016 |  |  |

**Rationale:** Change in adding a prerequisite reflects increasing the writing and research skills of students in an upper level course.

**Appendix:**

**Evidence of consultation with affected departments:**

For Minor Curriculum Modification #2:

In addition to the course being a requirement for the HSA degree, it is also an elective in the Biomedical Informatics degree program. Information related to this proposed modification was forwarded to the BIB coordinator on 2/8/16 via e-mail:

**Minor curriculum modification to HSA3630**

|  |  |
| --- | --- |
| From: | Josef Bohm |
| To: | BIBcoordinator |
| CC: | Joanne Weinreb; David Smith |
| BC: |  |
| Date: | Monday - February 8, 2016 4:52 PM |
| Subject: | Minor curriculum modification to HSA3630 |

Good Afternoon:

HSA is seeking a minor curriculum modification to prerequisite requirements to HSA3630 - Health Care Finance and Accounting Management. The prerequisites are to be modified as follows:

* Current Prerequisites:  HSA 3510, Math 1180 or 1190
* Proposed Prerequisites: HSA 3510, completion of Math and Quantitative Reasoning requirement.

The change is being sought in order to facilitate access by accommodating the variation in the mathematical backgrounds for students from the clinical and technical disciplines supported by the degree. It is anticipated that the change will have no effect on the ability of BIB students to choose this as an elective.

If you have any questions, contact me directly

Best wishes