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.

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| **Title of Proposal** | Clarify admission to the Health Services Administration program and eliminate work-based experience from admissions to the Health Services Administration program  (Criterion #3) |
| **Date** | Oct 23, 2023 |
| **Major or Minor** | Major |
| **Proposer’s Name** | Katherine Gregory |
| **Department** | Health Sciences |
| **Date of Departmental Meeting**  **in which proposal was approved** | September 20, 2023 |
| **Department Chair Name** | Katherine Gregory |
| **Department Chair Signature and Date** |  |
| **Academic Dean Name** | Maureen Archer |
| **Academic Dean Signature and**  **Date** | Dr. Maureen Archer-Festa Digitally signed by Dr. Maureen Archer-Festa  Date: 2023.11.08 15:23:22 -05'00' |
| **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 Health Sciences Department proposes modification and clarification of the admissions criteria into the Health Services Administration program and the elimination of work-based admissions (Criterion #3) and edits to clarify Criteria #1 and 2. |
| **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). | Currently the Health Services Administration program has three criteria that are used to access admission. The Health Sciences Department proposes to eliminate Criterion #3. Criterion #3 as stated bases the admission to the Health Services Administration program on two years of work experience in the healthcare sector. The wording of Criterion #3 is vague and confusing for many prospective students because it does not clearly state the type of two- year work experience that would suffice to be admitted into the HSA program. Additionally, in this curriculum modification, the Health Sciences Department will suggest minor edits to Criteria #1 and 2 to clarify the language.  The new BS in Healthcare Policy and Management program is intentionally designed for students without a clinical education and will better serve potential students with work experience. |

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| **Proposal History**  (Please provide history of this proposal: is this a resubmission? An updated version? This may most easily be expressed as a list). | Original submission: 11.08.2024  Updated version: 3.14.2024  Updated version 4.3.2024 |

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**

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| Completed CURRICULUM MODIFICATION FORM including: |  |
| * Brief description of proposal | x |
| * Rationale for proposal | x |
| * Date of department meeting approving the modification | 9/20/2023 |
| * Chair’s Signature | x |
| * Dean’s Signature | X |
| Evidence of consultation with affected departments  List of the programs that use this course as required or elective, and courses that use this as a prerequisite. |  |
| Documentation of Advisory Commission views (if applicable). |  |
| Completed [Chancellor’s Report Form.](http://openlab.citytech.cuny.edu/collegecouncil/files/2014/08/2013-10-09-Chancellor_Report_Quick_Reference_Guide1.doc) |  |

**EXISTING PROGRAM MODIFICATION PROPOSALS**

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

**2. Chancellor’s Report**

**Section AIII: Changes in Degree Programs**

**AIII.1. The following revisions are proposed for the Health Sciences Department**

**Program: Health Services Administration Program Code:**

**A change to the admissions requirement to the Health Services Administration Program**

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| **From** | **TO** |
| To enter the Health Services Administration program you will need **ONE** of the following three entrance pathways:  1. **Licensed health care providers:** Graduates with an associate degree from an accredited clinical  program or one completed here at City Tech: such as | To be admitted to the Health Services Administration program you will need **ONE** of the following two entrance requirements:  1. **Licensed health care providers:** Graduates with an associate degree or higher from an accredited  clinical program such as City Tech’s NUR, DEN, |

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| NUR, DEN, RAD, RESD,  VCT ~~and obtained their licensure~~, with a minimum cumulative grade point average of 2.5 (see highlighted red text below), in hand or pending.   1. **Graduates from articulated degree programs:** An associate degree from a program that has an articulation agreement with the NYCCT's HSA program. ~~A minimum cumulative grade point average of 2.5~~ *~~(see highlighted red text~~*   *~~below)~~* ~~is needed:~~ HSA maintains articulations with select programs at BMCC, LaGuardia, Kingsborough ~~& Hostos~~ Community Colleges.   1. **~~Associate degree holders with work~~**   **~~experience:~~** ~~Graduates from traditional Associate degrees--those that are not healthcare clinical degree programs--with a minimum cumulative grade point average of 2.5~~ *~~(see highlighted red text below)~~*~~, must also have the equivalent of at least two years of full time work experience in a U.S. healthcare setting that involves contact with patients or the administration of healthcare services. (Internships and volunteer work do not qualify).~~ | RAD, RESD, VCT, with  pending or granted licensure, with a minimum cumulative grade point average of 2.5. in hand or pending.   1. **Graduates from an articulated degree programs:** An associate degree or higher from a program that has an articulation agreement with the NYCCT's HSA program, with a minimum cumulative grade point average of   2.5. HSA currently maintains articulations with select programs at BMCC, LaGuardia, & Kingsborough Community Colleges. |

**Rationale of Proposal**

In recent cycles of admission into the Health Services Administration program, it became clear that the current admission criteria, which included three pathways, was not only ambiguous, but it no longer best serves students, as HSA was developed before a better option, the baccalaureate program in Healthcare Policy and Management, was available.

The Health Sciences Department’s new BS in Healthcare Policy and Management, will better serve potential students with work experience, as it “accommodates students with diverse interests in health care while supporting their entry from a variety of backgrounds—high school, associate-level degrees, and career paths transferrable to healthcare operations.”

We thus propose the removal of Criterion #3, which bases admissions to the Health Services Administration program based on two years of work experience.

Criteria #1 and 2 have been edited to clarifying purposes. In particular, Criterion #1 has been edited to make admission to the HSA program open to graduates of an associate degree in a number of clinical programs, not just those at City Tech.