



# College of Health Sciences

College of Health Sciences  
Office of the Dean  
123 Wethington Building  
Lexington, KY 40536-0200  
859-218-0860  
[www.uky.edu/chs](http://www.uky.edu/chs)

To: Jennifer Bird-Pollan, Ph.D., J.D.  
Senate Council Chair

From: Carl Mattacola, Ph.D.  
Associate Dean of Academic and Faculty Affairs

Date: March 3, 2019

Re: Clinical Healthcare Certificate

Attached is a submission for changes to the Clinical Healthcare Management (CLM) Certificate Program. The proposal was reviewed and approved by the faculty of Health Sciences Education & Research (which houses the Clinical Leadership & Management Program) Sciences, the Academic Affairs Committee of the College of Health Sciences, and is being forwarded to Senate Council for review. In addition to review within the CHS the proposal comes with letters of support from corresponding and contributing programs in separate colleges.

# MEMO

2/28/19

**TO:** Carl Mattacola, Professor and Associate Dean of Academic Affairs

**FROM:** Deborah G. Kelly – Chair of Academic Affairs

**RE:** CLM certificate Proposal Approval

Dear Dr. Mattacola,

The Academic Affairs (AA) Committee has thoroughly reviewed Dr. Kerckmar's CLM certificate proposal. Requested updates have been made. The committee recommends approval of the proposal. Thank you for the opportunity to review this proposal. Let me know if I can help to clarify anything regarding this recommendation.

Sincerely,

A handwritten signature in cursive script that reads "Deborah G. Kelly".

Deborah G. Kelly PT, DPT, MEd, *Chair – CHS Academic Affairs Committee (2016-19)*

**CHANGE GRADUATE/UNDERGRADUATE CERTIFICATE**

*Fill out this form to change an existing certificate. This form should be used for both undergraduate certificates and graduate certificates.*

*Once approved at the college level, your college will send the proposal to the appropriate Senate academic council (HCCC and/or GC) for review and approval. Once approved at the academic council level, the academic council will send your proposal to the Senate Council office for additional review and then a 10-day posting online, during which senators review on their own and have an option to register an objection if they so desire. If no objection is raised to the Senate Council Office within ten days of the posting the proposal, then the graduate certificate change is approved. The Senate Council Office will report approvals to the Provost, Registrar and other appropriate entities, including the contact person.*

For each change, you MUST enter the current language/requirement as well as the proposed change.

SUMMARY OF CHANGES								
Check all that apply.								
<input checked="" type="checkbox"/>	Courses	<input type="checkbox"/>	Certificate Name	<input type="checkbox"/>	Total required credit hours	<input type="checkbox"/>	Certificate review	
<input checked="" type="checkbox"/>	Criteria for admissions/progression/termination		<input type="checkbox"/>	Other				
1. General Information								
<b>1a</b>	<b>Change is for:</b>	<input checked="" type="checkbox"/>	<b>UNDERGRADUATE CERTIFICATE</b>		OR	<input type="checkbox"/>	<b>GRADUATE CERTIFICATE</b>	
<b>1b</b>	Date of contact with Institutional Effectiveness (IE) <sup>1</sup> :		2/5/19					
	<input checked="" type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.							
<b>1c</b>	College <sup>2</sup> :	Health Sciences		Department <sup>2</sup> :	Clinical Sciences			
<b>1d</b>	CIP code:	51.0701						
<b>1e</b>	Current certificate name:	Clinical Healthcare Management Certificate		Proposed certificate name:				
<b>1f</b>	Today's Date:	2/5/19						
<b>1g</b>	Requested effective date:	<input checked="" type="checkbox"/>	Fall semester following approval.		OR	<input type="checkbox"/>	Specific Date <sup>3</sup> : <i>Fall 20</i>	
<b>1h</b>	Contact person name:	Sarah Kericsmar		Phone / Email:	8-0514 / sarah.kericsmar@uky.edu			
2. Overview of Changes								
<b>2a</b>	Describe the rationale for the change(s), including (as appropriate) input from an advisory board, professional body, etc. (450 word limit)							
	The Clinical Leadership & Management program recently underwent a major curriculum revision. The changes to the certificate incorporate our new coursework as options for students and prohibit CLM majors							

<sup>1</sup> You can reach Institutional Effectiveness by phone or email (257-1962 or [OSPIE@l.uky.edu](mailto:OSPIE@l.uky.edu)).

<sup>2</sup> It is not possible to change the home academic unit of a certificate via this form. To change the home unit, visit <https://www.uky.edu/universitysenate/forms> and look for the heading, "Forms Related to Academic Organizational Structure."

<sup>3</sup> No certificate changes will be effective until all approvals are received.

from adding the certificate in the future because it is duplicative to the major. Additionally, we are adding a short essay at time of application to the certificate (approximately 2 paragraphs). The certificate will also now be able to be completed completely online if a student so chooses.

3a.	Will the requested changes result in the use of courses from another unit?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If "Yes," describe generally the courses and how they will used.			
HHS 241 -- Required MGT 301 -- an option as a required course for students from Gatton B & E HHS 405, ICT 326, NUR 372, COM 571 -- Elective options for certificate students			
If "Yes," two pieces of supporting documentation are required.			
<input checked="" type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the other units' chair/director <sup>4</sup> from which individual courses will be used.			
<input checked="" type="checkbox"/> Check to confirm that appended to the end of this form is verification that the chair/director of the other unit has consent from the faculty members of the unit. This typically takes the form of meeting minutes.			

**3. Non-Course Related Changes**

3a	Will the certificate's admissions and/or application procedures change?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If "Yes," describe below. (150 word limit)			
Current: Students currently apply to the certificate by completing a form with basic demographic information. The form is available here: <a href="https://www.uky.edu/chs/clinical-healthcare-management-certificate-application">https://www.uky.edu/chs/clinical-healthcare-management-certificate-application</a> There are no restrictions to who can enroll in the certificate.		Proposed: Students will complete the required application form, available at <a href="https://www.uky.edu/chs/clinical-healthcare-management-certificate-application">https://www.uky.edu/chs/clinical-healthcare-management-certificate-application</a> . Additionally, applicants will write a 2 paragraph response to the questions: "Why do you want to add the Clinical Healthcare Management certificate? How will it compliment your current major?" A holistic review process is employed to determine fit for the certificate. Students need to articulate how the certificate can enhance their education to gain admission. Students who are Clinical Leadership & Management MAJORS may not enroll in the certificate due to duplication of content.	

**4. Course-Related Changes**

4a	Will the required courses for the certificate change? (If "Yes," indicate and note the changes in the area below. If "No," indicate and proceed to 4b.)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
If "Yes," note the specific changes in the grid below.						
Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>5</sup>
CLM 351	3	Health Services Administration	HHS 241	3	Health & Medical Care Delivery Systems	N/C

<sup>4</sup> A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.  
<sup>5</sup> Use the drop-down list to indicate if the course is a new course ("new"), an existing course that will change ("change"), or if the course is an existing course that will not change ("no change").

**CHANGE GRADUATE/UNDERGRADUATE CERTIFICATE**

CLM 355	3	Financial Management of Health Care Institutions	CLM 325 or MGT 301	3	CLM 325:Introduction to Healthcare Management (3) OR MGT 301 Management Principles (3) [Please note: MGT 301 is available for students who are majors in the Gatton College of Business and Economics]	N/C
HHS 395	3	Independent Study	CLM 345	3	Quality, Productivity Improvement, & Evaluation	N/C
						Select one....
						Select one....

4b Provide the Bulletin language about required courses.

The Clinical Healthcare Management Certificate is comprised of 12 credit hours, including 9 hours of required courses including: HHS 241, CLM 325/MGT 301, and CLM 345. CLM Majors are not eligible for this certificate due to duplication in courses. Additional information on required courses may be found in the bulletin.

4b Will the elective courses for the certificate change? (If “Yes,” indicate and note the changes in the area below. If “No,” indicate and proceed to 5a.)

Yes  No

If “Yes,” note the specific changes in the grid below.

Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>6</sup>
HHS 350	3	Health Policy & Politics	CLM 350	3	Health Policy, Politics, & Law	
HHS 241	3	Health & Medical Care Delivery Systems	CLM 353	3	Ethics in Health Practice	N/C
			CLM 323	3	Social Determinants of Health	
CLM 354	3	Health Law	CLM 355	3	Financial Management of Healthcare Institutions	N/C
			HHS 405	3	Social & Cultural Evolution of Disease	
CLM 405	3	Epidemiology & Biostatistics	CLM 444	3	Leadership: Human Resources in Healthcare	N/C
			CLM 443	3	Leadership: Strategic Planning in Healthcare	
CLM 444	3	Leadership & HR Management	CLM 342	3	Leadership: Interpersonal Focus in Healthcare	N/C
			CLM	3	Community & Institutional	

<sup>6</sup> Use the drop-down list to indicate if the course is a new course (“new”), an existing course that will change (“change”), or if the course is an existing course that will not change (“no change”).

**CHANGE GRADUATE/UNDERGRADUATE CERTIFICATE**

			452	3	Planning	
			CLM 335		Health Information Management	
CLM 445	3	Quality, Productivity Improvement & Evaluation	CLM 453	3	Cultural Competence in Healthcare	N/C
			ICT 326	3	Electronic Information Resources for Health Professionals	
CLM 452	3	Community & Institutional Planning	NUR 372	3	Current Healthcare Topics in the US	N/C
			COM 571	3	Interpersonal Communication in Health Contexts	

4c Provide the Bulletin language about elective courses.

The Clinical Healthcare Management Certificate is comprised of 12 credit hours, including 1 elective course at the 300 level or higher. The list of approved elective courses, as well as additional information on elective courses may be found in the bulletin.

**5. Other Changes**

5a Are there any other changes to the certificate? If "Yes," note below. (150 word limit) Yes  No

**6. Approvals/Reviews**

Information below does not supersede the requirement for individual letters of support from educational unit administrators and verification of faculty support (typically takes the form of meeting minutes).

	Reviewing Group Name	Date Approved	Contact Person Name/Phone/Email
6a	(Within College)		
	Health Sciences, Education, & Research Faculty	2/5/19	Sarah Kerksmar / 8-0514 / sarah.kerksmar@uky.edu
	Karen Badger, Interim Chair of Clinical Sciences	2/18/19	Karen Badger / kbadger@uky.edu / 3-7279
	Academic Affairs	2/28/2019	Debbie Kelly / dgkell1@email.uky.edu / /

6b (Collaborating and/or Affected Units)

	Shari Veil, Department of Communication	12/5/18	Shari Veil / shari.veil@uky.edu / 8-0468
	Jeff Huber, School of Information Science	2/8/19	Jeff Huber / jeffrey.huber@uky.edu / 7-2334
	Kristin Ashford, Nursing	2/8/19	Kristin Ashford / 7-9333 / kristin.ashford1@uky.edu
	Jami Warren, Human Health Sciences	2/5/19	Jami Warren / jami.warren@uky.edu / 8-0489
	Jennifer Siebenthaler, Gattton B & E	2/15/19	Jennifer Siebenthaler / jwsiebenthaler@uky.edu / 7-3031

**CHANGE GRADUATE/UNDERGRADUATE CERTIFICATE**

6c	(Senate Academic Council)	Date Approved	Contact Person Name
	Health Care Colleges Council (if applicable)		
	Graduate Council		
	Undergraduate Council	4/2/19	Joanie Ett-Mims

## Kercsmar, Sarah

---

**From:** noreply@qualtrics-survey.com  
**Sent:** Friday, February 08, 2019 7:16 PM  
**To:** Kercsmar, Sarah  
**Subject:** Substantive Change Decision

Dear Sarah Kercsmar ,

Thank you for your email regarding the proposed program change(s) to **Clinical Healthcare Management Certificate, Undergraduate Certificate (51.0701)**.

My email will serve 2 purposes: 1.) Next steps for SACSCOC, and 2.) Verification and notification that you have contacted OSPIE—a Senate requirement for proposal approval.

1. **Next steps for SACSCOC:** None required
2. **Verification that OSPIE has reviewed the proposal:** Based on the proposal documentation presented and Substantive Change Checklist, the proposed program changes (refer to list below) are not substantive changes as defined by the University or SACSCOC, the university's regional accreditor. Therefore, no additional information is required by the Office of Strategic Planning & Institutional Effectiveness at this time. The proposed program change(s) may move forward in accordance with college and university-level approval processes.

### Description of Proposed Change(s):

· The Clinical Leadership & Management program recently underwent a major curriculum revision. The changes to the certificate incorporate our new coursework as options for students. Additionally, we are adding a short essay at time of application to the certificate (approximately 2 paragraphs). The certificate will also now be able to be completed completely online (with both online and face to face elective options available , as well as all required courses are offered in online delivery modes).

Should you have questions or concerns about UK's substantive change policy and its procedures, please do not hesitate contacting our office.

Office of Strategic Planning & Institutional Effectiveness

University of Kentucky

Visit the Institutional Effectiveness

Website: <https://proxy.qualtrics.com/proxy/?url=http%3A%2F%2Fwww.uky.edu%2Fie&token=w%2BXHkAS0tASxS4xDceQ8e0MxnHdJ2Eu4smnkDcYodCE%3D>



February 11, 2019

The faculty of Health Sciences Education & Research (which houses the Clinical Leadership & Management Program) unanimously voted on 2/5/19 to support the changes to the Clinical Healthcare Management Certificate. These changes bring the certificate in line with the new CLM curriculum approved earlier this semester.

Sincerely,



Sarah E. Kercksmar, PhD  
Director of Undergraduate Studies, Clinical Leadership & Management  
Director of Clinical Healthcare Management Certificate

see blue.

February 15<sup>th</sup>, 2019

Dr. Randa Remer  
Associate Dean of Student Affairs  
College of Health Sciences

Dear Dr. Remer,

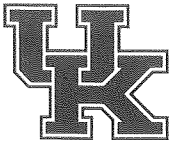
With the approval of the Dean and the Department of Management, and the Gatton College of Business and Economics faculty as indicated by an electronic vote with a majority of faculty responding as of 2/15/19 with a vote of 52-1, I am writing to approve the use of our course in the proposed undergraduate certificate, Clinical Healthcare Management. We specifically endorse the following course as part of the curriculum as an option for Gatton Business and Economics majors only.

MGT 301 – A study of planning, organizing and controlling; an interdisciplinary approach; actual decision-making cases.

Sincerely,



Jennifer Siebenthaler  
Associate Dean for Undergraduate Affairs  
Undergraduate Resource Center  
Gatton College of Business and Economics



University of Kentucky  
College of Communication  
and Information  
© School of Information Science

To: Sarah Kercksmar

From: Jeff Huber

A handwritten signature in black ink, appearing to read 'J. Huber'.

Date: February 8, 2019

Re: Support for Clinical Healthcare Management Certificate

At our February 8, 2019, faculty meeting, we voted unanimously to support the inclusion of ICT 326 Electronic Information Resources for Health Professionals offered by the School of Information Science as a possible elective for students pursuing the Clinical Healthcare Management Certificate being proposed by the College of Health Sciences.

see blue.



February 8<sup>th</sup>, 2019

**University of Kentucky**

**College of Nursing**

315 CON Building  
Lexington, KY 40536-0232

P: 859-323-5108

F: 859-323-1057

[www.uky.edu/nursing](http://www.uky.edu/nursing)

Dear Dr. Badger,

Thank you for your consideration of engaging the College of Nursing in the innovative new College of Health Sciences, Clinical Healthcare Management (CLM) Certificate Program. We are eager to participate in this program via inclusion of an elective course from our RN-BSN online, Distance Learning program. The interdisciplinary course, NUR 372 *Current Healthcare Topics in the US* (3 credits) clearly aligns with the CLM program objectives. This course was approved at the College of Nursing faculty meeting on Oct. 25, 2018, and will be offered Fall, 2019 and beyond. We are eager to expand these types of interprofessional, transdisciplinary partnerships, and applaud your program for promoting inclusion among professions through shared healthcare courses.

Sincerely,

*Kristin Ashford*

Kristin B Ashford, WHNP-BC, PhD, FAAN  
Professor, Associate Dean of Undergraduate Faculty Affairs  
Director, Perinatal Research and Wellness Center University of  
Kentucky College of Nursing  
417 CON Building, 751 Rose Street  
Lexington; KY 40536-0200  
Phone: (859) 257 9333  
E-mail: [kristin.ashford1@uky.edu](mailto:kristin.ashford1@uky.edu)

**see blue.**

*An Equal Opportunity University*

February 6, 2019

Dear Dr. Kerckmar,

This letter is to state that I support the use of HHS courses for the CLM Certificate. Our faculty voted unanimously to support this decision on February 5, 2019.

Please let me know if you are in need of any additional information or verification of support.

Sincerely,

Jami Warren, PhD  
Director of Undergraduate Studies in Human Health Sciences

see blue.



**University of Kentucky**  
**College of Communication**  
**and Information**

263 Blazer Dining  
Lexington, KY 40506-  
0012  
P: 859-218-0468  
www.uky.edu

December 5, 2018

Sarah Kerckmar, Ph.D.  
Director of Undergraduate Studies  
Clinical Leadership and Management  
College of Health Sciences

Dear Dr. Kerckmar:

The Communication faculty discussed and unanimously voted on December 5, 2018, to support the new Clinical Healthcare Management Certificate by allowing students to enroll in COM 571: Interpersonal Communication in Health Contexts during add/drop registration. Students will need to request an override, which will be granted based on availability.

I look forward increased collaboration between our programs.

Sincerely,

A handwritten signature in cursive script that reads "Shari Veil".

Shari R. Veil, MBA, Ph.D.  
Professor and Chair of Communication  
Associate Dean for Undergraduate Affairs  
College of Communication and Information