12/16/2015 7:52:00 AM



Course Information

Date Submitted: 12/2/2015

Current Prefix and Number: HA - Health Administration, HA 604 HEALTHCARE ETHICS AND GOVERNANCE

Other Course:

Proposed Prefix and Number: CPH 781

What type of change is being proposed?

Major Change

Should this course be a UK Core Course? No

1. General Information

a. Submitted by the College of: PUBLIC HEALTH

b. Department/Division: Master Health Administration

c. Is there a change in 'ownership' of the course? No

If YES, what college/department will offer the course instead: Select...

e. Contact Person

Name: Andrea Perkins

Email: andrea.perkins@uky.edu

Phone: 218-2021

Responsible Faculty ID (if different from Contact)

Name: Martha Riddell

Email: martha.riddell@uky.edu

Phone: 218-2012

f. Requested Effective Date

Semester Following Approval: Yes OR Effective Semester:

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: N/A

b. Full Title: HEALTHCARE ETHICS AND GOVERNANCE

Proposed Title: HEALTH CARE ETHICS AND GOVERNANCE

c. Current Transcript Title: HEALTHCARE ETHICS AND GOVERNANCE

Proposed Transcript Title: HEALTH CARE ETHICS AND GOVERNANCE



d. Current Cross-listing: none

Proposed – ADD Cross-listing:

Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

LECTURE: 2

Proposed Meeting Patterns

LECTURE: 2

f. Current Grading System: Graduate School Grade Scale

Proposed Grading System: Graduate School Grade Scale

g. Current number of credit hours: 2

Proposed number of credit hours: 2

h. Currently, is this course repeatable for additional credit? No

Proposed to be repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester? No

2i. Current Course Description for Bulletin: This course addresses the basic concepts and principles of healthcare ethics, including the biomedical, managerial, and organizational components and applies them using case studies, role playing, and analytical exercises. The course also examines the roles and responsibilities of healthcare governing boards and factors that influence their effectiveness.

Proposed Course Description for Bulletin: SAME

2j. Current Prerequisites, if any: NONE

Proposed Prerequisites, if any: NONE

2k. Current Supplementary Teaching Component:

Proposed Supplementary Teaching Component:

3. Currently, is this course taught off campus? No

Proposed to be taught off campus? No

If YES, enter the off campus address:

4. Are significant changes in content/student learning outcomes of the course being proposed? No

If YES, explain and offer brief rational:

5a. Are there other depts. and/or pgms that could be affected by the proposed change? No

If YES, identify the depts. and/or pgms:

5b. Will modifying this course result in a new requirement of ANY program? No



If YES, list the program(s) here:

6. Check box if changed to 400G or 500: No

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hvbrid: No

- 1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?
- 2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.
- 3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.
- 4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

- 5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?
- 6. How do course requirements ensure that students make appropriate use of learning resources?
- 7.Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.
- 8.How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?
- 9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

- 10.Does the syllabus contain all the required components? NO
- 11.I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:



SIGNATURE|ALHAYS0|Andrea L Perkins|HA 604 CHANGE College Review (MINOR CHANGE)|20151201 SIGNATURE|JEL224|Janie S Ellis|HA 604 CHANGE Senate Council Review (MINOR CHANGE)|20151202 SIGNATURE|JEL224|Janie S Ellis|HA 604 CHANGE Approval Returned to Dept (MINOR CHANGE)|20151203

Course Change Form

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tachments:	vse	Upload File			
ID Atta		df ,			
	NOTI	E: Start form entry by cho	osing the Curren	t Prefix and Number	
	<u> </u>		required fields)		
Current Prefix and Number:	HA - Health Adm HA 504 HEALTH	INISTRATION CARE ETHICS AND GOVERNA		Proposed Prefix & Number (example: PHY 401G) Check if same as curre	CPH 781
			☑ Majo	r Change	
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* What type of change is	venig brobosea?		change	in content or emphasis	
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Should this course be	a UK Core Course?	○ Yes ® No			
If YES, check the are	as that apply:				
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Inquiry - Humanitie	es E	Quantitative Foundations			
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☐ Inquiry - Nat/Math/	Phys Sci	Statistical Inferential Reason	ing		
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	Proposed – Al	DD ² Cross-listing (Prefix & Nu	umber):						:
		EMOVE ^{3,4} Cross-listing (Pre		r):					:
e.	•	t be described by at least o			elow. Incl	ude number	of actual con	act hours ⁵ for each m	eeting patterr
Curr		Lecture 2	Laborato			Recitation		Discussion	Indep. Stud
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	·	Seminar	Studio			Other		Please explain:	
Prop	oosed: *	Lecture 2	Laborate	ory ⁵		Recitation		Discussion	Indep. Stud
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f.	Current Grad	ing System:		Graduate School (Grade Sca	le		-	
	Proposed Gra	ding System:*		○ Letter (A, B, C, ○ Pass/Fail ○ Medicine Num	eric Grade	•	al students wih	receive a letter grade)	
g.	Current numb	per of credit hours:			2	-		Proposed number of credit hours:*	.2
h.*	Currently, is t	this course repeatable for a	additional c	redit?					○Yes ® N
*	Proposed to b	e repeatable for additional cr	edit?						Ő Yes ⊚ N
	If YES:	Maximum number of c	redit hours:						
	If YES:	Will this course allow r	nultiple regis	strations during the	same ser	nester?			⊕ Yes ® N
*	effectivene	examines the roles areas.							
j,	Current Prere	equisites, if any:	· · · · · · · · · · · · · · · · · · ·						
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*	Proposed Pre	requisites, if any:							
k.	Current Sup	olementary Teaching Comp	onent, if an	ıy:				○ Community-Based○ Service Learning○ Both	Experience

	Proposed Supplementary Teaching Component:	☼ Community-Based Experience☼ Service Learning۞ Both҈ No Change	
3.	Currently, is this course taught off campus?	○ Yes ® N	
*	Proposed to be laught off campus?	○ Yes ® N	
	If YES, enter the off campus address:		
\$.*	Are significant changes in content/student learning outcomes of the course being proposed?	⊖ Yes ® N	
	If YES, explain and offer brief rationale:		
5.	Course Relationship to Program(s).		
a.*	Are there other depts and/or pgms that could be affected by the proposed change?	○ Yes ® ħ	
	If YES, identify the depts. and/or pgms:		
b.*	Will modifying this course result in a new requirement ² for ANY program?	○ Yes ④ N	
	If YES ^Z , list the program(s) here:		
6.	Information to be Placed on Syllabus. Observe the life the great to If changed to 400G- or 500-level course you must send in a syllabus and you must	include the differentiation between under	
a.	Check box if changed to door 500. Check box if changed to door 500. (I) requiring additional assignments by the graduate students by: (I) requiring additional assignments by the graduate students (See SR 3.1.4.)	; and/or (ii) establishing different grading	ı
		100 100 100 100 100 100 100 100 100 100	

USee comment description regarding minor course change. Minor changes are sent directly from dean's office to Senate Council Chair. If Chair deems the change as "not minor," the form will I appropriate academic Council for normal processing and contact person is informed.

Licourses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

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Licourses are developed such that one semester he two courses.

Licourses are developed such that one semester he of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting gene least two hrs per wk for a semester for 1 credit hour, (See SR 5.2.1.)

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Licourses are semester for 1 credit hour, (See SR 5.2.1.)



Department of Health Management and Policy
111 Washington Avenue, Suite 105
Lexington KY 40536-0003
(859) 218-2094 phone
(859) 257-2821 fax
http://www.mc.uky.edu/PublicHealth

MEMORANDUM

TO:

Graduate Council

University Senate Council

University Senate

FROM:

Kathryn Cardarelli, PhD, Associate Dean for Academic

and Student Affairs

Tyrone Borders, PhD, Chair

Martha C. Riddell, DrPH, DGS, MHA Degree

SUBJECT:

Course Numbering Changes

DATE:

May 14, 2015

In an effort to significantly decrease administrative tasks and confusion related to the same course being taught under multiple course numbers, as well as courses not taught in years, we submit this multi-course change proposal to clean up numbering related to these courses.

The intent is to renumber the HA courses used in the Master of Health Administration degree curriculum using CPH prefixes within their own 600-700 numbering sequence.

We submit the course changes as minor based on the following:

- 1. Any changes in number level (e.g., 6XX to 7XX or the reverse) will not involve any change in course content, organization, or rigor;
- 2. Any change in title (there are 4) will not involve any change in course content, organization, or rigor;
- 3. Senate Rule 2 supports all changes as minor.

Once these course number changes are approved, our intent is to submit program changes to replace the old course numbers with the new in the MHA curriculum.

Please feel free to contact either of us, or Andrea Perkins, Academic Affairs Administrator, if additional information is needed.

From: To: Perkins, Andrea L Holsinger, James RE: Sheil Brothers

Subject: Date:

Monday, February 10, 2014 2:34:00 PM

Ok, thanks

Andrea Perkins University of Kentucky College of Public Health

From: Holsinger, James

Sent: Monday, February 10, 2014 2:04 PM

To: Perkins, Andrea L Subject: Sheil Brothers

See below.

From: Brothers, Sheila C

Sent: Wednesday, May 15, 2013 5:05 PM **To:** Jackson, Brian A; Holsinger, James

Cc: Lindsay, Jim D.; Timoney, David M; Patterson, Matt

Subject: RE: A Question

Hello – I've CC'd two colleagues in the Registrar's office so they can offer input if they'd like.

If I may, I'd like to rephrase to make sure I understand: there are a plethora of "inherited" course prefixes and numbers now owned by Public Health, and the intent is to streamline both the prefixes and numbers. There may be a few title changes, as well.

Procedurally, I wholeheartedly approve sending in the changes in tabular form, within a few guidelines. As mentioned below, anything other than a title, prefix or number change will be submitted *separately* from the omnibus change. The table will include the current course prefix, number and title, with three additional columns for the proposed prefix, number and title. If there is no title change, that particular cell will have the text "NA."

Something not mentioned – the Registrar's office does not have access to technology that allows for a "global search, copy and paste" mechanism when course prefixes are changed. Therefore, each department/program will need to submit a program change form to get the "new" prefixes into the program descriptions in the Bulletin.

Practically, I have a comment or two. (My apologies if these have already been considered.) It is common practice for each *department* in a college to have its own prefix. For example, the Department of Biology has BIO. There are some rather large, diverse departments, which have a prefix for individual *programs*. This is less common, but still acceptable. For example, the Department of Modern and Classical Languages, Literature and Cultures owns prefixes in GER, CHI, HJS, RUS, etc. Thus, it's worth examining the benefit of having a prefix for each specific department, or for each program.

I can easily see the confusion that will result from (random guess here) converting 100 courses with 6 different prefixes into 100 courses with the same prefix. It will be very, very difficult for college faculty and staff to readily understand which course goes with which program, unless everyone has a cheat sheet to use. ("Okay, so help me remember – is PBH 623 required for the Gerontology program, or is it PBH 632?") Having a unique program identifier (prefix) for courses may also be helpful for students.

If there is still a desire to change all prefixes to one common prefix, I suggest this be done in two phases. The first phase would involve changes to courses, which will start and finish in the 13-14 year, to be effective fall 2015. The second phase will take place upon completion of approval of all course changes — this phase will take place in 14-15, and be where the programs are changed, again for a fall 2015 effective date. I understand that this is a very long time frame, but having sufficient time to be sure one phase is complete prior to the beginning of the next phase is going to take some time. I have worked through a number of program-and-prefix-changes, and it can get very confusing, very quickly.

One other option is to leave the prefixes as is, but concentrate on standardizing the number series from one program to another. This too, however, will require program change forms for each program. If this is done, a program and associated courses can be done in parallel, instead of using the two-phase approach. The parallel approach works here because the courses will be more easily identified.

I am happy to talk on the phone or in person about this further. I do not mean to dissuade you from your original plan of action, but I did want to offer some opinions about possible unintended consequences.

Best regards, Sheila

Staff Representative to the Board of Trustees Office of the Senate Council Phone: (859) 257-5872

From: Jackson, Brian A

Sent: Wednesday, May 15, 2013 3:55 PM

To: Brothers, Sheila C Cc: Holsinger, James Subject: FW: A Question

Hi Sheila:

Dr. Holsinger's proposal would be absolutely fine with Graduate Council; please let us know if it would also work for Senate Council.

Many thanks,

From: Holsinger, James

Sent: Tuesday, May 14, 2013 9:22 AM

To: Jackson, Brian A Subject: A Question

Brian: The College of Public Health has a course prefix and numbering system that is legacy in nature. We took course prefixes and numbers from the College of Medicine, College of Health Sciences, Graduate Center for Gerontology, and the Martin School. I would like to rationalize all of these by moving toward a common College prefix where possible as well as setting up a two tier (600-level, 700-level) numbering system. All of the courses that would be affected would require coming to the Graduate Council. We would probably want to update (modernize) some of the course titles. My questions is - can I do this using a spreadsheet approach where the current course prefix, number, and title are on one side of the spreadsheet with the corresponding recommendation for prefix, number change, and title (same or changed) on the other side? If this makes sense what I would propose would be to submit the spreadsheet with the rationale for what we are doing for approval by the Graduate Council and on to whoever else needs to approve such changes. I think this approach would make it much easier for the Registrar's Office to make the changes when the time comes. We do not anticipate any changes to syllabi or the creation of any new courses. If some courses are cross listed we would recommend making any of those changes through the usual process. Thanks for all of your help! Jim

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COURSE CHANGE FORM

1. Genera	al Information					
a. Submit	tted by the Colleg	e of: Public Health	l	Today's Date:	5/12/2015	-
b. Depart	tment/Division:	Health Management	and Policy			
c. Is ther	e a change in "ow	nership" of the course	₽? Y	ES 🗌	NO 🛛	•
If YES,	what college/dep	artment will offer the	course instead?			
d. What I	type of change is	being proposed?	Major 🛛 M	inor¹		
e. Contac	ct Person Name:	Andrea Perkins	Email: a	ndrea.perkins@	uky.edu Phone:	218-2021
f. Reque	sted Effective Dat	e: 🛛 Semester Foll	lowing Approval	OR	Specific Term ² :	
2. Design	ation and Descri	ption of Proposed Cou	ırse			
a. Curren	nt Prefix and Num	ber: HA XXX	Proposed Prefix &	Number:	СРН ХХХ	
b. Full Tit	tle: <multiple co<="" td=""><td>ourses></td><td>Proposed Title:</td><td><multiple course<="" td=""><td>es></td><td></td></multiple></td></multiple>	ourses>	Proposed Title:	<multiple course<="" td=""><td>es></td><td></td></multiple>	es>	
c. Currer	nt Transcript Title	(if full title is more tha	an 40 characters):	<multiple< td=""><td>courses></td><td></td></multiple<>	courses>	
c. Propos	sed Transcript Titl	e (if full title is more th	nan 40 characters):	<multiple< td=""><td>courses></td><td></td></multiple<>	courses>	
d. Currer	nt Cross-listing:	⊠N/A OR C	urrently Cross-listed	with (Prefix & N	umber):	
Propos	sed - ADD Cros	ss-listing (Prefix & Num	nber):			
Propos Numbe		^{3,4} Cross-listing (Prefix o	&			
_		bed by <u>at least one</u> of g and pattern type. <	= -	s below. Includ	le number of actua	al contact
Current:	Lecture	Laboratory ⁵	Recitation	Discuss	ion	Indep. Study
	Clinical	Colloquium	Practicum	Resear	ch	Residency
	Seminar	Studio	Other – Please exp	olain:		
Proposed:	Lecture	Laboratory	Recitation	Discuss	sion	Indep. Study
	Clinical	Colloquium	Practicum	Resear	ch	Residency
		Studio	Other – Please exp	olain:		
	Canalana					
	Seminar	1				
Does the cou		proposed to fulfill a UK	Core requirement?	C Yes No		
	urse change include	proposed to fulfill a UKo				
	urse change include	it apply and attach a con	npleted Cover Sheet an		Form:	
	urse change include check the areas tha	t apply and attach a com	npleted Cover Sheet an	d Area of Inquiry	Form:	

COURSE CHANGE FORM

	Inquiry - Social Sciences U.S. Citizenship, Community, Diversity
	Composition & Communications - I Global Dynamics
f.	Current Grading System: ☐ Letter (A, B, C, etc.) ☐ Pass/Fail Proposed Grading System: ☐ Letter (A, B, C, etc.) ☐ Pass/Fail Current number of credit hours: Proposed number of credit hours:
•	Currently, is this course repeatable for additional credit? YES NO
h.	Proposed to be repeatable for additional credit? If YES: Maximum number of credit hours:
	If YES: Will this course allow multiple registrations during the same semester?
i.	Current Course Description for Bulletin: <multiple courses=""></multiple>
	Proposed Course Description for Bulletin: <multiple courses=""></multiple>
j.	Current Prerequisites, if any: <multiple courses=""></multiple>
	Proposed Prerequisites, if any: <multiple courses=""></multiple>
k.	Current Distance Learning (DL) Status: N/A Already approved for DL* Please Add ⁶ Please Drop
	*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box that the proposed changes do not affect DL delivery.
l.	Current Supplementary Teaching Component, if any: Community-Based Experience Service Learning Both
	Current Supplementary Teaching Component, if any: Community-Based Experience Service Learning Both
3.	Currently, is this course taught off campus? YES NO NO
	Proposed to be taught off campus? YES NO NO NO
4.	Are significant changes in content/teaching objectives of the course being proposed? YES NO NO
	If YES, explain and offer brief rationale:
5.	Course Relationship to Program(s)
a.	Are there other departments and/or programs that could be affected by the proposed change? YES NO
	If YES, identify the departments and/or programs
b.	Will modifying this course result in a new requirement for ANY program? YES NO NO
	If YES ⁷ , list the program(s) here:
6. a.	Information to be Placed on Syllabus. Check box if Changed to 400G or 500 If changed to 400G-or 500-level course you must send in a syllabus and you must include the differentiation between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4)

²Courses are typically made effective for the semester following approval. No course will be made effective until all approval are received.

³Signature of the chair of the cross-listing department is required on the Signature Routing Log.

¹See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be sent to appropriate Council for normal processing and contact person is informed.

COURSE CHANGE FORM

⁷In order to change a program, a program change form must also be submitted.

Narrative:

The purpose of this request is to transition all courses associated with the Masters of Health Administration (MHA) program from the "HA" to the "CPH" prefix. More specifically, the request involves simultaneously dropping seventeen HA courses (HA 601, HA 602, HA 603, HA 604, HA 621, HA 623, HA 624, HA 628, HA 635, HA 636, HA 637, HA 642, HA 660, HA 711, HA 673, HA 775, HA 785); adding thirteen CPH courses (CPH 681, CPH 682, CPH 683, CPH 684, CPH 687, CPH 780, CPH 781, CPH 782, CPH 784, CPH 785, CPH 787, CPH 788); and retitling four existing CPH courses (CPH 600, CPH 652, CPH 655, CPH 658).

The four existing CPH courses (CPH 600, CPH 652, CPH 655, CPH 658) are required courses of Masters of Public Health — Population Health Policy & Management concentration (MPH-PHP&M). The MPH-PHP&M program is also administratively housed in the College of Public Health Department of Health Management & Administration. MPH-PHP&M faculty and staff members are aware of and support this request. Once the course titles have been changed, the MPH-PHP&M students will be informed of the new course titles during academic advising sessions. The program website and other written material (e.g., handbooks and advising forms) will also be updated.

⁴Removing a cross-listing does not drop the other course – it merely unlinks the two courses.

⁵Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1) ⁶You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.

HA Course Prefix Clean-up

TSE		Proposed	Proposed		
Current Course Title		Prefix	Number	Proposed Title	Transcript Title
Strategic Planning And Marketing	Change to	CPH	780	Health Care	Strategic Planning & Marketing in Health Care
Legal Aspects Of Healthcare Management	Change to	유	189	ement	Legal Aspects of Health Care Management
Managerial Ethics	Change to	유	781		Health Care Ethics and Governance
Quantitative Methods	Change to	윺	682	re Management	Quant Methods for Health Care Management
Operation Analysis And Management	Change to	유	683	-	
Info Sys In Health Care	Change to	HdO	782		Same
Strategic Human Resources Management in Healthcare	Change to	CPH	684	nent in Health Care	Strategic Human Resources Mgt in Health Care
Public Organization, Theory And Behavior	Change to	HdD	687		Organizational Theory and Behavior
Decision Making In Health Care Organizations	Change to	СРН	784	Same	Same
Health Policy	Change to	H	785	Same	Same
Practicum in Health Administration	Change to	유	688	Same	Same
Spec Tops in Health Admin: SR	Change to	Н	788	Same	Same
		2	-0-		
rent Cou Number 602 603 604 621 623 623 624 628 642 660 673 771	I I I I I I I I I I I I I I I I I I I	Current Course Title Strategic Planning And Marketing Legal Aspects Of Healthcare Management Managerial Ethics Quantitative Methods Operation Analysis And Management Info Sys in Health Care Strategic Human Resources Management in Healthcare Public Organization, Theory And Behavior Decision Making in Health Care Organizations Health Policy Practicum in Health Administration Spec Tops in Health Administration	Current Course Title Change to Legal Aspects Of Healthcare Management Change to Public Organization, Theory And Behavior Decision Making in Health Care Organizations Change to Change	Current Course Title Proposed I Prefix Strategic Planning And Marketing Legal Aspects Of Healthcare Management Managerial Ethics Change to CPH Quantitative Methods Change to CPH Quantitative Methods Change to CPH Change to	Current Course Title Proposed Proposed Proposed Itle Prefix Number Proposed Title Prefix Number Proposed Title Proposed