Course Information

Date Submitted: 12/2/2015

Current Prefix and Number: HA - Health Administration , HA 785 IND STUDY IN HLTH ADMIN

Other Course:

Proposed Prefix and Number: CPH 787

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: INDEPENDENT STUDY IN HEALTH ADMINISTRATION

Proposed Title: SAME

c. Current Transcript Title: IND STUDY IN HLTH ADMIN

Proposed Transcript Title: SAME

d. Current Cross-listing: none

   Proposed – ADD Cross-listing :

   Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

   Proposed Meeting Patterns

      INDEPSTUDY: 1-3

f. Current Grading System: Graduate School Grade Scale

   Proposed Grading System: *Graduate School Grade Scale*

g. Current number of credit hours: 1 - 3 (variable)

   Proposed number of credit hours: 1-3 (variable)

h. Currently, is this course repeatable for additional credit?   Yes

   Proposed to be repeatable for additional credit?   Yes

   If Yes: Maximum number of credit hours:

   If Yes: Will this course allow multiple registrations during the same semester?   Yes

2i. Current Course Description for Bulletin: Supervised individual research on a topic related to health administration selected by the student. May be repeated to a maximum of six credits.

   Proposed Course Description for Bulletin: SAME

2j. Current Prerequisites, if any: Prereq: Consent of instructor.

    Proposed Prerequisites, if any: SAME

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

Hybrid:　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 785 CHANGE College Review (MINOR CHANGE)|20151201

SIGNATURE|JEL224|Janie S Ellis|HA 785 CHANGE Senate Council Review (MINOR CHANGE)|20151202

SIGNATURE|JEL224|Janie S Ellis|HA 785 CHANGE Approval Returned to Dept (MINOR CHANGE)|20151203

Course Change Form

https://myuk.uky.edu/sap/bc/soap/rfc?services=

Open in full window to print or save

Attachments:

[Browse...]   Upload File

	ID	Attachment
Delete	5919	MHA Course Change Proposal.pdf

[First] 1 [Last]

NOTE: Start form entry by choosing the Current Prefix and Number
(*denotes required fields)

	Current Prefix and Number:	HA – Health Administration HA 785 IND STUDY IN HLTH ADMIN	*Proposed Prefix & Number:* (example: PHY 401G) ☐ Check if same as current	CPH 787
*	What type of change is being proposed?		☑ Major Change ☐ Major – Add Distance Learning ☐ Minor - change in number within the same hundred series, exc 799 is the same "hundred series" ☐ Minor - editorial change in course title or description which doe change in content or emphasis ☐ Minor - a change in prerequisite(s) which does not imply a char course content or emphasis, or which is made necessary by the e or significant alteration of the prerequisite(s) ☐ Minor - a cross listing of a course as described above	

Should this course be a UK Core Course? ☐ Yes ☑ No

If YES, check the areas that apply:

☐ Inquiry - Arts & Creativity	☐ Composition & Communications - II
☐ Inquiry - Humanities	☐ Quantitative Foundations
☐ Inquiry - Nat/Math/Phys Sci	☐ Statistical Inferential Reasoning
☐ Inquiry - Social Sciences	☐ U.S. Citizenship, Community, Diversity
☐ Composition & Communications - I	☐ Global Dynamics

1.	**General Information**
a.	Submitted by the College of: PUBLIC HEALTH Submission Date: 12/2/2015
b.	Department/Division: Master Health Administration
c.*	Is there a change in "ownership" of the course? ☐ Yes ☑ 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) Martha Riddell Email: martha.riddell@uky.edu Phone: 218-2012
f.*	Requested Effective Date: ☑ Semester Following Approval OR Specific Term: 2
2.	**Designation and Description of Proposed Course.**
a.	Current Distance Learning(DL) Status: ☑ N/A ☐ Already approved for DL* ☐ Please Add ☐ Please Drop
	*If already approved for DL, the Distance Learning Form must also be submitted _unless_ the department affirms (by checking this box) that the proposed chan affect DL delivery.
b.	Full Title: INDEPENDENT STUDY IN HEALTH ADMINISTRATION *Proposed Title:* * SAME
c.	Current Transcript Title (if full title is more than 40 characters): . IND STUDY IN HLTH ADMIN
c.	*Proposed Transcript Title (if full title is more than 40 characters):* SAME
d.	Current Cross-listing: ☑ N/A OR Currently[3] Cross-listed with (Prefix & Number): none

	Proposed – ADD[3] Cross-listing (Prefix & Number):				
	Proposed – REMOVE [3,4] Cross-listing (Prefix & Number):				

e.	Courses must be described by **at least one** of the meeting patterns below. Include number of actual contact hours [5] for each meeting pattern				
Current:	Lecture	Laboratory[5]	Recitation	Discussion	Indep. Stud
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other	Please explain:	
Proposed: *	Lecture	Laboratory[5]	Recitation	Discussion	Indep. Stud 1-3
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other	Please explain:	

f.	Current Grading System:	Graduate School Grade Scale
	Proposed Grading System:*	○ Letter (A, B, C, etc.) ○ Pass/Fail ○ Medicine Numeric Grade (Non-medical students will receive a letter grade) ◉ Graduate School Grade Scale

g.	Current number of credit hours:	1 – 3 (variable)	Proposed number of credit hours:*	1-3 (variable

h.*	Currently, is this course repeatable for additional credit?	◉ Yes ○ N
*	Proposed to be repeatable for additional credit?	◉ Yes ○ N
If YES:	Maximum number of credit hours:	
If YES:	Will this course allow multiple registrations during the same semester?	◉ Yes ○ N

i.	Current Course Description for Bulletin:
	Supervised individual research on a topic related to health administration selected by the student. May be repeated to a maximum of six credits.

*	Proposed Course Description for Bulletin:
	SAME

j.	Current Prerequisites, if any:
	Prereq: Consent of instructor.

*	Proposed Prerequisites, if any:
*	SAME

k.	Current Supplementary Teaching Component, if any:	○ Community-Based Experience ○ Service Learning ○ Both

	Proposed Supplementary Teaching Component:	○ Community-Based Experience ○ Service Learning ○ Both ○ No Change

3.	Currently, is this course taught off campus?	○ Yes ◉ N
*	*Proposed to be taught off campus?*	○ Yes ◉ N
	If YES, enter the off campus address:	

4.*	**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 ◉ N
	If YES, identify the depts. and/or pgms:	

b.*	Will modifying this course result in a new requirement[7] for ANY program?	○ Yes ◉ N
	If YES[7], list the program(s) here:	

6.	**Information to be Placed on Syllabus.**	
a.	☐	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 under graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading course for graduate students. (See *SR 3.1.4.*)

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[1]See 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 appropriate academic Council for normal processing and contact person is informed.
[2]Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
[3] Signature of the chair of the cross-listing department is required on the Signature Routing Log.
[4] Removing a cross-listing does not drop the other course – it merely unlinks the two courses.
[5] Generally, 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 gene least two hrs per wk for a semester for 1 credit hour. (See *SR 5.2.1.*)
[6] You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.
[7]In order to change a program, a program change form must also be submitted.
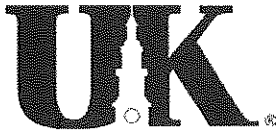
M E M O R A N D U M

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.

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,

Brian

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

James W. Holsinger Jr., MD, PhD
Associate Dean for Academic Affairs
Wethington Endowed Chair in the Health Sciences
College of Public Health
111 Washington Avenue, Suite 107
Lexington KY 40536-0003
859-323-6314 (O)
859-257-2821 (FAX)
jwh@uky.edu

COURSE CHANGE FORM

1. General Information

a. Submitted by the College of: Public Health | Today's Date: 5/12/2015

b. Department/Division: Health Management and Policy

c. Is there a change in "ownership" of the course? YES ☐ NO ☒

  If YES, what college/department will offer the course instead?

d. What type of change is being proposed? ☐ Major ☒ Minor[1]

e. Contact Person Name: Andrea Perkins | Email: andrea.perkins@uky.edu | Phone: 218-2021

f. Requested Effective Date: ☒ Semester Following Approval OR ☐ Specific Term[2]:

2. Designation and Description of Proposed Course

a. **Current Prefix and Number:** HA XXX | *Proposed Prefix & Number:* CPH XXX

b. **Full Title:** \<multiple courses\> | *Proposed Title:* \<multiple courses\>

c. **Current Transcript Title** (if full title is more than 40 characters): \<multiple courses\>

c. *Proposed Transcript Title (if full title is more than 40 characters):* \<multiple courses\>

d. **Current Cross-listing:** ☒ N/A OR Currently Cross-listed with (Prefix & Number):

  Proposed - ☐ *ADD Cross-listing (Prefix & Number):*

  Proposed - ☐ *Remove [3,4] Cross-listing (Prefix & Number):*

e. **Courses must be described by <u>at least one</u> of the meeting patterns below. Include number of actual contact hours[5] for each meeting and pattern type.** \<multiple courses\>

Current:	Lecture		Recitation	Discussion	Indep. Study
		Laboratory[5]			
	Clinical	Colloquium	Practicum	Research	Residency
		Studio	Other – Please explain:		
	Seminar				
Proposed:	*Lecture*	*Laboratory*	*Recitation*	*Discussion*	*Indep. Study*
	Clinical	*Colloquium*	*Practicum*	*Research*	*Residency*
		Studio	*Other – Please explain:*		
	Seminar				

Does the course change include proposed to fulfill a UKCore requirement? ⚬ Yes ◉ No

  If YES, check the areas that apply and attach a completed Cover Sheet and Area of Inquiry Form:

  ☐ Inquiry - Arts & Creativity   ☐ Composition & Communications - II

  ☐ Inquiry - Humanities   ☐ Quantitative Foundations

  ☐ Inquiry - Nat/Math/Phys Sci   ☐ Statistical Inferential Reasoning

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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*

g.   **Current number of credit hours:**   *Proposed number of credit hours:*

h.   **Currently, is this course repeatable for additional credit?**   YES ☐   NO ☐

      Proposed to be repeatable for additional credit?   YES ☐   NO ☐

      If YES: *Maximum number of credit hours:*

      If YES: *Will this course allow multiple registrations during the same semester?*   YES ☐   NO ☐

i.   **Current Course Description for Bulletin:**   <multiple courses>

      Proposed Course Description for Bulletin: <multiple courses>

j.   **Current Prerequisites, if any:**   <multiple courses>

      Proposed Prerequisites, if any: <multiple courses>

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 ☒

      Proposed to be taught off campus?   YES ☐   NO ☒

4.   **Are significant changes in content/teaching objectives of the course being proposed?**   YES ☐   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[7] for ANY program?**   YES ☐   NO ☒

      If YES[7], list the program(s) here:

6.   **Information to be Placed on Syllabus.**

a.   ☐ Check box if <u>Changed to</u> 400G or 500   If <u>changed to</u> 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*)

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[1] See 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.
[2] Courses are typically made effective for the semester following approval. No course will be made effective until all approval are received.
[3] Signature of the chair of the cross-listing department is required on the Signature Routing Log.

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COURSE CHANGE FORM

[4]Removing a cross-listing does not drop the other course – it merely unlinks the two courses.
[5]Generally, 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)*
[6]You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.
[7]In 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 688, 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.