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UNIVERSITY OF KENTUCKY

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COLLEGE OF PUBLIC HEALTH

M E M O R A N D U M

TO: **Health Care Colleges Council**

FROM: William Pfeifle, MBA, EdD
                Associate Dean for Academic Affairs

SUBJECT: **Program Change Proposal for the Master of Health Administration (MHA) Degree**

DATE: July 7, 2010

Following a detailed analysis of the curriculum of the MHA program in relation to accreditation requirements and a survey of recent graduates, the MHA faculty proposes the following changes to the curriculum of the MHA degree program in the College of Public Health. (A detailed synopsis appears in the attached grid.)

1. The proposed major program changes – See Program Change Form - will add five credit hours to the current 44-hour requirement for students entering in the fall of 2010 as follows:
    a. Add a required three credit hour course in population health. Students will be required to choose from among three 3-credit-hour courses: CPH 605 (Epidemiology), CPH 614 (Managerial Epidemiology), and CPH 701 (Overview of Public Health)
    b   Drop HA 622 as a 3-credit-hour required course
    c. Increase HA 603 (Legal Aspects of Health Administration) from 2 to 3 credit hours.
    d. Increase HA 673 (Health Policy) from 2 to 3 credit hours.
    e. ~~Increase HA 785 (existing Independent Study course) from 1 to 3 credits to account for capstone preparation.~~   see note RE HA 785, next page

2. The following Minor Course Changes reflect modifications to course titles and descriptions thereby bringing the program into closer alignment with the standards of its accrediting body:
    a. HA 601 – Course Title Change; with same Bulletin description
    b. HA 602 – Course Title and Transcript Title Change with Same Bulletin description.
    c. HA 621 - Course Title and Transcript Title Change & new Bulletin description.
    d. HA 623 – Course Title Change & new Bulletin description
    e. HA 628 – Course Title and Transcript Title Change & new Bulletin description
    f. HA 660 - Transcript Title Change.

This program change proposal has been reviewed and approved by the Academic Affairs Committee and the Faculty Council, according to the College of Public Health established bylaws. Further information about these changes can be obtained from the MHA Director of Graduate Studies, Dr. Julia Costich by email at julia.costich@uky.edu or phone at 218-2026.

Office of the Dean
121 Washington Ave., Suite 112 · Lexington Kentucky 40536-0003
(859) 218-2247 · *fax* (859) 323-5698
www.mc.uky.edu/PublicHealth
An Equal Opportunity University

From:	Costich, Julia
Sent:	Friday, December 10, 2010 8:25 AM
To:	Brothers, Sheila C
Cc:	Swanson, Hollie
Subject:	MHA curriculum changes
Attachments:	MHA Curriculum Revision Grid.docx; MHA Program Change 2010 Cover Memo.doc

Sheila:

I inadvertently created some confusion with the change in credit hours for the independent study course, HA 785. The course will remain in the flexible credit, 1-3 hour mode. However, the MHA students will be asked to register for HA 785 at the 3 credit hour level as we transition to the new curriculum.

Thanks for all your help,
Julia

Julia F. Costich, J.D., Ph.D.
Associate Professor and Chair
Director, MHA Program
Dept. of Health Services Management
College of Public Health
121 Washington Ave.
Lexington, KY 40536-0003
859-257-6712
859-257-2821 (fax)
julia.costich@uky.edu

CHANGE MASTERS DEGREE PROGRAM FORM

1. GENERAL INFORMATION

College:	Public Health	Department:	Health Services Management
Current Major Name:		*Proposed Major Name:*	
Current Degree Title:	Master of Health Administration	*Proposed Degree Title:*	*Same*
Formal Option(s):		*Proposed Formal Option(s):*	
Specialty Fields w/in Formal Option:		*Proposed Specialty Fields w/in Formal Options:*	

Date of Contact with Associate Provost for Academic Administration[1]:	June 2, 2010

Bulletin (yr & pgs):	http://www.uky.edu/Registrar/bulletinCurrent/courses/HA.pdf	CIP Code[1]:	51.0701	Today's Date:	June 10, 2010

Accrediting Agency (if applicable):	Comm on Accreditation of Healthcare Management Education

Requested Effective Date:	☐ Semester following approval.	OR	☒ Specific Date[2]:	8/20/2010

Dept. Contact Person:	Julia F. Costich	Phone:	82026	Email:	julia.costich@uky.edu

2. CHANGE(S) IN PROGRAM REQUIREMENTS

		Current	*Proposed*
1.	Number of transfer credits allowed	11	*12*
	(Maximum is Graduate School limit of 9 hours or 25% of course work)		
2.	Residence requirement (if applicable)		
3.	Language(s) and/or skill(s) required		
4.	Termination criteria		
5.	Plan A Degree Plan requirements[3] (thesis)		
6.	Plan B Degree Plan requirements[3] (non-thesis)	yes	*yes*
7.	Distribution of course levels required	600 or above	*600 or above*
	(At least one-half must be at 600+ level & two-thirds must be in organized courses.)		
8.	Required courses (if applicable)	16 (44 cr)	*17 (49 cr)*
9.	Required distribution of courses within program (if applicable)	16 required	*17 required, 1 selective*

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[1] Prior to filling out this form, you MUST contact the Associate Provost for Academic Administration (APAA). If you do not know the CIP code, the APAA can provide you with that during the contact.

[2] Program changes are typically made effective for the semester following degree approval. No changes will be made effective until all approvals are received.

[3] If there is only one plan for the degree, plans involving a thesis (or the equivalent in studio work, etc.) should be discussed under Plan A and those not involving a thesis should be discussed under Plan B.

10.	Final examination requirements	capstone	*same*

11.	Explain whether the proposed changes to the program (as described in sections 1 to 10) involve courses offered by another department/program. <u>Routing Signature Log must include approval by faculty of additional department(s).</u>
	Yes: College of Public Health

12.	List any other requirements not covered above?
	Adding 5 credit hours to graduation requirement, deleting one required course, adding two required courses, and moving 2 courses from 2-3 credit hours; thereby increasing the program from 44 Credit hours to 49.

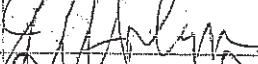| 13.	Please explain the rationale for changes. If the rationale involves accreditation requirements, please include specific references to those requirements.
	The current MHA curriculum does not meet the content requirements of its accreditation organization, the Commission on Accreditation of Healthcare Management Education, in two core areas, population health (sec. III.B.1) and marketing (sec. III.B.14). In addition, at 44 credit hours required for graduation, it is third-lowest among all accredited programs. The program will be reviewed for reaccreditation in 2011 and must increase its requirements to achieve reaccreditation status.

CHANGE MASTERS DEGREE PROGRAM FORM
Signature Routing Log

General Information:
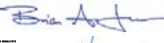
Proposal Name: MHA Curriculum Changes

Proposal Contact Person Name: Julia F. Costich   Phone: 7-6712   Email: julia.costich@uky.edu

INSTRUCTIONS:
Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
HSM Faculty	5/14/10	J. Costich / 82026 / julia.costich@uky.edu	_Julia Costich_
Academic Affairs Cmte	7/6/10	J. Holsinger / 82058 / jwh@uky.edu	_signature_
Faculty Council	7/12/10	D. Manning /	_signature_
Assoc Dean	7/15/10	W. Pfeifle /	_signature_
		/ /	

Council	Date Approved	Signature	Approval of Revision[4]
Undergraduate Council			
Graduate Council		_Bria Art_ 2010.11.05 14:02:33 -04'00'	
Health Care Colleges Council	8.09.10	_signature_	
Senate Council Approval		University Senate Approval	

Comments:

_____

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[4] Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

MHA Curriculum Revision Grid

Current Curriculum (full-time students)	Credits	Action	Proposed Curriculum (full-time students)	Credits	Action
First Semester			**First Semester**		
HA 601: Overview of the HC Delivery System	3		HA 601: Overview of U.S. Healthcare	3	Minor Change
HA 621: Quantitative Methods in Research	3		HA 621: Quantitative Methods for HC Mgmt	3	Minor Change
HA 603: Legal Aspects of HC Administration	2		HA 603: Legal Aspects of HC Mgmt	3	Increase from 2 to 3 Credits
HA 642: Organization Theory and Behavior	3		HA 642: Organization Theory & Behavior	3	
	11			12	
Second Semester			**Second Semester**		
HA 604: Managerial Ethics	1		HA 604: Managerial Ethics	1	
HA 635: Managerial Accounting	3		HA 635: Managerial Accounting	3	
HA 673: Heath Policy Development	2		HA 636: Health Economics	3	
HA 622: Program Evaluation	3	Drop from Program	HA 623: HC Operations Analysis & Mgmt	3	Minor Change
	9		CPH 605, 614 or 701: [population health courses]	3	Add to Program
				13	
[Summer]			**[Summer]**		
HA 711: Practicum	3		HA 711: Practicum	3	
Third Semester			**Third Semester**		
HA 628: Personnel Mgmt in H & Public Admin	3		HA 628: Human Resource Mgmt in HC	3	Minor Change
HA 602: Org. Change & Strategic Planning	3		HA 602: Strategic Planning & Marketing in HC	3	Minor Change
HA 637: Health Finance	3		HA 637: Health Finance	3	
HA 623: Decision Analysis and Support Sys.	3		HA 660: Decision Making in Healthcare	3	Minor Change
	12			12	
Fourth Semester			**Fourth Semester**		
HA 624: Information Systems in HC	3		HA 624: Information Systems in Healthcare	3	Minor Change
HA 636: Health Economics	3		HA 673: Health Policy	3	Increase from 2 to 3 Credits
HA 660: Decision Making in HC Organizations	3		HA 785: Independent Study/Capstone	3	Add to Program
	9			9	
Total Required Credits:	**44**		**Total Required Credits:**	**49**	

From:	Holsinger, James
Sent:	Thursday, July 08, 2010 7:23 AM
To:	Flanagan, Rebecca
Subject:	Fwd: Special Electronic Voting - Results
Attachments:	MHA Curriculum Revision Grid.docx; MHA Curriculum Revision Grid.

docx; MHA Program Change Cover Letter.doc; MHA Change Files.zip

Becki: I don't think you were included on this email
 Since David was filling in for Graham he may not know what you will need to move it to HCCC. Julia is anxious to get it moved on. I expect she would be willing to help get the documents you need. Jim

Dear All:

I am reporting the results of our E-vote on the proposed changes for the MHA program (increasing the credit hours for the degree program and modifications of the titles of six course and increasing the credit of two of these course, as detailed in the attachments):

Mannino (acting chair) – Approved
Williams – Approved
Vanderpool – Approved
Fleming – Approved
Branscum – Unavailable
Rowles – Unavailable
(note that the 7th previous member of Faculty Council is no longer on Faculty and his position on council has not been filled yet).

Thus, as we have 4 votes for approval, this can be considered "approved" and moved forward!

Thanks All!

DMM

David M. Mannino, M.D.
Professor
Director, Pulmonary Epidemiology Research Laboratory
Department of Preventive Medicine and Environmental Health
University of Kentucky College of Public Health
121 Washington Avenue
Suite 220
Lexington, KY 40536

P - 859 218 2099
F - 859 257 9862

From: Mannino, David M
Sent: Wednesday, July 07, 2010 1:51 PM
To: Rowles, Graham; Branscum, Adam; Williams, John C; Robin Vanderpool; Vanderpool, Robin; robin.cline@insightbb.com; Fleming, Steve
Cc: Holsinger, James; Costich, Julia
Subject: Special Electronic Voting
Importance: High

Dear All:

In Graham's absence, I have been asked to help expedite the approval of some critical changes concerning the MHA Program. These have been approved by the Academic Affairs Committee, and need to expediently go to HCCC and then Graduate Council for approval.

I've attached the key documents separately (see above) and all documents are included in a ZIP file. Note that the date on the cover letter will be amended once we have approval from the faculty council, based on your votes!. I have reviewed these.

My summary (pasted from the attached documents), in a nut shell, is below. These change are critical to the MHA program (which has been recently moved to CPH):

The current MHA curriculum does not meet the content requirements of its accreditation organization, the Commission on Accreditation of Healthcare Management Education, in two core areas, population health (sec. III.B.1) and marketing (sec. III. B.14). In addition, at 44 credit hours required for graduation, it is third-lowest among all accredited programs. The program will be reviewed for reaccreditation in 2011 and must increase its requirements to achieve reaccreditation status.

Adding 5 credit hours to graduation requirement, deleting one required course, adding two required courses, and moving 2 courses from 2-3 credit hours; thereby increasing the program from 44 Credit hours to 49.

The document MHA Curriculum Revision Grid (attached) – summarizes these changes (which is basically minor changes in course Titles, increasing two course from 2 to three credits, and the addition of an independent study/capstone course).

Dr. Holsinger and Costich are available if there are any questions.

Please send your vote on these proposed changes as quickly as possible!

Many Thanks!

Dave

David M. Mannino, M.D.
Professor
Director, Pulmonary Epidemiology Research Laboratory
Department of Preventive Medicine and Environmental Health
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Lexington, KY 40536

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MINUTES
ACADEMIC AFFAIRS COMMITTEE MEETING
JULY 6, 2010

Attendees:

James W. Holsinger, Jr.	Absent:
Alex Howard	Rick Crosby
Jitendra Singh	Angela Moore
Steve Browning	Rodney Guttmann
Larry Figgs	Marta mendiondo
William Pfeifle	

1. The Master of Health Administration degree program was approved unanimously to increase from 44 semester hours to a total of 49 semester hours.

2. HA 603 was unanimously approved for a course title change from Legal Aspects of Health Administration to Legal Aspects of Health Care management and to be increased from two semester hours to three semester hours.

3. HA 673 Health Policy was unanimously approved to be increased from two semester hours to three semester hours including approval of the revised syllabus.

4. HA 660 Decision Making in Health Care Organizations was approved for a minor change in the course description.

5. HA 602 was unanimously approved for a course title change from Organizational Change and Strategic Planning to Strategic Planning and Marketing in Health Care including a minor change in the course description.

6. HA 623 was unanimously approved for a course title change from Decision Analysis and Decision Support Systems to Health Care Operations Analysis and Management including a minor change in the course description.

7. HA 601 was unanimously approved for a course title change from Overview of the Health Care Delivery System to Overview of U. S. Health Care including a minor change in the course description.

8. HA 621 was unanimously approved for a course title change from Quantitative Methods of Research to Quantitative Methods for Health Care Management including a minor change in the course description.

9. HA 628 was unanimously approved for a course title change from Personnel Management in Health and Public Administration to Human Resources Management in Health Care including a minor change in the course description.

MEMO

DATE: July 6, 2010

TO: Associate Dean for Academic Affairs

FROM: Chair, Academic Affairs Committee

SUBJECT: Program Approval

The Master of Health Administration degree program was approved unanimously to increase from 44 semester hours to a total of 49 semester hours.

COURSE CHANGE FORM

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

1.	**General Information.**	

a.	Submitted by the College of: <u>Public Health</u>	Today's Date:	<u>5/14/10</u>

b.	Department/Division:	<u>Health Services Management</u>

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]	(place cursor here for minor change definition)

e.	Contact Person Name: <u>Julia Costich</u>	Email:	julia.costich@uky.edu	Phone:	<u>7-6712</u>

f.	Requested Effective Date: ☐ Semester Following Approval OR ☒ Specific Term[2]:	<u>Fall 2010</u>

2.	**Designation and Description of Proposed Course.**

a.	**Current Prefix and Number:**	<u>HA 603</u>	*Proposed Prefix & Number*:	<u>*HA 603*</u>

b.	**Full Title:**	<u>Legal Aspects of Health Administration</u>	*Proposed Title*:	<u>*Legal Aspects of Healthcare Management*</u>

c.	**Current Transcript Title** (if full title is more than 40 characters):	_____
c.	*Proposed Transcript Title (if full title is more than 40 characters)*:	_____

d.	**Current Cross-listing:**	☒ N/A OR	Currently[3] Cross-listed with (Prefix & Number):	_____
	Proposed – ☐ *ADD[3] 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 pattern type.**

Current:	<u>30</u> Lecture	____ Laboratory[5]	____ Recitation	____ Discussion	____ Indep. Study
	____ Clinical	____ Colloquium	____ Practicum	____ Research	____ Residency
	____ Seminar	____ Studio	____ Other – Please explain:	____	
Proposed:	<u>*45*</u> *Lecture*	____ *Laboratory*	____ *Recitation*	____ *Discussion*	____ *Indep. Study*
	____ *Clinical*	____ *Colloquium*	____ *Practicum*	____ *Research*	____ *Residency*
	____ *Seminar*	____ *Studio*	____ *Other – Please explain:*	____	

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:**	<u>2</u>	*Proposed number of credit hours:* <u>*3*</u>

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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 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 generally represents at least two hrs per wk for a semester for 1 credit hour. (See *SR 5.2.1.*)

COURSE CHANGE FORM

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:**	This course will familiarize students with the application of law to the management of issues in health care organizations. Skills including terminology, legal reasoning, the tools of law, and topics specific to the health care setting are addressed.			
	Proposed Course Description for Bulletin:	*Same*			
j.	**Current Prerequisites, if any:**	MHA program status or permission of instructor			
	Proposed Prerequisites, if any:	*Same*			

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.

I.	**Current Supplementary Teaching Component, if any:**	☐ Community-Based Experience	☐ Service Learning	☐ Both
	Proposed Supplementary Teaching Component:	☐ *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:			
	Risk management and compliance with regulatory requirements have become critically important to health care management. The addition of one credit hour is intended to allow time to cover these areas.			
5.	**Course Relationship to Program(s).**			
a.	**Are there other depts and/or pgms that could be affected by the proposed change?**		YES ☐	NO ☒
	If YES, identify the depts. and/or pgms: _____			
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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[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.

COURSE CHANGE FORM

Signature Routing Log

General Information:

Course Prefix and Number: HA 603

Proposal Contact Person Name: Julia F. Costich   Phone: 82026   Email: julia.costich@uky.edu

INSTRUCTIONS:
Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact
person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
HSM Faculty	5/14/10	J. Costich / 82026 / julia.costich@uky.edu	
Academic Affairs Cmte	7/6/10	J. Holsinger / 82058 / jwh@uky.edu	
Faculty Council		/ /	
Assoc. Dean for Acad. Aff.		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision[8]
Undergraduate Council			
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

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[8] Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

UNIVERSITY OF KENTUCKY
COLLEGE OF PUBLIC HEALTH

Draft, Subject to change

Course Syllabus
HA 603-401 Legal Aspects of Health Administration
Fall 2010

Funkhouser Biological Sciences Bldg. Rm. B13-FB; Mondays; 6:00-8:30 PM

Contact information

Instructor: Joseph L. Fink III, B.S. Pharm, J.D.
                 Professor of Health Administration
                 A262 Advanced Science and Technology
                 Commercialization Center [ASTeCC] Building

Telephone: 859-218-6515

E-mail: jfink@uky.edu

Office hours: By appointment

Course description

The course will familiarize students with application of law to management issues in health care organizations. Skills including terminology, legal reasoning, and the tools of law, as well as topics specific to the health care setting are addressed.

Course prerequisites

MHA program admission or permission of instructor.

Course objectives

Upon completion of this course, the learner will:

1. Discern when significant legal issues exist in a situation and when consultation with legal counsel is appropriate
2. Have a basic familiarity and facility with legal terminology to be in a position to consult well with legal counsel

3. Understand the legal system in a way that facilitates being a leader in society and being able to understand and critically assess news reports related to legal issues in health care; and
4. Identify legal issues specific to health care risk management and compliance.

MHA Competencies

[pending]

Textbooks

Showalter, J.S., The Law of Healthcare Administration (5th Ed.) Chicago, IL: Health Administration Press (2007)

Course requirements and learner evaluation

Course grades will be based upon evaluation of the following activities:
 A mid-semester examination and a final examination at the end of the semester. Each will contribute equally to the course grade.

An assigned paper and presentation, each of which will also contribute equally to the course grade.

Midterm: 35%
Final: 35%
Paper: 15%
Presentation: 15%

For conversion from numerical grades to letter grades this scale will be used at the conclusion of the course:

100-90=A
89-80=B
79-70=C
0-69=E

Instructor expectations

1. I expect you to attend every class session. The components are highly interrelated; missing a class will detract from the learning potential of subsequent sessions.
2. I expect you to be in the classroom and prepared to begin work at the scheduled starting time for each session.

3. I expect you to actively participate in the discussions. This is not the type of class where you can "sit back and listen."
4. I expect you to submit papers using proper English grammar, syntax, and spelling. You are encouraged to use spell check and grammar check prior to submitting your written work. The Writing Laboratory is available to anyone who may need assistance. Grammar, syntax, and spelling will account for 10% of the grade for written work.
5. I expect (and encourage) you to provide honest and timely feedback regarding the content and process of this course throughout the semester.
6. I expect you during the semester to interactively engage via Blackboard with the other students and the instructor.
7. I expect you to share in the responsibility for making this course an enjoyable and beneficial learning experience.
8. Wikipedia *cannot* be used as a cited reference as noted by a co-founder of Wikipedia! You may use Wikipedia to identify appropriate source material. Remember Wikipedia is *not* peer reviewed!
9. I require that each leaner will utilize the *APA Publication Manual* as a guide for writing papers for this course and the grading rubric will be based on its precepts.

Academic honesty

Academic honesty is highly valued at the University. You must always submit work that represents your original words or ideas. If any words or ideas used in a class assignment submission do not represent your original words or ideas, you must cite all relevant sources and make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable sources. Please see the University's policies concerning the consequences for plagiarism.

Accommodations

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, submit to me a Letter of Accommodation from the Disability Resource Center (www.uky.edu/TLC/grants/uk_ed/services/drc.html). If you have not already done so, please register with the Disability Resource Center for coordination of campus disability services available to students with disabilities.

Inclement weather

The University of Kentucky has a detailed policy for decisions to close in inclement weather. The snow policy is described in detail at http://www.uky.edu/MicroLabs/documents/p-weather.pdf or you can call (859) 257-5684.

Course schedule and topics

Week 1: Introduction to the Course & the Law Handouts
Week 2: Introduction to the Law Handouts
Week 3: Introduction to Legal Systems
   Showalter, Chapter 1, pp. 1-18
Week 4: Introduction to Legal Systems
   Showalter, Chapter 1, pp 1-18
Week 5: Safeguards of Individuals' Rights
   Handouts
Week 6: Constitutional Rights
   Handouts
Week 7: Contracts
   Showalter, Chapter 2, pp. 23-34
Week 8: Mid-semester Examination (tentative)
Week 9: Forms of Business Organization/Antitrust Law
   Showalter, Chapter 4, pp. 89-115 and Chapter 7, pp. 319-346
Week 10: Torts
   Showalter, Chapter 2, pp. 35-43 and Chapter3, pp. 47-77
Week 11: Compliance (visiting speaker)
Week 12: Risk Management (visiting speaker)
Week 13: Student presentations
Week 14: Student presentations
Week 15: Final Examination

MEMO

DATE: July 6, 2010

TO: Associate Dean for Academic Affairs

FROM: Chair, Academic Affairs Committee

SUBJECT: Course Approval

HA 603 was unanimously approved for a course title change from Legal Aspects of Health Administration to Legal Aspects of Health Care management and to be increased from two semester hours to three semester hours.

COURSE CHANGE FORM

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

1.	**General Information.**			
a.	Submitted by the College of: <u>Public Health</u>		Today's Date:	<u>05/14/10</u>
b.	Department/Division: <u>Health Services Management</u>			
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] (place cursor here for minor change definition)			
e.	Contact Person Name: <u>Julia Costich</u>	Email: <u>julia.costich@uky.edu</u>	Phone:	<u>7-6712</u>
f.	Requested Effective Date: ☐ Semester Following Approval OR ☒ Specific Term[2]: <u>Fall 2010</u>			

2.	**Designation and Description of Proposed Course.**	
a.	**Current Prefix and Number:** <u>HA 673</u>	*Proposed Prefix & Number*: <u>*HA 673*</u>
b.	**Full Title:** <u>Health Policy Development</u>	*Proposed Title*: <u>*Health Policy*</u>
c.	**Current Transcript Title** (if full title is more than 40 characters): _____	
c.	*Proposed Transcript Title (if full title is more than 40 characters)*: _____	
d.	**Current Cross-listing:** ☐ N/A OR Currently[3] Cross-listed with (Prefix & Number): <u>PA 673</u>	
	Proposed – ☐ *ADD[3] 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 pattern type.**

Current:	<u>30</u> Lecture	_____ Laboratory[5]	_____ Recitation	_____ Discussion	_____ Indep. Study
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research	_____ Residency
	_____ Seminar	_____ Studio	_____ Other – Please explain:	_____	

Proposed:	<u>*45*</u> *Lecture*	_____ *Laboratory*	_____ *Recitation*	_____ *Discussion*	_____ *Indep. Study*
	_____ *Clinical*	_____ *Colloquium*	_____ *Practicum*	_____ *Research*	_____ *Residency*
	_____ *Seminar*	_____ *Studio*	_____ *Other – Please explain:*	_____	

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:** <u>2</u>	*Proposed number of credit hours*: <u>*3*</u>

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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 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 generally represents at least two hrs per wk for a semester for 1 credit hour. (See *SR 5.2.1*.)

COURSE CHANGE FORM

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:**	An analysis of the development and implementation of health policy on a national, state, local and organizational level. The course will focus on issue and policy analysis, formal and informal processes of policy development, and the issues, values, and political and community factors affecting policy development and program implementation.
	Proposed Course Description for Bulletin:	*Same*

j.	**Current Prerequisites, if any:**	MHA program status or permission of instructor
	Proposed Prerequisites, if any:	*Add HA 636 (Health Economics)*

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
	Proposed Supplementary Teaching Component: ☐ *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:			
	Understanding health policy has become a central element in preparing students for the management of health care organizations, particularly in light of the enactment of health reform legislation. This material cannot be covered adequately in a 2 credit hour course.			

5.	**Course Relationship to Program(s).**			
a.	**Are there other depts and/or pgms that could be affected by the proposed change?**		YES ☐	NO ☒
	If YES, identify the depts. and/or pgms: _____			
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*.)

COURSE CHANGE FORM

Signature Routing Log

General Information:

Course Prefix and Number: HA 673

Proposal Contact Person Name: Julia F. Costich   Phone: 82026   Email: julia.costich@uky.edu

INSTRUCTIONS:
Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
HSM Faculty	5/14/10	J. Costich / 82026 / julia.costich@uky.edu	
Academic Affairs Cmte	7/6/10	J. Holsinger / 82058 / jwh@uky.edu	
Faculty Council		/ /	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision[8]
Undergraduate Council			
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

_____

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[8] Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

UNIVERSITY OF KENTUCKY
COLLEGE OF PUBLIC HEALTH

Draft, Subject to change

Course Syllabus
HA 673 Health Policy
Spring 2011

TBD; TBD; TBD

Contact information

Instructor: Dana Patton, Ph.D.
                105 C College of Public Health

Telephone: 859-218-2232

E-mail: djpatt0@uky.edu

Office Hours: TBD

Course description

The purpose of this course is to enable students to think systematically about the problems of the health care system and the various strategies for their solution. Students will have the opportunity to develop their analytic skills by applying a structured analytic approach to health policy problems. In addition to tracking current policy issues in the news, conducting several short assignments, and reading background materials, students will write an in-depth memo analyzing a health care policy problem of their choice. Writing this memo and having the opportunity to make oral presentations in class constitute the core of learning opportunities of the course. Lectures will cover policy analysis principles, Bardach's eight-step policy analysis methodology, the policy process, the role of research in policy, and selected policy cases.

We will review what health policies are and how the political system operates. We will focus on issues of health status of the population and vulnerable groups, income disparities as well as discrimination. Some of the issues at the core of access are the uninsured, social inequality, mental health, aging, long term care, and end-of-life care policies. The need to balance efficiency and equity regarding the issue of access to health care will also be discussed.

Health care delivery system articles deal with organizational change, labor issues, and quality of care. Mergers and restructuring, primary care, staffing issues in hospitals and nursing homes,

shortages in the workforce, errors in health care, and public reporting of quality indicators are invaluable reading for health professionals on first reading and as references for repeated readings and use.

We will discuss the economics of health care with articles on public and private financing and insurance and managed care; similarities and differences between health policy analysis and health services research as well as the unique characteristics of the health care market, as well as reform of the health care system in the United States. The analysts of health care systems discuss trends and systems in Canada, the United Kingdom, and other industrialized countries.

Course objectives

Upon completion of this course, the learner will:

Goal 1: Have a broad overview of health policy and development in the United States.

Goal 2: Have an understanding of the characteristics of and roles of political institutions and other stakeholders involved in formulating health policy.

Goal 3: To be able to analyze health care policy shifts in the changing health care market.
      Objective 1: To learn the eight steps involved in policy analysis
      Objective 2: To understand key policy analysis principles
      Objective 3: To be able to construct a policy outcomes matrix
      Objective 4: To be able to separate facts from value judgments
      Objective 5: To be able to apply these tools to health policy problems.

Goal 4: To be able to understand and communicate current health policy and related issues effectively.
      Objective 1: To be able to write a clear, concise, effective policy analysis memo.
      Objective 2: To be able to make oral presentations and policy briefings in class.

Goal 5: To understand the role of research in policy analysis and use it appropriately.
      Objective 1: To understand the role research plays in policy.
      Objective 2: To understand the role research plays in practice.
      Objective 3: To be able to critique evidence from research and apply findings appropriately in policy analyses.

Goal 6: To develop an in-depth understanding of a specific health policy issue.

College of Public Health objectives in [specific to each department]

[Provide a paragraph establishing how this course meets the CPH objectives specific to the department in which it is being taught]

Textbooks

Required Text
Curtis P. McLaughlin; and Craig D. McLaughlin, <u>Health Policy Analysis: An Interdisciplinary Approach</u>, Jones and Bartlett Publishers, Inc., 2008.

Recommended Text
Eugene Bardach, A Practical Guide for Policy Analysis: An Eightfold Path to More Effective Problem Solving, 2nd Edition, Chatham House Publishers, 2004.

Course requirements and learner evaluation

Course grades will be based upon evaluation of the following activities:
    100-90=A
    89-80=B
    79-70=C
    0-69=E

Methods of Evaluation and Distribution of Grades
1. **One Mid-term Examination (20%):** To satisfy exit competencies, the course requires one closed-book examination. This course requires mastery of the material. Consequently, the exam will address materials covered in lectures, presentations, homework, and class discussions. The format of the exam will be primarily essay questions requiring concise answers.
2. **Take-Home Assignments (10%)**: Students will complete at least two short assignments addressing issues relevant to health policy.
3. **Policy Monitoring and Presentation (10%):** Each student is required to present an analysis of current health policy issue, a t least twice during the semester, to the class. **No *PowerPoint* presentation is required**.
4. **Class Participation and Attendance (5%)**: Each student is expected to be on time and stay for each of the entire class periods. Each student is also expected to bring in current event topics and be prepared to discuss the sections pertaining to each chapter.
5. **Policy Memo (40%)**: Each student will write a policy memo between 12-15 typewritten pages, 12-font, double-spaced, on topics of their choice. Students are strongly advised to consult with the instructor on chosen topics before starting to prepare their memos. **Detailed instructions for completing the memo is contained and provided in a separate Word document, under POLICY MEMO ASSIGNMENT.**
6. **Class Presentations (15%)**: Students, depending on enrollment, will be assigned chapter(s) to present to the class. This provides an opportunity for students to practice and enhance presentation skills, a very important asset for healthcare administrators and researchers.

Instructor expectations

1. I expect you to attend every class session. The components are highly interrelated; missing a class will detract from the learning potential of subsequent sessions.

2. I expect you to be in the classroom and prepared to begin work at the scheduled starting time for each session.
3. I expect you to actively participate in the discussions. This is not the type of class where you can "sit back and listen."
4. I expect you to submit papers using proper English grammar, syntax, and spelling. You are encouraged to use spell check and grammar check prior to submitting your written work. The Writing Laboratory is available to anyone who may need assistance. Grammar, syntax, and spelling will account for 10% of the grade for written work.
5. I expect (and encourage) you to provide honest and timely feedback regarding the content and process of this course throughout the semester.
6. I expect you during the semester to interactively engage via Blackboard with the other students and the instructor.
7. I expect you to share in the responsibility for making this course an enjoyable and beneficial learning experience.
8. Wikipedia *cannot* be used as a cited reference as noted by a co-founder of Wikipedia! You may use Wikipedia to identify appropriate source material. Remember Wikipedia is *not* peer reviewed!
9. I require that each leaner will utilize the *APA Publication Manual* as a guide for writing papers for this course and the grading rubric will be based on its precepts.

Academic honesty

Academic honesty is highly valued at the University. You must always submit work that represents your original words or ideas. If any words or ideas used in a class assignment submission do not represent your original words or ideas, you must cite all relevant sources and make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable sources. Please see the University's policies concerning the consequences for plagiarism.

Accommodations

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, submit to me a Letter of Accommodation from the Disability Resource Center (www.uky.edu/TLC/grants/uk_ed/services/drc.html). If you have not already done so, please register with the Disability Resource Center for coordination of campus disability services available to students with disabilities.

Inclement weather

The University of Kentucky has a detailed policy for decisions to close in inclement weather. The snow policy is described in detail at http://www.uky.edu/MicroLabs/documents/p-weather.pdf or you can call (859) 257-5684.

<u>**Course schedule and topics**</u>

<u>**Class Schedule**</u>

MONDAY	TOPIC
	Orientation Chapter 1 - Introduction to Health Policy Issues • Health and health care • Who are the stakeholders? • Health Policy: What Is It? • Health Policy Analysis Process • Political Processes and Issues Involved
	No Class - Martin Luther King Day
	Chapter 2 – Health Status of the Population and Evaluation Criteria for Health Care Systems • Access; Cost; Quality; and Equity • Population Health Status: Evaluating the Quality of Care Access; Technical Management; Management of Interpersonal Relationship; and Continuity of Care. • Health Care Professions and Professionals.
	Chapter 7 – The Policy Analysis Process: Identification and Definition of Problem. • Defining Health. • Defining the Target Population. • Identifying the Health Status of the Target Population • Professional Perspectives. • Defining Equity Health Plan Quality Data: The Importance of Public Reporting, and Does Publicizing Hospital Performance Stimulate Quality Improvement Efforts? **Chapter 8** – The Policy Analysis Process: Evaluation (Technological Assessment) • Technology Assessment. • Electronic Medical Records or Electronic Health Record • The Role of States in Technology Assessment. **Case**: Regional Health Information Organization.
	Chapter 3 – Evolution of U.S Health Care Delivery and Financing Systems.

	• Health Insurance Coverage in the United States • Charges and Cost Shifting • **Case**: How does the U.S. Health Care System Compares with that of other Developed Countries?
	Chapter 9 – The Policy Analysis Process: Evaluation (Political Feasibility) • Authorizing Environments • Federal Government Actors: Legislative; Executive; and Judiciary. • State Governments. • Political Inputs: Election Cycle; Constituent Relations; campaign Fund Raising; Party Agendas; the Economy and the Budget; etc. • Nongovernmental Actors: The Public; Interest Groups; the Media; Scientists and Other Experts. • Methods of Analyzing Political Feasibility. **Case**: The Politics of the Clinton Health Plan.
	Chapter 4 – Interests of Stakeholders • What do Providers Want? • What do Patients and Their Families Want? • What do Employers Want? • What do Governments Want? What does the General Public Want?
	Mid Term Examination
	No Class - Spring Vacation
	Chapter 5 – Government Policy Options Regarding Access; Cost; and Quality. • Federal Level Alternatives. • State and Local Government Options. • Different Market Conditions: Competitive; Oligopoly. • Universal Insurance Coverage. • **Case**: Specialty and Community Hospitals.
	Chapter 6 – Alternative Institutional and Professional Responses to health Care Access; Cost; and Quality • Payers (Employers); Eligibility; Subsidy Offered; Plan Offered; etc. • Worker Education, Disease Management and Worksite Wellness • Insurers: Types, e.g. HMOs; Method of Payment; Plan Offered; Case Management; Utilization Constraints; Consumer Education. • Providers (Professionals): Practice Ownership; Incentives; Patient Relationships; Primary Vs Specialty Care; Efficiency, etc.

	• Institutions: Relationship with Providers; Efficiency; Staffing; Labor Substitution; Consumer Information, etc. • Consumers: Plan Selection; Retirement Planning; Provider Selection; Self-Help; etc. • For-Profit Vs Not-For-Profit Health Care Organizations. • **Case**: Global Medical Care Coverage.
	Chapter 10 -- The Policy Analysis Process: Evaluation (Economic Viability) • Defining Health Care Process Involved. • Selecting the Analytical Approach – Cost Benefit Analysis; Cost Effective Analysis, etc. • Determining Relevant Costs. • Valuing the Outcomes Produced, etc. • Considering Distributional Effects
	Chapter 11 – The Policy Process: Analysis of Values. • Fairness; Efficiency; Patient Privacy and Confidentiality; Informed Consent; Personal Responsibility; Malpractice Reform; Consumer Sovereignty; Social Welfare evaluation; and Rationing. **Chapter 13** – Considering Alternative Policy Scenarios.
	Chapter 12 – Implementation Strategy and Planning. **Chapter 15** – Analysis of Trade-Offs.
	POLICY MEMO DUE
	Final Examination Week.

MEMO

DATE: July 6, 2010

TO: Associate Dean for Academic Affairs

FROM: Chair, Academic Affairs Committee

SUBJECT: Course Approval

HA 673 Health Policy was unanimously approved to be increased from two semester hours to three semester hours including approval of the revised syllabus.