Brothers, Sheila

From: Cramer, Aaron

Sent: Friday, April 05, 2019 2:02 PM

To: Bird-Pollan, Jennifer; Brothers, Sheila; Ett-Mims, Joanie
Cc: Butler, Karen; Darville, Audrey; Boland, Margaret A.
Subject: NEW GC: Tobacco Treatment Specialist Training
Attachments: TTS Graduate Certificate Edits 3.29.19.pdf

Proposed New Graduate Certificate: Tobacco Treatment Specialist Training

This is a recommendation that the University Senate approve the establishment of a new Graduate Certificate: Tobacco Treatment Specialist Training, in the College of Nursing.

Rationale: The proposed program is designed to provide students with the knowledge and skills needed to meet the core competencies established for tobacco treatment providers by the Association for the Treatment of Tobacco Use and Dependence. These competencies are organized in domains, including tobacco dependence knowledge, counseling skills, assessment, treatment, pharmacotherapy, relapse prevention, diversity and specific health issues, documentation and evaluation, professional resources, law and ethics, and professional development. Completion of the program is a first step to obtain a National Certificate in Tobacco Treatment Practice. The proposed program builds upon the Bridging Research Efforts and Advocacy Toward Healthy Environments training program, accredited by the Council for Tobacco Treatment Training Programs, but the proposers have identified specific interest in a graduate certificate in this area. Enrollment of 5-10 students growing to 20-25 students is anticipated.

Aaron

Aaron M. Cramer
Associate Professor, Electrical and Computer Engineering
Director of Graduate Studies, Electrical Engineering
Chair, Senate Academic Programs Committee
University of Kentucky
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Certificate Description. A graduate certificate shall have a clear and focused academic topic or competency as its subject, meet a clearly defined educational need of a constituency group, such as required continuing-education or accreditation for a particular profession, respond to a specific state mandate or provide a basic competency in an emerging (preferably interdisciplinary) topic. Certificates are minimally nine graduate credit hours but typically no more than 15.

Approval process. Once approved at the college level, your college will send the proposal to the appropriate Senate academic council (possibly HCCC and/or UC) for review and approval. Once approved at the academic council level, the academic council will send your proposal to the Senate Council office for additional review via a committee and then to the SC and University Senate. (The contact person listed on the form will be informed when the proposal has been sent to committee and other times as appropriate.) The last step in the process is Senate approval; upon Senate approval, students can enroll in the new certificate.

By default, graduate certificates shall be approved for a period of six (6) years. Re-approvals are also for six years.

1. GEN	ERALINFORMATION		
1a	Home college: College of Nursing		
1b	Home educational unit (department, school, college¹): College of Nursing		
1c	Office of Strategic Planning and Institutional Effectiveness (OSPIE) (Please contact OSPIE (OSPIE@L.uky.edu) for help with questions in this section.)		
	Date of contact with OSPIE: 01/24/2019		
	Appended to the end of this form is a PDF of the reply from OSPIE.		
	Appended to the end of this form is a letter(s) of administrative feasibility from the dean(s) of the college(s) offering the certificate.		
	CIP Code (confirmed by OSPIE): 51.3820		
	Cir Code (Committed by OSI 12): 52:3525		
1d	Proposed certificate name: Graduate Certificate in Tobacco Treatment Specialist Training		
1e	Requested effective date: Fall semester following approval. OR Specific Date ² : Fall 2019		
1f	Contact person name: Karen Butler Email: karen.butler@uky.edu Phone: 859-323-5684		
2. OVE	RVIEW		
2a	Provide a brief description of the proposed new graduate certificate. (300 word limit)		
	The Graduate Certificate in Tobacco Treatment Specialist Training is designed to provide the learner with the		
	knowledge and skills needed to meet the Core Competencies for Tobacco Treatment Specialists (TTS). The		
	content is based on core competencies for tobacco treatment providers established by the Association for the		
	Treatment of Tobacco Use and Dependence. Competency domains include: Tobacco dependence knowledge, Counseling skills, Assessment, Treatment, Pharmacotherapy, Relapse prevention, Diversity/specific health		
	issues, Documentation and evaluation, Professional resources, Law and ethics, and Professional development.		
	This content is divided into three 3-credit hour courses: Tobacco Use and Counseling, Assessing Tobacco Use		
	and Treatment Planning,		

¹ Only cross-disciplinary graduate certificates may be homed at the college level.

² Certificates are typically made effective for the semester following approval. No program will be made effective unless all approvals, up through and including University Senate approval, are received.

		. * C*
	and Tobacco Treatment Pharmacology. Upon completion, participants earn a training cer required to obtain the National Certificate in Tobacco Treatment Practice (NCTTP). Post-seeking the NCTTP must pass a certification exam through the National Association for Ac (NAADAC) and complete 240 clinical hours.	training, persons
	<u> </u>	
2b	This proposed graduate certificate (check all that apply):	
	Has a clear and focused academic competency as its subject.	
	Meets a clearly defined educational need of a constituency group (e.g. continuing edu	ucation or licensing)
	Responds to a specific state mandate.	
	Provides a basic competency in an emerging, preferably interdisciplinary, topic.	
2c	Affiliation. Is the graduate certificate affiliated with a degree program? (related to 3c)	Yes No 🗸
	If "yes," include a brief statement of how it will complement the program. If "no," incorporate the program of	
	how it will provide an opportunity for a student to gain knowledge or skills not already av	
	word limit)	
	The Graduate Certificate will build upon and include content from the Bridging Research Efforts a Healthy Environments (BREATHE) online Tobacco Treatment Specialist (TTS) Training Program,	
	Council for Tobacco Treatment Training Programs (CTTTP) from August, 2017 through August, 2	
	scheduled for review. The BREATHE TTS Training is the only accredited program currently offere	d which is completely
	online. While the majority of BREATHE TTS participants pursue the CTTTP (around 60% on average)	
	interested in obtaining the certificate, based on CTTTP data), we have identified interest among trawithin the University (College of Nursing, College of Public Health) for offering a Graduate Certif	
	Specialist Training, which will also have practical applicability in providing the training certificate	
	certification in tobacco treatment.	<i>j</i>
2d	Dumlication Are there similar regional or national offerings?	Vac 🗔 Na 🔯
Zu	Duplication. Are there similar regional or national offerings?	Yes No No
	If "Yes," explain how the proposed certificate will or will not compete with similar regions	ai or national offerings.
	Rationale and Demand. State the rationale for the new graduate certificate and explain t	
2e	market demand, student requests, state mandate, interdisciplinary topic). (400 word limit BREATHE's TTS training has been well-received, with recent cohorts exceeding the cap of	
	2 months. Over the past year we have had full cohorts of trainees (20-25). As the only onli	
	training, we have been able to provide access across Kentucky, including rural regions, an	=
	professionals across a wide variety of geographical regions, including internationally. Stu	
	enrolled in the College of Nursing, specifically the Doctor of Nursing Practice, PhD, and to	-
	Environmental Health Nursing training program at the UK Central Appalachian Region B	
	Research Center (CARERC), the College of Public Health, College of Education, Departm	
	Health Promotion, and Allied Health Colleges could benefit from the Graduate Certificate	
	Specialist Training counting toward their courses of study. Other student groups targeted	
	be those affiliated with UK's Center for Appalachian Research in Environmental Science	
	University Center of the Mountains, a dynamic consortium of postsecondary educational i	
	educational opportunities close to home in southeastern Kentucky, which are all communi	
	disproportionately high tobacco use rates. We will also accept enrollments from other reg	-
	in obtaining college credit for the Graduate Certificate in Tobacco Treatment Specialist To	
	support and based on current participation in the training program, we anticipate the Gra	
	Tobacco Treatment Specialist Training to grow from 5 to 15 participants per year in each	
	time, when all three courses are offered, we anticipate having approximately 60 students e Certificate in Tobacco Treatment Specialist Training annually. We expect this to occur in	
	Lerinicale in Lanacca Freatment Specialist Fraining annually. We expect this to accur in	THE SECOND TO THIRD YOUR
	Certificate in Tobacco Treatment Specialist Training annually. We expect has to occur in	

of the program. Upon completion, participants earn a certificate, the first step required to obtain the National Certificate in Tobacco Treatment Practice (NCTTP). Post-training, persons seeking the NCTTP must pass a certification exam through the National Association for Addiction Professionals (NAADAC) and complete 240

clinical hours.

2f			pply to the target student popula	ition.		
	_ _	d graduate students.				
	⊠Post-baccalaurea	te students.				
2g		raphics of the intended audience	<u> </u>			
	ū	•	public health, health promotion,	pharmacy, etc.) who are		
	interested in tobacco	treatment.				
21						
2h	Projected enrollmen		ections for the first three years?			
		Year 1	Year 2	Year 3		
			(Yr. 1 continuing + new	(Yrs. 1 and 2 continuing +		
		5.10	entering)	new entering)		
	Number of Students	5-10 per certificate at a time	15-20 per certificate at a time	20-25 per certificate at a time		
	n:			1		
2i	via DL?	L). Initially, will any portion of tr	ne graduate certificate be offered	Yes 🖂 No 🗌		
	If "Yes," please indica	ate below the percentage of the	certificate that will be offered vi	a DL.		
	1% - 24%	25% - 49%	6 - 74%	100% 🔀		
	If "Yes," describe the	DL course(s) in detail, including	the number of required DL cour	ses. (300 word limit)		
	3 courses will be requ	uired to obtain the certificate.Co	ourses 1 and 2 must be successful	ly completed prior to taking		
	Course 3 (Pharmaco	logy).				
3. ADIV	IINISTRATION AND RE					
3a	Administration. Describe how the proposed graduate certificate will be administered, including admissions,					
		ention, etc. (150 word limit)				
		v	in Tobacco Treatment Specialist			
			e faculty of record and certificat			
			sion. All application materials m			
	· ·	· ·	y. Post baccalaureate or graduat	• •		
			ay apply at any time. A minimum on along with a CV. Certificate D			
		• •	obtain the Certificate and attain of			
		-	gress will be monitored through (
	<u>-</u>		marks as outlined in the course s			
cer		= -	ed prior to taking Course 3 (Phar			
		<u> </u>	to 2c) The faculty of record consis			
			ponsible for planning and partici	_		
3b			duate Faculty of the University a	_		
	-		e comprised of three or more fa			
			ord must be members of the Gra			
		ate is affiliated with a degree pr		Yes No 🖂		
	- 0					

	If "Yes," list the name of the affiliated degree program below. If "No," describe below the	process fo	or identifying
	the faculty of record and the certificate director, including selection criteria, term of service	e, and me	thod for
	adding and removing members. (150 word limit)		
	College of Nursing faculty are assigned to teach courses on an annual basis by their respective Associate and Assistant Deans, in collaboratio assignments. The same procedure will be followed for this certificate. Dr. Carol Thompson, Professor and Assistant Dean for MSN/DNP Stud Faculty include Drs. Karen Butler, Audrey Darville, and Lovoria Williams, who are each graduate faculty in the College of Nursing. College of faculty of record and to teach courses on an annual basis by their respective Associate and Assistant Deans, in collaboration with the faculty n same procedure will be followed for this certificate. Faculty should have an in-depth knowledge and clinical experience with behavioral course preferably having completedtreatment specialist training and obtained certification as a TTS. The certificate director is appointed in the same unless there is a need for change on the part of the faculty member or the College of Nursing. College of Nursing faculty are assigned as facult their respective Associate and Assistant Deans, in collaboration with the faculty members, via DOE assignments. The same procedure will be faculty members and the same manner, and will continue in this role unless there is a need for change on the part of the faculty members.	ies, will be the p of Nursing facul nembers, via DC eling and tobacc manner, and wi ty of record on v ollowed for this	orogram director, ty are assigned as DE assignments. The to treatment, Il continue in this role an annual basis by certificate. The
3c	Course utilization. Will this graduate certificate include courses from another unit(s)?	Yes 🗍	No 🔀
	If "Yes," two pieces of supporting documentation are required.	. 55	
	in res, two pieces of supporting about tentation are required.		
	Check to confirm that appended to the end of this form is a letter of support from the	other unit	s'
	chair/director ³ from which individual courses will be used. The letter must include demon		
	collaboration between multiple units ⁴ and impact on the course's use on the home educat	ional unit	
	Check to confirm that appended to the end of this form is verification that the chair/di	ractor of t	ho othor
	unit has consent from the faculty members of the unit. This typically takes the form of me		
	unit has consent from the faculty members of the unit. This typically takes the form of the	cting mini	1103.
	Financial Resources. What are the (non-course) resource implications for the proposed gra	aduate cer	tificate.
3d	including any projected budget needs? (300 word limit)		•
	We do not anticipate needing additional resources at this time.		
3e	Other Resources. Will the proposed certificate utilize resources (e.g. departmentally	Yes 🗌	No 🔀
	controlled equipment or lab space) from additional units/programs?		
	If "Yes," identify the other resources that will be shared. (150 word limit)		
	If "Yes," two pieces of supporting documentation are required.		
	Check to confirm that appended to the end of this form is a letter of support from the	annronria	te
	chair/director ⁴ of the unit whose "other resources" will be used.	арргориа	
	Check to confirm that appended to the end of this form is verification that the chair/di	rector of t	he other
	unit has consent from the faculty members of the unit. This typically takes the form of me	eting minu	ıtes.
4. IMP	ACT		
4a	Other related programs. Are there any related UK programs and certificates?	Yes 🗌	No 🖂
	If "Yes," describe how the new certificate will complement these existing UK offerings. (25	0 word lin	nit)
	If "Yes," two pieces of supporting documentation are required.		

³ A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.

⁴ Show evidence of detailed collaborative consultation with such units early in the process.

	Check to confirm that appended to the end of this form is a le	etter of sup	pport from each potentially-affected
	academic unit administrators.		
	Check to confirm that appended to the end of this form is ver	rification th	nat the chair/director has input from
	the faculty members of the unit. This typically takes the form of	meeting m	inutes.
5. ADN	MISSIONS CRITERIA AND CURRICULUM STRUCTURE		
5a	Admissions criteria. List the admissions criteria for the proposed	graduate	certificate. (150 word limit)
	Minimum of 2.75 undergraduate GPA and CV.		, ,
	v o		
5b	Core courses. List the required core courses below.		
Prefix	&	Credit	_
Numb	Course Title	Hrs	Course Status⁵
<i>NUR</i> 621	Tobacco Treatment Specialist Training: Tobacco Use and Counseling	3	New
NUR	Tobacco Treatment Specialist Training: Assessing Tobacco		
622	Use and Treatment Planning	3	New
NUR	Tobacco Treatment Specialist Training: Tobacco Treatment		
623	Pharmacology	3	New
	1 narmacete 8,7		Select one
			Select one
	Total Credit Hours of Core Courses:		
5c	Elective courses. List the electives below.		
Prefix	& Course Title	Credit	Course Status ⁶
Numb	er Course Title	Hrs	Course Status
	Not applicable		Select one
5d	Are there any other requirements for the graduate certificate? If (150 word limit)	"Yes," not	e below. Yes No No
	1		
	Is there any other narrative about the graduate certificate that she	ould be inc	cluded in
5e	the Bulletin? If "Yes," please note below. (300 word limit)		Yes No No

⁵ Use the drop-down list to indicate if the course is a new course ("new"), an existing course that will change ("change"), or if the course is an existing course that will not change ("no change").

⁶ Use the drop-down list to indicate if the course is a new course ("new"), an existing course that will change ("change"), or if the course is an existing course that will not change ("no change").

Upon completing the three course in this series, students can attain a graduate certificate in Tobacco Treatment and will have met the criteria needed to apply for the National Certificate in Tobacco Treatment Practice.

6. ASSESSMENT

Student learning outcomes. Please provide the student learning outcomes for the graduate certificate. List the knowledge, competencies, and skills (learning outcomes) students will be able to do upon completion. (Use action verbs, not simply "understand.") (250 word limit)

Upon completion of the graduate certificate program in Tobacco Treatment, the student will be able to:

- 1. Discuss the prevalence, patterns of all forms of tobacco use, and the impact on health across demographic, economic and cultural subgroups.
- 2. Explain the process and role of evidence-based treatment for tobacco use and dependence in the context of comprehensive tobacco control.
- 3. Demonstrate effective application of counseling theories and strategies to establish a collaborative relationship, and to facilitate motivational counseling.
- 4. Demonstrate the abiliy to treat tobacco dependence using safe and evidence-based treatment strategies.

Student learning outcome (SLO) assessment. How and when will student learning outcomes be assessed? Please map proposed measures to the SLOs they are intended to assess. Do not use grades or indirect measures (e.g. focus groups, surveys) as the sole method. Measures likely include artifacts such as course-embedded assessment (e.g., portfolios, research papers or oral presentations); and course-embedded test items (embedded test questions, licensure/certification testing, nationally or state-normed exams). (300 word limit)

- 1. (SLO 1) Successfully demonstrate knowledge acquitison with course-embedded quizzes and through discussion board participation.
- 2. (SLO 2) Successfully complete course-embedded assignments related to comprehensive tobacco use assessment and treatment planning, using case studies and discussion board.
- 3. (SLO 3) Successfully complete the course-embedded counseling practicum via Zoom
- 4. (SLO 4) Successfully complete the course-embedded simulated learning experience and final summative written case study.

Certificate outcome assessment⁷. Describe evaluation procedures for the proposed graduate certificate. Include how the faculty of record will determine whether the program is a success or a failure. List the benchmarks, the assessment tools, and the plan of action if the program does not meet its objectives. (250 word limit)

Benchmark Targets:

- 1. Recruitment: At least 5 students enrolled in each of 3 courses during year 1.
- 2. Certificate completion: At least 10 students completing all certificate requirements year 2.
- 3. Student performance: At least 90% of students will demonstrate successful completion of each course.
- 4. Student satisfaction: Mean student ratings will be >3 on a 4-point scale for each course.

Assessment Tools: Graduate certificate enrollment, completion rates. Student grades and course evaluations. Plan of action: Regular review of student progress and course evaluations. Reaching out to students individually or as a focus group to explore issues or concerns. If recruitment/completion numbers fall below targets, will reevaluate marketing strategies.

7. OTHER INFORMATION

7a Is there any other information about the graduate certificate to add? (150 word limit)

⁷ This is a plan of how the certificate will be assessed, which is different from assessing student learning outcomes.

We also plan to track how many students who complete the program go on to obtain the national certificate.

	Reviewing Group	administrators and verification of faculty support (typically takes the form of meeting minutes). Reviewing Group Date			
	Name	Approved	ontact Person Name/Pho	ne/Email	
		• • •	helow attach documenta	tion of department and college approval	
3a		Within College) In addition to the information below, attach documentation of department and college approval.			
oa		This typically takes the form of meeting minutes but may also be an email from the unit head reporting department- and college-level votes.			
	Graduate Faculty		neila Melander / 859.323-i	0055 / sheila.melander@uky.edu	
	Gradient Lieuwy	02,11,201)	/ /		
8b	(Collaborating and/or A	ffected Units)			
	not applicable		/ /		
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	1				
8c	(Senate Academic Cour	cil)	Date Approved	Contact Person Name	
	Health Care Colleg	es Council (if applicable			
	Graduate Council		2/21/19	Roshan Nikou	

From: Pearson, RaeAnne < <u>raeanne.pearson@uky.edu</u>>

Sent: Thursday, January 24, 2019 2:07 PM **To:** Darville, Audrey <<u>audrey.darville@uky.edu</u>> **Cc:** Weber, Annie <ann.weber@uky.edu>

Subject: NOI: Tobacco Treatment Specialist Certificate Program, GCERT1, Post-baccalaureate Certificate

(51.3820)

Dear Audrey Darville,

Thank you for submitting a Notification of intent for **Tobacco Treatment Specialist Certificate Program, GCERT1, Post-baccalaureate Certificate (51.3820)**.

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

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

IMPORTANT: Certificates (undergraduate and graduate) will be added to the CPE Inventory once they have been approved by the University Senate. For degree programs, an NOI will be submitted by the Office of Strategic Planning and Institutional Effectiveness to CPE and you will need to work closely with our office to ensure that your proposal meets all external CPE requirements and deadlines.

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

Office of Strategic Planning & Institutional Effectiveness University of Kentucky Visit the Office of Strategic Planning and Institutional Effectiveness Website



Janie Heath, Dean
University of Kentucky
315 College of Nursing Building
Lexington, KY 40536-0232
P: 859-323-6533 www.uky.edu/Nursing

October 26, 2018

Kathi Kern PhD Associate Provost for Teaching, Learning and Academic Innovation University of Kentucky

Dear Dr. Kern,

It is with great enthusiasm that I support the proposal for a **new online certificate program** to be launched based on minor modifications to the successful BREATHE (Bridging Research Efforts and Advocacy Toward Healthy Environments) online Tobacco Treatment Specialist Training Program. This proposal would allow current students and those seeking college credit to take three, 3 credit hour courses equipping them to develop expertise in providing tobacco dependence treatment. Students who complete the online 9 credit certificate program will then be eligible to seek a national certificate as a tobacco treatment specialist. The BREATHE team launched the training program in January 2017 and have successfully enrolled participants in cohorts every other month. The current training program is fully functioning and updates occur every November and December based on participant evaluations and new developments in the field. The course's revenue is already self-sustaining and funds from the grant would be used to provide the support needed for additional faculty in expanding the current training program to a certificate program offering and working with additional students.

The BREATHE Tobacco Treatment Specialist Training Program is broken up into 5 modules designed to be completed in 27 hours or the equivalent of 9 credit hours. This course is unique in that it is the *first and only all online- accredited tobacco treatment specialist training program*. As an accredited program, it includes all the elements required for students to go on to pursue a national certificate to provide care to tobacco dependent populations. The BREATHE team is nationally and internationally known to promote health and wellness and this course is another exemplary opportunity to expand our tobacco control reach and impact.

The College is committed to this online certificate program and we thank you for considering this innovative proposal to help us advance clinical practice and improve patient outcomes through online education. We look forward to hearing from you and please let us know if you need any other information.

Sincerely,

Janie Heath, PhD, APRN-BC, FAAN
Dean and Warwick Professor of Nursing

ALIE DENTY

see blue.