

APPROVED BY SENATE
04/05/2021

: HEALTH ADMINISTRATION MINOR, UG

In Workflow

1. U Program Review (dforgacs@illinois.edu; eastuby@illinois.edu; aledward@illinois.edu)
2. 1581 Committee Chair (carlso1@illinois.edu; jjenkns@illinois.edu)
3. 1581 Head (kgraber@illinois.edu; jjenkns@illinois.edu)
4. KY Committee Chair (alston@illinois.edu; rking10@illinois.edu)
5. KY Dean (alston@illinois.edu; rking10@illinois.edu)
6. University Librarian (jpwilkin@illinois.edu)
7. Provost (kmartens@illinois.edu)
8. Senate EPC (bjlehman@illinois.edu; moorhouz@illinois.edu; kmartens@illinois.edu)
9. Senate (jtempel@illinois.edu)
10. U Senate Conf (none)
11. Board of Trustees (none)
12. IBHE (none)
13. DMI (eastuby@illinois.edu; aledward@illinois.edu; dforgacs@illinois.edu)

Approval Path

1. Sat, 13 Mar 2021 19:17:30 GMT
Deb Forgacs (dforgacs): Approved for U Program Review
2. Sat, 13 Mar 2021 21:55:52 GMT
Kristi Carlson (carlso1): Approved for 1581 Committee Chair
3. Sat, 13 Mar 2021 23:07:36 GMT
Kim Graber (kgraber): Approved for 1581 Head
4. Sun, 14 Mar 2021 02:36:24 GMT
Reggie Alston (alston): Approved for KY Committee Chair
5. Sun, 14 Mar 2021 04:13:25 GMT
Reggie Alston (alston): Approved for KY Dean
6. Sun, 14 Mar 2021 12:41:52 GMT
John Wilkin (jpwilkin): Approved for University Librarian
7. Sun, 14 Mar 2021 15:25:48 GMT
Kathy Martensen (kmartens): Approved for Provost

New Proposal

Date Submitted: Sat, 13 Mar 2021 18:24:35 GMT

Viewing:: Health Administration Minor, UG

Changes proposed by: Kristi Carlson

Proposal Type

Proposal Type:

Minor (ex. European Union Studies)

Proposal Title:

If this proposal is one piece of a multi-element change please include the other impacted programs here. *example: A BS revision with multiple concentration revisions*

Establish an Undergraduate Minor in Health Administration

EP Control Number

EP:21.096

Official Program Name

Health Administration Minor, UG

Effective Catalog Term

Fall 2021

Sponsor College

Applied Health Sciences

Sponsor Department

Kinesiology and Community Health

Sponsor Name

Andiara Schwingel

Sponsor Email

andiara@illinois.edu

College Contact

Reginald Alston

College Contact Email

alston@illinois.edu

Program Description and Justification

Provide *abrief* description and justification of the program, including highlights of the program objectives, and the careers, occupations, or further educational opportunities for which the program will prepare graduates, when appropriate.

The Health Administration Minor has been designed for undergraduate students who seek to understand the business side of health care, and for those who feel knowledge in health administration will help them succeed in their careers. The coursework for the Health Administration Minor offers exposure to health care systems, hospital and insurance administration, and management principles relative to health care institutions. This proposal is particularly timely as undergraduate students with this foundational knowledge will be better prepared to deal with the complexities of healthcare and the novel challenges that emerge from unpredictable health situations, such as the COVID-19 pandemic.

Requirements for the minor include three required courses (CHLH 250: Health Care Systems, CHLH 455: Health Services Financing, and CHLH 458: Health Administration) that will provide students with foundational knowledge of the health administration field. This represents 9 credit hours of required coursework, including 6 hours at the advanced level. In addition, students will need to complete 8-9 credit hours from a list of elective courses. This will enable them to acquire greater knowledge in a specific area of interest.

According to the Bureau of Labor Statistics, the field of health administration is growing quickly. Expertise in health administration can help students enter into an occupation that has excellent job prospects with a high median salary. Health administration is a dynamic field that is rapidly evolving

given the changes in healthcare, insurance, policy, and technology. The field of health administration is interdisciplinary and may appeal to students in a variety of majors and interests, such as health, business administration, accounting, economics, human resources, and management. Regardless of their major, many students have strong interest in CHLH health administration-related courses.

Based on results from a survey of students and advisors outside of the Community Health program (n=74), there was strong interest in a Health Administration Minor. Among all campus undergraduate minor offerings, surprisingly only two minors include the word "health" in the title (Agricultural Safety & Health; Child, Health and Well-being). There is both demand and opportunity to expand the number of health-related minors, and this proposal strives to fill this shortcoming. The Health Administration Minor would benefit students in a variety of majors across campus.

Please include how the proposed minor requires some depth in the subject, but not as extensive as the major.

The proposed minor will allow students to acquire foundational knowledge of the Health Administration field through the required 9 credit hours, while also providing the opportunity to develop deeper knowledge in a specific area through an additional 8-9 credit hours of elective course work. Despite lacking the same degree of depth as the Community Health major, where 70+ hours of CHLH-related coursework is required, these 17-18 hours will foster broad knowledge of the field with some degree of depth.

Is this program interdisciplinary?

No

Is this minor?

A Comprehensive study in a single discipline

Academic Level

Undergraduate

Is This a Teacher Certification Program?

No

Will specialized accreditation be sought for this program?

No

Enrollment

Will the department limit enrollment to the minor?

No

Describe how the department will monitor the admission to/enrollment in the minor.

The Department of Kinesiology and Community Health will provide and coordinate two enrollment periods (fall and spring semesters) for the minor each academic year. Students will apply online by a specific date (tbd) and submit (a) an application including their intent to enroll in the minor, (b) a minor completion plan, and (c) any additional information they would like to be considered. Initially, the minor will be open to all undergraduates. When fully implemented, we will be able to accommodate 40 students in the HA minor. If the number of applicants exceeds this cap, GPA will be taken into account to select the strongest applicants. Community Health has two undergraduate advisors who will work with the Director of Undergraduate Studies guiding students in the minor.

Are there any prerequisites for the proposed minor?

No

Number of Students in Program (estimate)

Year One Estimate

10

5th Year Estimate (or when fully implemented)

40

What is the typical time to completion of this program?

N/A

What are the minimum Total Credit Hours required for this program?

17

Delivery Method

This program is available:

On Campus

Other than certification via the students' degree audits, is there any additional planned mechanism to award/honor successful completion of the minor?

No

Budget

Will the program or revision require staffing (faculty, advisors, etc.) beyond what is currently available?

No

Resource Implications

Facilities

Will the program require new or additional facilities or significant improvements to already existing facilities?

No

Technology

Will the program need additional technology beyond what is currently available for the unit?

No

Non-Technical Resources

Will the program require additional supplies, services or equipment (non-technical)?

No

Resources

For each of these items, be sure to include in the response if the proposed new program or change will result in replacement of another program(s). If so, which program(s), what is the anticipated impact on faculty, students, and instructional resources? Please attach any letters of support/acknowledgement from faculty, students, and/or other impacted units as appropriate.

Library Resources

Describe your proposal's impact on the University Library's resources, collections, and services. If necessary please consult with the appropriate disciplinary specialist within the University Library.

There is no impact on library resources.

Instructional Resources

Will there be any reduction in other course offerings, programs or concentrations by your department as a result of this new program/proposed change?

No

Does the program include other courses/subjects impacted by the creation/revision of this program?

No

Financial Resources

How does the unit intend to financially support this proposal?

There are no foreseen budgetary implications to the proposed minor that will require additional financial support. At present, the number of faculty in the Department of Kinesiology and Community Health is sufficient to handle anticipated demand. If a new section of a course is required due to demand, it will be added, and it is anticipated that it will pay for itself because of the additional IUs. Currently, the required courses in the proposed minor are not at capacity and instructors can handle more students without the need for additional financial resources. It is anticipated that approximately 40 students (10 incoming students per year) will be enrolled in the minor when it is at full capacity.

Will the unit need to seek campus or other external resources?

No

Attach letters of support

LOS1_HA_Minor.pdf

LOS2_HA_Minor.pdf

Program Regulation and Assessment

Briefly describe the plan to assess and improve student learning, including the program's learning objectives; when, how, and where these learning objectives will be assessed; what metrics will be used to signify student's achievement of the stated learning objectives; and the process to ensure assessment results are used to improve student learning. (Describe how the program is aligned with or meets licensure, certification, and/or entitlement requirements, if applicable).

The coursework for the Health Administration Minor will expose students to health care systems, hospital and insurance administration, and management principles relative to health care institutions. The learning objectives for students enrolled in the Health Administration Minors include the following:

- (1) Demonstrate a basic understanding of major issues confronting health care systems from a macro perspective. Identification and analysis of the functions, major participants and trends in health care systems in the United States and abroad.
- (2) Demonstrate a basic understanding of major topics and emerging trends in health financing, including sources of revenue, public and private financing organizations, reimbursement and sources of revenue to health providers, and capital financing in the health care industry.
- (3) Demonstrate an ability to examine management principles relative to health care institutions with emphasis on goal setting, decision making, system analysis, organizational structure, conflict resolution, and leadership theories.

It is anticipated that these learning objectives will be met by all students pursuing the Health Administration Minor as these are concepts covered in all three required courses. In addition to the ICES instructor evaluations, which will be conducted at the end of each semester, KCH plans to survey students in required courses annually to ensure course learning objectives are being met. The assessment results will be used to improve student learning and outcomes. Upon completion of the Health Administration Minor, students will be invited to provide additional feedback through a more extensive survey that will address strengths and potential areas of concern. Findings will ultimately inform future directions of the Health Administration Minor. Students enrolled in the Health Administration Minor will be invited to be part of a College registry list for follow-up assessments related to the impact of the minor on their career.

Is the career/profession for graduates of this program regulated by the State of Illinois?

No

Program of Study

"Baccalaureate degree requires at least 120 semester credit hours or 180 quarter credit hours and at least 40 semester credit hours (60 quarter credit hours) in upper division courses" (source: <https://www.ibhe.org/assets/files/PrivateAdminRules2017.pdf>). For proposals for new bachelor's degrees, if this minimum is not explicitly met by specifically-required 300- and/or 400-level courses, please provide information on how the upper-division hours requirement will be satisfied.

An undergraduate minor should consist of at least 16 - and no more than 21 hours - of course work, with at least 6 hours of 300- or 400- level courses. Except clearly remedial offerings, prerequisite courses within the sponsoring unit count towards the total; prerequisite courses outside the sponsoring unit do not count toward this total. The unit sponsoring the minor and that unit's college may set educationally necessary prerequisites for eligibility for the minor within these constraints. Does this proposal meet these criteria?

Yes

All proposals must attach the new or revised version of the Academic Catalog program of study entry. Contact your college office if you have questions.

For new programs, attach Program of Study

minor_health_administration_programofstudy_2-7-21_final.docx

Catalog Page Text

Catalog Page Text: Description of program for the catalog page. This is not official content, it is used to help build the catalog pages for the program. Can be edited in the catalog by the college or department.

The Health Administration Minor is directed toward undergraduate students across campus, and within the College of Applied Health Sciences, who seek to understand the business side of health care. The field of health administration is growing quickly. Expertise in health administration can help students enter into an occupation that has excellent job prospects with a high median salary. Health administration is a dynamic field given the constant changes in healthcare, insurance, policy, and technology.

The requirements for the Health Administration Minor include three required courses that will provide students with foundational knowledge. In addition, students will be exposed to health care systems, hospital and insurance administration, and management principles relative to health care institutions. The requirements represent 9 credit hours of coursework, 6 of which are offered at an advanced level. In addition, students will need to complete 8-9 credit hours from a list of elective courses. This will enable students to acquire greater knowledge in a specific area of interest.

The Health Administration Minor prepares students to understand the business side of health care. Coursework offers students exposure to health care systems, hospital and insurance administration, and management principles relative to health care institutions. Students must complete 9 hours of foundational/required courses and 8-9 hours of approved electives. More information about the Health Administration Minor and how to apply can be found here (link to be created).

Statement for Programs of Study Catalog

Code	Title	Hours
Required courses:		
CHLH 250	Health Care Systems	3
CHLH 455	Health Services Financing	3
CHLH 458	Health Administration	3
Electives	choose at least 8-9 hours from:	8
CHLH 210	Community Health Organizations	2
IHLT 240	Aging and Health Policy	3
CHLH 260	Introduction to Medical Ethics	3
CHLH 365	Civic Engagement in Wellness	3
REHB 402	Medical Aspects of Disability	4
CHLH 421	Health Data Analysis	3
CHLH 456	Organization of Health Care	3
CHLH 457	Health Planning	3
CHLH 470	Technology, Health, and Aging	3
Total Hours		17-18

EP Documentation

DMI Documentation

Program Reviewer Comments

Deb Forgacs (dforgacs) (Wed, 10 Feb 2021 19:49:07 GMT):Rollback: requested

Kristi Carlson (carlo1) (Mon, 22 Feb 2021 17:08:38 GMT):Rollback: Rollback for minor revisions

Deb Forgacs (dforgacs) (Mon, 22 Feb 2021 21:14:44 GMT):Rollback: requested.

Keiko Ishikawa (ishikak) (Fri, 05 Mar 2021 03:57:47 GMT):The proposal is well-organized and developed. The minor seems to have a well-defined focus and the program utilizes existing courses well. I have no concerns.

Suiwen Zou (szou) (Fri, 05 Mar 2021 03:57:47 GMT):1. It is stated that the program is not interdisciplinary but the program of study includes electives from IHLT and REHB. 2. "The requirements for the Health Administration Minor include three required courses that will provide students with foundational knowledge. In addition, students will be exposed to health care systems, hospital and insurance administration, and management principles relative to health care institutions." The three required courses already cover health care system, hospital and insurance admin, and management principles.

Justin Aronoff (jaronoff) (Fri, 05 Mar 2021 07:24:33 GMT):Rather than adding additional requirements for admission if demand exceeds capacity, I would recommend considering a cap on enrollment and clarifying that, if the number of applicants exceed the cap, GPA will be taken into account to select the strongest applicants.

Naiman Khan (nakhan2) (Fri, 05 Mar 2021 12:07:27 GMT):The proposal is clear and the rationale for the minor is strong. I do not have any additional comments.

Mary Flaherty (maryflah) (Fri, 05 Mar 2021 14:34:02 GMT):This minor proposal is clear and well-justified. I have no additional comments to add.

Liza Berdychevsky (lizabk) (Fri, 05 Mar 2021 17:37:27 GMT):This is a clear and detailed proposal. I have no additional comments.

Reggie Alston (alston) (Wed, 10 Mar 2021 19:47:50 GMT):Rollback: Hi Kristi, This proposal requires minor edits. See the comments below by Suiwen and Justin. Please address quickly and return to me for approval. Thanks.

Kristi Carlson (carlo1) (Thu, 11 Mar 2021 19:42:33 GMT):Reggie, the syllabus was updated to address enrollment measures if the number of applicants exceeds the capacity of the program. Despite incorporating courses from IHLT and REHB, this minor is not interdisciplinary, as it is administered and managed by one department (KCH). As such, it was marked correctly when "no" was selected for Interdisciplinary program. Thanks!

Deb Forgacs (dforgacs) (Thu, 11 Mar 2021 19:59:22 GMT):Rollback: requested.

Reggie Alston (alston) (Fri, 12 Mar 2021 20:53:14 GMT):Rollback: Hi Kristi, Deb Forgacs rolled the proposal back to me. She indicated that you requested it.

Key: 1054



March 3, 2021

It whom it may concern

I am delighted to offer my strongest support of the Department of Kinesiology and Community Health's proposal to establish an undergraduate minor in Health Administration.

As the academic advisor and administrative coordinator of the Department of Latina/Latino Studies, I can attest to the interest in health administration among our students. Our students have strong interest in CHLH courses and the Health Administration Minor will help them succeed in their careers. The coursework for the minor offers exposure to areas of our students' interest including health care systems, hospital and insurance administration, and management principles relative to health care institutions. This minor is particularly timely as undergraduate students with this foundational knowledge will be better prepared to deal with the complexities of healthcare and the novel challenges that emerge from unpredictable health situations, such as the COVID-19 pandemic.

I appreciate your consideration of this proposal and if you have any further questions about how the Health Administration minor would be mutually beneficial for both the Departments of Latina/Latino Studies and Kinesiology and Community Health, please do not hesitate to reach out to me.

Best Regards,

A handwritten signature in blue ink that reads "Alicia P. Rodriguez".

Alicia P. Rodriguez, Ph.D.
Academic Advisor & Administrative Coordinator
Department of Latina/Latino Studies
aprodrig@illinois.edu, 217-244-9732



COLLEGE OF LIBERAL ARTS & SCIENCES

Department of Communication
3001 Lincoln Hall, MC-456
702 S. Wright St.
Urbana, IL 61801-3640

March 4, 2021

To whom it may concern:

I am delighted to offer my strongest support for the Department of Kinesiology and Community Health's proposal to establish an undergraduate minor in Health Administration.

As the academic advisor in the Department of Communication in the College of Liberal Arts and Sciences, I can attest to the interest in health administration among our students, especially those who focus on health communication. Our students have strong interest in CHLH courses and the Health Administration Minor will help them succeed in gaining the knowledge required for their careers. The coursework for the minor offers exposure to areas of our students' interest including health care systems, hospital and insurance administration, and management principles relative to health care institutions. This minor is particularly timely as undergraduate students with this foundational knowledge will be better prepared to deal with the complexities of healthcare and the novel challenges that emerge from unpredictable health situations, such as the COVID-19 pandemic.

I appreciate your consideration of this proposal. Please do not hesitate to reach out to me if you have any further questions about how the Health Administration minor would be mutually beneficial for both the Departments of Communication and Kinesiology and Community Health.

Thank you,

A handwritten signature in black ink that reads 'Neil Baer' in a cursive script.

Neil Baer
Academic Advisor
Department of Communication

Program of Study
Minor in Health Administration

The Health Administration Minor prepares students to understand the business side of health care. Coursework offers students exposure to health care systems, hospital and insurance administration, and management principles relative to health care institutions. Students must complete 9 hours of foundational/required courses and 8-9 hours of approved electives. More information about the Health Administration Minor and how to apply can be found here (link to be created).

<i>Code</i>	<i>Title</i>	<i>Hours</i>
Required courses:		
CHLH 250	Health Care Systems	3
CHLH 455	Health Services Financing	3
CHLH 458	Health Administration	3
Choose at least 8-9 hours of electives from the following:		
CHLH 210	Community Health Organizations	2
IHLT 240	Aging & Health Policy	3
CHLH 260	Introduction to Medical Ethics	3
CHLH 365	Civic Engagement in Wellness	3
REHB 402	Medical Aspects of Disability	3
CHLH 421	Health Data Analysis	3
CHLH 456	Organization of Health Care	3
CHLH 457	Health Planning	3
CHLH 470	Technology, Health, and Aging	3
Total hours		17-18

