

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	Contact Name: Margaret Gillingham	Phone: 4108376090
DEPARTMENT / DIVISION: HSMG		
SHORT DESCRIPTION OF PROPOSAL (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable): Add Statistics for Health Administration and Finance HSMG302 as a program requirement to the Health Systems Management Program Undergraduate.		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

Box 1: TYPE OF ACTION	ADD(NEW) <input checked="" type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input type="checkbox"/>	OTHER <input type="checkbox"/>
Box 2: LEVEL OF ACTION	Non-Credit <input type="checkbox"/>	Undergraduate <input checked="" type="checkbox"/>	Graduate <input type="checkbox"/>	OTHER <input type="checkbox"/>

Box 3: ACTION ITEM (check appropriate boxes)	DOCUMENTS REQUIRED (see box 4 below)	IMPACT REVIEWS (see box 5 on back)	APPROVAL SEQUENCE (see box 6 on back)
1. Experimental Course ¹	N, O, P	a, c, e	AC
2. Course Title	N, O		ACD
3. Course Credits	N, O, (P)		ACD
4. Course Number	N, O		ACD
5. Course Level	N, O		ACD
6. Pre & Co-Requisite	N, O		ACD
7. Course Description	N, O, P		ABCDEF
8. New Course	N, O, P		ABCDEF
9. Deactivate a Course	N, O		ACDEF
10. Program Requirements	N, O	(b, c, d, e)	ACDEF
11a. UG Specialization (24 credits or less)	N, O	a, b, c, d, e	ACDEF
11b. Masters Specialization (12 credits or less)	N, O	a, b, c, d, e	ACDEF
11c. Doctoral Specialization (18 credits or less)	N, O	a, b, e	ACDEF
12. Minor (add or delete)	N, O	a, b, c, d, e	ACDEF
13. Closed Site Program	N, O	e	ACDEIL
14. Program Suspension	N, O, S	a, e	ACDEFGIJL
15. Program Reactivation	N, O		
16a. Certificate Program (ug/g) exclusively within existing degree program	N, O	a, c, e	ACDEFJIM
16b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	N, O, Q, R, S	a, c, e	ACDEFIKM
17. Off-Campus Delivery of Existing Program	N, O, S	a, b, c, e	ACDEJM
18a. UG Concentration (exceeds 24 credit hrs)	N, O, S	a, c, d, e	ACDEFGIKM
18b. Masters Concentration (exceeds 12 credit hrs)	N, O, S	a, c, d, e	ACDEFGIKM
18c. Doctoral Concentration (exceeds 18 credit hrs)	N, O, S	a, c, d, e	ACDEFGIKM
19. Program Title Change	N, O, S	a, c, d, e	ACDEFGIKM
20. Program Termination ²	N, O, S	d, e	ACDEFGIKM
21. New Degree Program ³ ,	N, O, Q, R, S	a, c, d, e	ACDEFGIKM
22. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)			
<input checked="" type="checkbox"/>	N. This Cover Sheet	<input type="checkbox"/>	Q. Full 5-page MHEC Proposal
<input checked="" type="checkbox"/>	O. Summary Proposal	<input type="checkbox"/>	R. Financial Tables (MHEC)
<input type="checkbox"/>	P. Course Definition Document	<input type="checkbox"/>	S. Other documents as may be required by MHEC/ USM. See http://www.ubalt.edu/downloads/program_approval_Grid_8-3-09.docx
<input type="checkbox"/>		<input type="checkbox"/>	T. Other

¹ Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.

² See USM Policy on the Review and Abolition of Academic Programs (<http://www.usmd.edu/regents/bylaws/Section11111702.html>) for list of information that must be provided for this action.

³ Letter of Intent is required by USM at least 30 days before a full proposal can be submitted. Letter of Intent requires only the approval of the dean and the provost and is forwarded to USM by the Office of the Provost.

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET (Page 2 of 2)

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DEPARTMENT / DIVISION: HSMG		
SHORT DESCRIPTION OF PROPOSAL (State Document N action item from Box 3 and program name OR course name, code, & number as applicable): Add HSMG302 to Program Requirements for Health Systems Management Undergraduate Program.		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

Box 5: IMPACT REVIEW	SIGNATURES (see procedures for authorized signers)	DATE
a. Library <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. OTS <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee:	
c. University Relations <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
d. Admissions <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
e. Records <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee:	

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: <i>Laura A. Nelson-Jentery</i>	2/5/2010
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair: <i>Margaret J. Pothrock</i>	2/26/2010
D. College Dean	Dean: <i>[Signature]</i>	2/26/10
E. Provost and Senior Vice President for Academic Affairs	Provost: <i>[Signature]</i>	3/8/10
F. Curriculum Review Committee (UFS subcommittee)	Chair:	
G. University Faculty Senate (UFS option)	Chair:	
H. University Council ⁴	Chair:	
I. President	President:	
J. Board of Regents – notification only		
K. Board of Regents – approval		
L. MHEC – notification only		
M. MHEC – approval		
N. Middle States Association notification	Required only if the mission of the University is changed by the action	

⁴ University Council review (for a recommendation to the President or back to the Provost) shall be limited to curricular or academic policy issues that may potentially affect the University's mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.

UNIVERSITY OF BALTIMORE

DOCUMENT O: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	Contact Name: Margaret Gillingham	Phone: 4107879611
DEPARTMENT / DIVISION: HSMG		
SHORT DESCRIPTION OF PROPOSAL (State Document N, Box 3, action item and program name OR course name, code, & number as applicable): Add Statistics for Health Administration and Finance HSMG302 as a program requirement to the Health Systems Management Program Undergraduate.		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

O-1: Briefly describe what is being requested:

Add Statistics for Health Administration and Finance HSMG302 as a program requirement to the Health Systems Management Program Undergraduate program replacing the option to take Fin331 and Mktg301 as a requirement. Fin331 and Mktg301 would become recommended electives.

As Current*Business and Finance Courses (9 credits)*

HSMG 301 Introduction to Health Economics (3)

ACCT 201 Introduction to Financial Accounting (3)

One of the following:

FIN 331 Financial Management (3)

MKTG 301 Marketing Management (3)

General Electives (9 credits)

Students may take 9 credits in courses from any University discipline.

Recommended elective:

INSS 300 Management Information Systems

Students may take up to 6 nonclassroom contact credits

As Proposed*Business and Finance Courses (9 credits)*

HSMG 301 Introduction to Health Economics (3)

ACCT 201 Introduction to Financial Accounting (3)

HSMG 302 Statistics for Health Administration and Finance (3)

General Electives (9 credits)

Students may take 9 credits in courses from any University discipline.

Recommended elective:

INSS 300 Management Information Systems

FIN 331 Financial Management (3)

MKTG 301 Marketing Management (3)

Students may take up to 6 nonclassroom contact credits

For new courses or changes in existing courses (needed by Registrar)

OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title:	Course # / HEGIS Code:	Credits:

O-2: Set forth the rationale for the proposal:

This program change will add a course in statistics and finance to the undergraduate program in Health Systems Management. The change is one that has been requested by our accrediting body, AUPHA. AUPHA expressed the following concern under II.B.2.b.ii of their review

“The curriculum does not include a separate Healthcare Finance course and given the importance of these competencies, it needs to explicitly demonstrate where and how students acquire these skills in other courses. Additionally, the absence of required Statistics course in the curriculum raises concerns about students’ ability to understand and apply research to managerial projects.”