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| **School or Division** | School of Health Professions |
| **Program or Certificate** | BAS, Cardiopulmonary Sciences |
| **Proposed by (faculty only)** | J. Elsberry, R. Lenius, S. Karpel |
| **Presenter (faculty only)** | Ray Lenius |
| Note that the presenter (faculty) listed above must be present at the Curriculum Committee meeting or the proposal will be returned to the School or Division and be resubmitted for a later date. |
| **Submission date** | 1/9/2015 |
| **Current course prefix, number, and title** | HSA 4184 Management Strategies for Cardiopulmonary Sciences |

**Section I, Proposed Changes**

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| **Change to course prefix and number**Lecture/lab course combined must include “C” / lab course must include “L” | N/A |
| **Change to course title** | FROM: Management Strategies for Cardiopulmonary SciencesTO: Management Strategies of Healthcare Organizations |
| **Change of School, Division, or Department** | N/A  |
| **Change to course prerequisite(s) and minimum grade(s) (must include minimum grade if higher than a “D”)** | Admission into a Baccalaureate degree program; and prior toenrolling in any upper level course (course number beginning with a 3 or 4), students mustcomplete the following courses with a grade of ―C‖ or better: ENC 1101 English CompositionI, ENC 1102 English Composition II, and three semester hours of college level mathematics;or permission from the appropriate academic Dean |
| **Will students be taking any of the prerequisite listed for this course in different parts of the same term (ex. Term A and Term B)** | No |
| **Change to course corequisites** | N/A |
| **Is any corequisite for this course listed as a corequisite on its paired course?**(Ex. CHM 2032 is a corequisite for CHM 2032L, and CHM 2032L is a corequisite for CHM 2032) | N/A |
| **Change to course credits or clock hours** | N/A |
| **Change to contact hours (faculty load)** | N/A |
| **Change to grade mode** | Choose an item. |
| **Change to credit type** | Choose an item. |
| **Change to course description** (provide below) |
| N/A |

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| **Change to general topic outline** N/A |
| At the completion of this course the student should have developed facility with the following topics:* Functions of health care managers
* Attributes of a good manager
* Basics skills for a manager
* Impact of managed care (ACA) on management
* Attributes of an effective customer satisfaction system
* Manager’s role in planning, organizing, controlling
* The three classifications of plans
* Manger’s role in policy development, implementation, and enforcement
* Chronology of legislation affecting employment and the manager’s role
* Manger’s role in recruiting, interviewing, orientating, and training new employees
* Prevention of workplace violence and ensuing safety in the workplace
* How managers coach, counsel, motivate, reward, recognize health professions employees
* Importance of providing performance feedback
* Cultural diversity in the workplace
* Managing employees with problems and difficult employees
* Retaining health professions personnel
* Maintaining patient and employee privacy and confidentiality
* Budgets and cost control in the managed care setting
* Managing changes and staff development for health professionals
* Learning how to delegate in the clinical setting
* How to communicate both orally and in written documents
* Developing time management skills
* Coping with stress and burnout in the clinical environment
* Navigating politics in the health professions workplace
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***Change to Learning Outcomes*:**For information purposes only. Type in all learning outcomes, assessments, and general education competencies as they should be displayed in the syllabus. More rows can be added if necessary. N/A

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| **Learning Outcomes** | **Assessments** | **General Education Competencies** |
| Analyze and evaluate competing management methodologies related to the Health Professions. | Multiple choice Quizzes, focused essay assignment s and/or discussions | CT |
| Analyze and evaluate the various legislative initiatives related to the Health Professions. | Multiple choice Quizzes, focused essay assignment s and/or discussions | CT |
| Identify the advantages and disadvantages of the management cycle, management theory, planning systems and corporate-level strategies. | Research paper | COM |
| Compare and contrast employees’ rights and employers’ obligations versus the National Labor Relations Act and their inherent economic effects on a health care organization. | Multiple choice Quizzes, focused essay assignment s and/or discussions  | CT |

**Section II (must complete each item below)**

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| **Should any major restrictions be listed on this course? If so, select "change" and list the appropriate major restriction codes or select no change.** | ChangeBAS CPS, BAS SMAN |
| **Change course to an “International or Diversity Focus” course?** | No, not International or Diversity Focus |
| **Change course to a General Education course?** | No |
| **Change course from General Education to non-General Education?** | No |
| **Change course to a Writing Intensive course?** | No |
| **Change course from Writing Intensive to non-Writing intensive?** | No |
| **Change course to repeatable?**(A repeatable course may be taken more than one time for additional credits. For example, MUT 2641, a 3 credit hour course can be repeated 1 time and a student can earn a maximum of 6 credits). \*Not the same as Multiple Attempts or Grade Forgiveness | NoN/A |

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| **Impact of Change of Course Proposal** |
| **Will this change of course proposal impact other courses, programs, departments, or budgets?** | Yes |
| **If the answer to the question above is “yes”, list the impact on other courses, programs, or budgets?** | The course will now become available to students in all baccalaureate degree programs, not just Cardiopulmonary Sciences students. |
| **Have you discussed this proposal with anyone (from other departments, programs, or institutions) regarding the impact? Were any agreements made? Provide detail information below.** |
| This course is currently taught in the BAS Cardiopulmonary curriculum. With the proposed BAS Supervision and Management establishment of a Healthcare Administration track, the title change is more suitable to the various disciplines from which students will enroll. This change has been discussed in the SHP Leadership meetings consisting of all program directors and also in meetings with SHP program directors and SoBT Dean. After consultation with the BAS-CPS faculty and P.D., it was determined that the title and broadened audience has precipitated necessary changes to Section III and Section IV of the Course Syllabus (see inclusions).  |

**Section III, Justification for proposal**

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| **Provide justification (below) for each change on this proposed curriculum action** |
| The proposed title change for HSA 4184 will remove the single discipline. This change will be reflective students from the various disciplines completing the Health Services Administration track of FSW’s existing BAS in Supervision and Management. |

**Section IV, Important Dates and Endorsements Required**

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| **List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).** |
| J. Elsberry, R. Lenius, S. Karpel |

**nOTE:**Changes for the Fall 2015term must be submitted to the Dropbox by the January 3, 2015 deadline and approved no later than the February 28, 2015 Curriculum Committee meeting. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate Dean or Assistant Vice President as well as the Provost and Vice President of Academic Affairs to begin in either the Spring 2015 or Summer 2015 term.

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| **Term in which approved action will take place** | Fall 2015 |

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| **Required Endorsements** | **Type in Name** | **Select Date** |
| **Department Chair or Program Coordinator** | J. Elsberry | 1/8/2015 |
| **Academic Dean or Assistant Vice President** | M. Collins | 1/11/2015 |
| **Dean’s Council Representative** | Dr. Mary Myers | 2/3/2015 |

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| **Select Curriculum Committee Meeting Date** | February 27, 2015 |

Completed curriculum proposals must be uploaded to Dropbox by the deadline. Please refer to the *Curriculum Committee Critical Dates for Submission of Proposals* document available in the document manager in the FSW Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents

**Important Note to Faculty, Department Chairs or Program Coordinators, and Deans or an Assistant Vice President:**

Incomplete proposals or proposals requiring corrections will be returned to the School or Division. If a proposal is incomplete or requires multiple corrections, the proposal will need to be completed or corrected and **resubmitted to the Dropbox for the next Curriculum Committee meeting** (no later than January 9, 2015 to be effective for the Fall 2015 term). All Curriculum proposals require approval of the Provost and Vice President of Academic Affairs. Final approval or denial of a proposal is reflected on the completed and signed Summary Report.