MSHE™

Building Missouri's future... by degrees

New Program Report

Date Submitted:
03/28/2019

Institution
Columbia College

Site Information

Implementation Date:
8/19/2019 12:00:00 AM

Added Site(s):

Selected Site(s):

Columbia College-Rolla, 550 Blue's Lake Parkway, Rolla, MO, 65401

CIP Information

CIP Code:
510701

CIP Description:
A program that prepares individuals to develop, plan, and manage health care operations and services within health care facilities and across health care systems. Includes instruction in planning, business management, financial management, public relations, human resources management, health care systems operation and management, health care resource allocation and policy making, health law and regulations, and applications to specific types of health care services.

CIP Program Title:
Health/Health Care Administration/Management

Institution Program Title:
Bachelor of Science in Healthcare Management

Degree Level/Type

Degree Level:
Bachelor's Degree

Degree Type:
Bachelor of Science

Options Added:

Collaborative Program:
N

Mode of Delivery

Current Mode of Delivery

Classroom

Student Preparation

Special Admissions Procedure or Student Qualifications required:
Admissions procedures and student qualifications do not exceed regular College standards.

New Program Report

Specific Population Characteristics to be served:
Columbia College serves traditional students in the Day Program and specializes in adult education and military education. Columbia College serves nearly 29,000 students each year in more than 30 locations.

Faculty Characteristics

Special Requirements for Assignment of Teaching for this Degree/Certificate:
Columbia College adheres to the credential requirements set forth by HLC for all faculty members. Columbia College requires instructors to have at least a master's degree from a regionally accredited institution in the subject to be taught, with relevant coursework and/or professional experience directly related to the course. In exceptional circumstances, special certification or extraordinary work experience may compensate the absence of certain academic credentials.

Estimate Percentage of Credit Hours that will be assigned to full time faculty:
Full-time faculty teach 12 credit hours or less in a given session. Adjunct faculty can teach no more than 9 credit hours in a given session, and no more than 6 in-seat credit hours a session.

Expectations for professional activities, special student contact, teaching/learning innovation:
Full-time faculty members are required to have 3 hours a week of office hours designated for their students. Full-time faculty members are required to participate in professional development. Adjunct faculty members are required to provide contact information to students.

Student Enrollment Projections Year One-Five

Year 1	Full Time: 4	Part Time: 2	
Year 2	Full Time: 5	Part Time: 3	
Year 3	Full Time: 6	Part Time: 4	Number of Graduates: 0
Year 4	Full Time: 7	Part Time: 5	
Year 5	Full Time: 8	Part Time: 6	Number of Graduates: 11

Percentage Statement:
n/a

Program Accreditation

Institutional Plans for Accreditation:
The Business School intends to seek specialized accreditation for all business programs through ACBSP. This process will be at least 2 years but could potentially take five.

Program Structure

Total Credits:
120

Residency Requirements:
30

General Education Total Credits:
42

Major Requirements Total Credits:
45

New Program Report

Course(s) Added

COURSE NUMBER	CREDITS	COURSE TITLE
ACCT 280	3	Accounting I (Financial)
MKTG 210	3	Principles of Marketing
MGMT 265	3	Business Law
ECON 294	3	Microeconomics
MGMT 254	3	Business Communications
MGMT 338	3	International Business
ACCT/MGMT 278	3	Introductory Business Analytics
MGMT 230	3	Principles of Management
MGMT 368W	3	Business Ethics
MGMT 479	3	Strategic Management
MGMT 393	3	Business Information Systems
ACCT 281	3	Accounting II (Managerial)
MATH 250 B/P/S 224	3	Statistics I
FINC 350	3	Business Finance
ECON 293	3	Macroeconomics

Free Elective Credits:
15

Internship or other Capstone Experience:
None

Assurances

I certify that the program will not unnecessarily duplicate an existing program within the geographically applicable area.

I certify that the program will build upon existing programs and faculty expertise.

I certify that the institution has conducted research on the feasibility of the proposal and it is likely the program will be successful. Institutions' decision to implement a program shall be based upon demand and/or need for the program in terms of meeting present and future needs of the locale, state, and nation based upon societal needs, and/or student needs.

Contact Information

First and Last Name: APRIL LONGLEY

Email: alongley@ccis.edu

Phone: 224-280-9534

☐ **PUBLIC**
☒ **INDEPENDENT**

NEW PROGRAM PROPOSAL FOR ROUTINE REVIEW

When finished, please save and email to: he.academicprogramactions@dhe.mo.gov

Sponsoring Institution: Columbia College

Program Title: Bachelor of Science in Healthcare Management

Degree/Certificate: BS-Bachelor of Science

If other, please list:

Options: N/A

Delivery Site: Rolla Missouri

CIP Classification: 51.0701

Implementation Date: 8/19/2019

Is this a new off-site location? ☐ Yes ☒ No

If yes, is the new location within your institution's current CBHE-approved service region? ☒
If no, public institutions should consult the comprehensive review process

Is this a collaborative program? ☐ Yes ☒ No
If yes, please complete the collaborative programs form on last page.

Please list similar or comparable programs at Missouri public institutions of higher education.
For public institutions only

CERTIFICATIONS:
☐ The program is within the institution's CBHE approved mission. *(public only)*
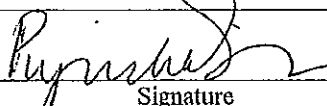
☐ The program will be offered within the institution's CBHE approved service region. *(public only)*

☒ The program builds upon existing programs and faculty expertise

☒ The program does not unnecessarily duplicate an existing program in the geographically-applicable area.

☒ The program can be launched with minimal expense and falls within the institution's current operating budget. *(public only)*

AUTHORIZATION

Dr. Piyusha Singh, Provost and Vice President for Academic Affairs	*[signature]*	3/26/19
Name/Title of Institutional Officer	Signature	Date

MDHE New Program Proposal for Routine Review

via NM

Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below.
Quantification of performance goals should be included wherever possible.

1. Student Preparation
- Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.

  Admissions procedures and student qualifications do not exceed regular College standards.

- Characteristics of a specific population to be served, if applicable.

  Columbia College serves traditional students in the Day Program and specializes in adult education and military education. Columbia College serves nearly 29,000 students each year in more than 30 locations.

2. Faculty Characteristics
- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.

  Columbia College adheres to the credential requirements set forth by HLC for all faculty members. Columbia College requires instructors to have at least a master's degree from a regionally accredited institution in the subject to be taught, with relevant coursework and/or professional experience directly related to the course. In exceptional circumstances, special certification or extraordinary work experience may compensate the absence of certain academic credentials. The main campus conducts a bi-annual Business Faculty Integration Conference for adjuncts across the college to come to the main campus and discuss the business programs with the full-time business faculty. Additionally, on-site adjunct faculty training is provided annually to all faculty and new instructors.

- Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.

  Full-time faculty teach 12 credit hours or less in a given session. Adjunct faculty can teach no more than 9 credit hours in a given session, and no more than 6 in-seat credit hours a session

- Expectations for professional activities, special student contact, teaching/learning innovation.

  Full-time faculty members are required to have 3 hours a week of office hours designated for their students. Full-time faculty members are required to participate in professional development. Adjunct faculty members are required to provide contact information to students.

3. Enrollment Projections
- Student FTE majoring in program by the end of five years.
  11 FTE after 5 years (8 FT and 6 PT)
- Percent of full time and part time enrollment by the end of five years.

STUDENT ENROLLMENT PROJECTIONS

YEAR	1	2	3	4	5
Full Time	4	5	6	7	8
Part Time	2	3	4	5	6
Total	6	8	10	12	14

4. Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.
  The program is 120 credit hours for completion; there are at least 2 students expected to transfer into this program immediately with a significant number of credits to apply towards this degree, so both of them should complete the degree program within the first 3 years. With 5 students attending full-time by the second year, the expectation is that at least 4 will graduate at the end of 5 years.

  Percent of graduates at 3 years: 20%
  Percent of graduates at 5 years: 50%

- Special skills specific to the program.
  N/A

- Proportion of students who will achieve licensing, certification, or registration.
  N/A

- Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.

  Columbia College's goal is to have all students score at least in the 75th percentile on all normed tests.

- Placement rates in related fields, in other fields, unemployed.
  N/A

- Transfer rates, continuous study.
  N/A

5. Program Accreditation

- Institutional plans for accreditation, if applicable, including accrediting agency and timeline. If there are no plans to seek specialized accreditation, please provide rationale.
  The degree program being proposed has been approved by the Higher Learning Commission.

  The Business School intends to seek specialized accreditation for all business programs through ACBSP. This process will be at least 2 years but could potentially take five.

6. Program Structure

A. Total credits required for graduation: *120*

B. Residency requirements, if any:
   30

C. General education: Total credits:
39-42

Courses (specific courses OR distribution area and credits)

Course Number	Credits	Course Title
		General Education Requirements: 42 semester hours
COLL 133	3	Foundations Seminar
COMM 110	3	Public Speaking
ENGL 133W	3	First Year Writing Seminar
Goal, course options	3	Ethical Reasoning Core Course
Goal, course options	3	Civic Engagement Core Course
Goal, course options	3	Creative Thinking & Experience Core Course
Goal, course options	3	Global Awareness Core Course
Goal, course options	3	Environmental Stewardship Core Course
Goal, course options	3	Human Experience Core Course
Goal, course options	3	Reasoning in Natural Science Core Course
Goal, course options	3	Mathematical Reasoning Core Course
Goal, course options	9	*Three General Education Electives representing three areas, including two Writing Intensive courses, one of which must be in General Education, and a Multicultural Requirement*
		Total general education requirements: 42 semester hours

D. Major requirements: Total credits: 45 semester hours (Core), 27 semester hours (Major Area)

Course Number	Credits	Course Title
		Core
ACCT/MGMT 278	3	Introductory Business Analytics
ACCT 280	3	Accounting I (Financial)
ACCT 281	3	Accounting II (Managerial)
ECON 293	3	Macroeconomics
ECON 294	3	Microeconomics
MGMT 230	3	Principles of Management
MGMT 254**	3	Business Communications
MGMT 265	3	Business Law
MGMT 338	3	International Business
MGMT 368W**	3	Business Ethics
MGMT 393	3	Business Information Systems
MKTG 210	3	Principles of Marketing
FINC 350	3	Business Finance
MGMT 479	3	Strategic Management
MATH 250 – B/P/S 224	3	Statistics I
		***Overlap with General Education Requirements**
		Total core business requirements: 45 semester hours
		Major Area
BIOL 230	3	Medical Terminology
MGMT 261	3	Introduction to Human Resource Management

MGMT 300	3	The American Healthcare Systems
MGMT 315	3	Comparative Healthcare Systems
MGMT 325	3	Operations Management and Quality in Healthcare
MGMT 340	3	Introduction to Healthcare Management
MGMT 353	3	Legal and Ethical Aspects of Healthcare
MGMT 400	3	Financial Management in Healthcare
MGMT 480	3	Case Studies in Healthcare Management
		Total Major Area requirements: 27 semester hours

E. Free elective credits: *1-15 semester hours*

(sum of C, D, and E should equal A)

F. Requirements for thesis, internship or other capstone experience:
    None

G. Any unique features such as interdepartmental cooperation:
    None

7. Need/Demand

☒Student demand

☒Market demand

☒Societal demand

☒I hereby certify that the institution has conducted research on the feasibility of the proposal and it is likely the program will be successful.