BS IN HEALTH SERVICES ADMINISTRATION

In Workflow

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Approval Path

1. Thu, 12 May 2022 23:11:50 GMT
   Michael Mink (m.mink): Approved for PUBH Chair
2. Tue, 06 Sep 2022 23:16:07 GMT
   Heather Thompson (heather.thompson): Approved for HHS College Committee Chair
3. Wed, 28 Sep 2022 23:40:32 GMT
   Robert Pieretti (sac19804): Approved for HHS Dean

History

1. Mar 12, 2020 by Susan Perez (susan.perez)
2. Apr 29, 2020 by Janett Torset (torsetj)
3. Apr 20, 2021 by 220267334

Date Submitted: Tue, 10 May 2022 22:59:33 GMT

Viewing: BS in Health Services Administration

Last approved: Tue, 20 Apr 2021 20:43:39 GMT

Last edit: Wed, 28 Sep 2022 20:39:44 GMT

Changes proposed by: Susan Perez (217369465)

Academic Group: (College)

Health & Human Services

Academic Organization: (Department)

Public Health

Catalog Year Effective:

2022-2023 Catalog

Individual(s) primarily responsible for drafting the proposed degree major program:

Name (First Last)	Email	Phone 999-999-9999
Susan Perez	susan.perez@csus.edu	530-848-8011

Type of Program Proposal:

Major

Program Change Type:

Substantive

Is this a pilot program?

No

Is this a Fast Track program?

No

Title of the Program:

BS in Health Services Administration

Designation: (degree terminology)

Bachelor of Science

Briefly describe the program proposal (new or change) and provide a justification:

February 13, 2022
We are elevating the Health Care Administration Concentration, currently known as B.S. in Public Health (Health Care Administration), to a B.S. in Health Services Administration. The purpose of the elevation is to align our program with the requirements of accrediting bodies in health administration and close some curricular gaps. To fill these gaps by adding courses and removing content that duplicates learning objectives, the program will no longer meet the 51% shared curriculum requirement to be a concentration in the Public Health Program.

Furthermore, the current program's learning objectives and curriculum better align with the title Health Services Administration according to the following CIP code definition: "A program that focuses on the application of policy analysis, public administration, business management, and communications to the planning and management of health services delivery systems in the public and private sectors, and prepares individuals to function as health services administrators and managers. Includes instruction in health systems planning, public health organization and management, public health policy formulation and analysis, finance, business and operations management, economics of health care, organizational and health communications, marketing, human resources management, and public health law and regulations."

(Archived 2021)
We have previously revised two courses in the major (one required and one elective), which are already updated in the current catalog:

We have revised PUBH 118 from Community Health to Introduction to Public Health. We have done so because it is a core class for all three public health concentrations (Community Health Education, Healthcare Administration, and Occupational Health and Safety). The revised course, Introduction to Public Health, provides a stronger foundation in public health more appropriate for for all three concentrations than the current course with a focus solely on Community Health.

We have are adding a newly revised course to the elective options. PUBH 124 has been updated to be Public Health Ethics and is now being offered as an option for the Ethical Issues Courses in the major.

We are not proposing any changes to the objectives of the degree program.

University Learning Goals

Undergraduate Learning Goals:

Competence in the disciplines
Knowledge of human cultures and the physical and natural world
Integrative learning
Personal and social responsibility
Intellectual and practical skills

Program Learning Outcomes

Program Learning Outcomes

Learning Outcome
PLO 1. Demonstrate critical thinking skills through the application of health administration, policy, practice, and promotion theories and concepts.
PLO 2. Integrate knowledge, skills, and theory from diverse fields of practice such as business, finance, human resources, economics, organizational development, and public health in the management and administration of healthcare programs, organizations, and systems.
PLO 3. Demonstrate effective communication in organizational leadership, healthcare, and public health.
PLO 4. Work collaboratively across disciplines to apply evidence-based solutions and strategies to evaluate and improve health services.
PLO 5. Articulate values, ethics, and standards of the profession in order to promote equity.

SLO 1. Identify and apply the concepts of revenue determination, financial positions and the accounting for of ownership equities.

SLO 2. Apply principles and techniques that improve communication among health professionals and between health professionals and clients.

SLO 3. Analyze total production and its distribution, employment and price levels, and to identify the forces that influence them.

SLO 4. Analyze the workings of supply and demand in the determination of price, resource allocation, and distribution.

SLO 5. Describe methods of managing public health programs; patterns of health organizations; the scope of public health concerns for environmental health; and health service marketing.

SLO 6. Describe the process and practice of strategic planning and budget management

SLO 7. Develop the skills for organizing and managing personnel including employee selection, development, motivation, evaluation and remuneration, and union relations.

SLO 8. Identify and apply the principles of quality management, consumer focus, continuous improvement, employee involvement, and process improvement.

SLO 9. Identify the principles of psychology theory and its application to human behavior in organizations.

SLO 10. Apply ethical principles to healthcare management and administration.

SLO 11. Examine the delivery of health and mental health services for economically disadvantaged and oppressed populations.

SLO 12. Systematically study and evaluate the distribution and determinants of health needs in populations.

SLO 13. Use computer technology to research, analyze, communicate, and present health information.

Will this program be required as part of a teaching credential program, a single subject, or multiple subject waiver program (e.g., Liberal Studies, Biology) or other school personnel preparation program (e.g., School of Nursing)?
No

Please attach a Comprehensive Program Assessment Plan (required)
BS Health Services Administration_Assessment CO Grids.xlsx

Please attach a Curriculum Map Matrix (required)
BSHSA conc comps matrix IDMs.docx

Please attach a five-year budget projection (required)
FormB_BudgetNarrative_HealthServicesDegress.docx

Do these changes impact the Smart Planner roadmap?
Yes

Please attach the Smart Planner roadmap:
BS_HCA_PUBH.docx

Briefly describe the change:
This is a program elevation with minor course changes made. The changes to the Smart Planner Roadmap are considerate of GE requirements, transfer students, and students' ability to graduate in four-years.

Catalog Description:
Units required for Major: 53-55
Total units required for BS: 120

Program Description

The academic area of study in Health Services Administration in the Department of Public Health is part of the College of Health and Human Services. Students pursue a Health Services Administration degree to gain specialization and job skills applicable to the management and administration, research, human resources, and policies in the context of healthcare services. The faculty supports the idea of focused academic preparation such that Health Services Administration BS graduates will have job appeal in their chosen professional field and are competitive applicants for postbaccalaureate/graduate programs.

Students can expect to be involved both in class and field experiences, to prepare students to for management and administrative roles in public, not-for-profit, and private health care settings. Graduates from this program will gain skills in marketing, finance, Human Resources, working knowledge of healthcare and health services operations, information systems, statistical analysis, quality improvement, and ethics. Furthermore, this program will prepare students to enter the workforce with the ability to engage with diverse populations in the role of managers and administrators of health services.

The Health Services Administration BS program at Sacramento State is a highly sought-after degree. Due to the large number of applications, the program has a pre-major status. Students wishing to become Health Services Administration majors must complete a series of required lower division courses in order to be eligible to declare the major. Students should check the Department website

(https://www.csus.edu/college/health-human-services/public-health/) for requirements and speak with the Public Health academic advisor to help with their academic plans.

Note: Students graduating with a BS in Health Services Administration will not be subject to the University's Foreign Language Graduation Requirement. Students who change major may be subject to the University's Foreign Language Graduation Requirement.

Admission Requirements: Course prerequisites and other criteria for admission of students to the degree major program, and for their continuation in it.

Pre-Major Requirements

Freshman or transfer students interested in the Health Services Administration Major are admitted as Pre-Major Health Services Administration students.

To change to a Health Services Administration Major, all students are required to complete the follow grade and course requirements and submit a Declaration of Major form to the Public Health Department along with transcript copies:

1. An overall GPA of 2.5 and be in good academic standing.
2. Completion of the Pre-Major Required Courses with a "C" or better in each course. Only first or second attempts will be considered.
3. Completion of more than 45 units.

Additional Information

Repeat Policy: Health Services Administration Majors can only repeat Health Services Administration courses one time if they receive less than a "C." Students must meet with their academic advisor before petitioning the department to repeat the course. Refer to the Repeat Policy section of the Sacramento State Catalog for additional information.

Credit by Examination: A student who seeks course credit by examination is to enroll in the course to be challenged. No course may be challenged after the first two weeks of the semester. The instructor of the course will conduct an assessment of the student's readiness for the challenge for credit examination. Refer to Credit by Examination section of the Sacramento State Catalog.

Advising: It will be necessary to work very closely with an advisor to complete the BS degree in a timely manner. Therefore, the faculty strongly recommends that all Health Services Administration students consult with an advisor prior to enrollment for any course. This procedure should be followed each semester.

As defined by policy http://www.csus.edu/umanual/acadaff/fsm00010.htm, a change in units constitutes a substantive change to the program. If your changes constitute a substantive change, please refer back to the "Program Change Type" field above to ensure that "Substantive" is selected.

Program Requirements: (If new courses are being created as part of a new program, it will be useful to propose courses first.)

Program Requirements

Code	Title	Units
Pre-Major Required Courses (9 Units)		
ACCY 1	Accounting Fundamentals	3
ECON 1A	Introduction to Macroeconomic Analysis	3
or ECON 1B INTRODUCTION TO MICROECONOMIC ANALYSIS INTRODUCTION TO MICROECONOMIC ANALYSIS Not Found		
STAT 1	Introduction to Statistics [1]	3
Required Lower Division Courses (3 Units)		
PUBH 50	Healthy Lifestyles	3
Required Upper Division Courses (30 Units)		
PUBH 118	Introduction to Public Health	3
PUBH 124	Ethical Considerations in Public Health ✎	3
PUBH 147	Health Data Analysis	3
PUBH 148	Epidemiology	3
PUBH 151	Introduction to the U.S. Healthcare System	3
PUBH 152	Healthcare Systems and Operations	3
PUBH 153	Administration of Healthcare Organizations	3
PUBH 154	Healthcare Organizational Behavior	3
PUBH 155	Introduction to Healthcare Process Improvement	3
MGMT 102	Business Communications	3
Interpersonal Skill Building Electives: (20-22 Units)		
Choose 4 courses		
PUBH 195	Fieldwork - Health or Safety	2 - 4
PUBH 196A	Public Health International Study Abroad	3
HROB 101	The Management of Contemporary Organizations	3
HROB 151	Management of Human Resources	3
HROB 159	Special Topics in Organizational Behavior	3

Code	Title	Units
COMS 116	Intercultural Communication	3
PHIL 104	Bioethics	3
Total Units		**62-64**

[1]   Course also satisfies General Education (GE)/Graduation Requirement.

General Education Requirements[1]

Code	Title	Units
Area A: Basic Subjects (9 Units)		
A1 - Oral Communication		3
A2 - Written Communication		3
A3 - Critical Thinking		3
Area B: Physical Universe and Its Life Forms (6 Units)		
B1 - Physical Science [2]		0
B2 - Life Forms		3
B3 - Lab (Note: Lab experience to be taken with one of the following: B1, B2 or B5 [2]		0
B4 - Math Concepts [2]		0
B5 - Additional Course (Any B to reach 12 units) - Take upper-division course to complete Area & upper division requirements.		3
Area C: Arts and Humanities (12 Units)		
C1 - Arts		3
C2 - Humanities		3
C1/C2 - Area Course C		3
C1/C2 - Area C Course - Take upper-division course to complete Area & upper division requirements.		3
Area D: The Individual and Society (3-6 Units)		
Area D Course		3
Area D Course [2]		0
Area D Course - Take upper-division course to complete Area & upper division requirements. [3]		0 - 3
Area E: Understanding Personal Development (3 Units)		
Area E Course		3
Area F: Ethnic Studies (3 Units)		
Area F Course		3
Total Units		**36-39**

[1]   To help you complete your degree in a timely manner and not take more units than absolutely necessary, there are ways to use single courses to meet more than one requirement (overlap). For further information, please visit the General Education page (http://catalog.csus.edu/colleges/academic-affairs/general-education/).
Note: There is no way to list all possible overlaps so please consult with a professional advisor. The Academic Advising Center can be visited online (http://www.csus.edu/acad/), by phone (916) 278-1000, or email (advising@csus.edu).

[2]   Required in Major; also satisfies GE.

[3]   Department offers students a "select from the following option":
- If student chooses to take PHIL 104 or SWRK 151, they will meet upper division Area D.

Graduation Requirements [1]

Code	Title	Units
Graduation Requirements (required by CSU) (9 Units)		
American Institutions: U.S. History		3
American Institutions: U.S. Constitution & CA Government		3
Writing Intensive (WI)		3
Graduation Requirements (required by Sacramento State) (6 Units)		
English Composition II		3
Race and Ethnicity in American Society (RE)		3
Foreign Language Proficiency Requirement [2]		0

[1]   To help you complete your degree in a timely manner and not take more units than absolutely necessary, there are ways to use single courses to meet more than one requirement (overlap). For further information, please visit the General Education page (http://catalog.csus.edu/colleges/academic-affairs/general-education/).
Note: There is no way to list all possible overlaps so please consult with a professional advisor. The Academic Advising Center can be visited online (http://www.csus.edu/acad/), by phone (916) 278-1000, or email (advising@csus.edu).

2   If not satisfied before entering Sacramento State, it may be satisfied in General Education Area C2 (Humanities). "C- or better required." The alternative methods for satisfying the Foreign Language Proficiency Requirement are described here: https://www.csus.edu/college/arts-letters/world-languages-literatures/foreign-language-requirement.html
Note: Students with a declared major of BS in Public Health (Occupational Health and Safety), BS in Public Health (Health Care Administration), or BS in Public Health (Community Health Education) are exempt from the Foreign Language Graduation Requirement.

Fiscal Impact to Change an Existing Program

Indicate programmatic or fiscal impact which this change will have on other academic units' programs, and describe the consultation that has occurred with affected units:

All academic units impacted were notified via email on the specific impact this programmatic change will have on their unit. All units were agreeable to the programmatic changes. Attached are the email correspondence.

Attach a copy of correspondence with these units:

ConsultationSupportEmails.pdf

Provide a fiscal analysis of the proposed changes:

Our department does not anticipate any fiscal impact. We consulted with the Associate Dean of the College of Health and Human Services to discuss potential fiscal impacts. This is an elevation of an existing program with no new course proposals or addition of needed resources. We expect the demand to grow for this program with increased needs in healthcare administration, but not beyond that of what the current program would demand.

How will the above changes be accommodated within the department/College existing fiscal resources?

Our program has anticipated steady growth year-to-year due to growth in the healthcare industry. This proposal change is a natural step in our department's 10-year plan that has been reviewed and approved by our College.

Will the proposed changes require additional resources?

No

What additional space, equipment, operating expenses, library, computer, or media resources, clerical/technical support, or other resources will be needed?

No additional resources will be needed.

Please attach any additional files not requested above:

Option Elevation - BS Health Services Administration_16Sept2022[78].docx

Key: 471