

UMBC UGC Program Changes & Other Request: Health Administration and Policy Program

Date Submitted: February 28, 2020

Proposed Effective Date: fall 2020 retroactive

	Name	Email	Phone	Dept
Dept Chair or UPD	Katie Birger	katie.birger@umbc.edu	410-455-2080	SAHAP
Other Contact	Kevin Eckert	eckert@umbc.edu	410-455-5698	SAHAP

Specifics (see instructions):

The Health Administration and Policy Program currently has three track in our major:

- 1) Health Administration
- 2) Health Policy
- 3) Public Health

We request the following regarding these tracks:

1. We want to officially recognize the three tracks in our major, so that the tracks can be listed on student records and transcripts.
2. We want to enable students to declare and complete more than one track if they choose. If students choose to complete more than one track, the required elective courses must not be included in the coursework that counts towards any track they are completing.

NOTE: We are not requesting any changes to the major, which was revised and approved by UGC Sept. 2016 and entered into the catalog starting Jan. 2017 (see attached approved UGC form for reference).

Rationale (see instructions):

Description of major (no changes requested):

The HAPP major includes core major requirements (28 credits), core track requirements (12 credits per track) and electives (9 credits). Please see the attached document for core, elective, and track requirements as approved by the UGC in 2016.

All majors are required to select a track in order to graduate from the HAP program. The Health Administration (originally Health Services Administration) and Health Policy tracks in the HAPP major are original to the program, which began in 1978. We do not have documentation for these tracks, but they have only undergone minor changes since their creation. The Public Health track began in 2006 and was approved by university leadership, including Undergraduate Council, at the time. Please see the attached document as verification of the approval of the Public Health track. All three tracks are consistent with the parameters and credits of officially recognized tracks at UMBC (12 or fewer credits), and are included in the current degree audit created by the registrar's office. In addition, this is consistent with MHEC's guidance that the creation and maintenance of tracks be managed at the university level.

Request #1: Tracks recognized on transcripts and records:

It has recently come to the program's attention that tracks within a major can be officially recognized on student records at UMBC; however, the HAPP tracks are not currently appearing. The program and the SAHAP department had previously been under the impression that tracks could not be officially recognized on student records at UMBC, and had therefore not requested to have them included.

Request #2: Option for students to declare and complete more than one track:

We would like to request that students be able to declare and be recognized as completing more than one track if they wish. Up until now, students have only selected and only been recognized as having completed one track as part of their major, even if they have completed the coursework for additional ones.

While this has previously not been important as nothing was noted on their record or transcript regarding their tracks, it is something that we would like to make sure can happen for students now that their tracks will be noted in their records.

We feel this would expand opportunities for our students post-graduation. The ability to list multiple tracks on transcripts will provide students with clear indication of their educational attainment, helping them successfully apply to jobs and graduate education in their desired fields. This would also meet students' desires to more clearly note their areas of specialized education on their records.

UMBC UGC Program Changes & Other Requests: Health Administration and Policy Program, Department of Sociology & Anthropology -

Date Submitted: 3/22/16

Proposed Effective Date: All students declaring a HAPP major on or after 5/1/16

	Name	Email	Phone	Department
Dept Chair or UPD	Kevin Eckert	Eckert@umbc.edu	5-5698	Socy & Anth
Other Contact	Cathy McDonnell	Cat@umbc.edu	5-5936	Socy & Anth

SPECIFICS: We request the following changes to the Health Administration and Policy Major:

- 1) Updating of curriculum and standardization of course credits across the three tracks (Health Services Administration, Health Policy, and Public Health) through the changes to the core, track, and elective curriculum listed below.
- 2) Students will be required to maintain a 2.5 cumulative GPA (change of majors also will be required to have a 2.5 GPA at the time of declaring HAPP)
- 3) For current students who do not come under the proposed plan (i.e., they are grandfathered), these students may complete their internship requirement by taking either (HAPP 495 and HAPP 496) OR (HAPP 470 and PRAC 98).

Curriculum changes:

CURRENT CORE REQUIREMENTS; Students must earn a grade of a "C" or better in all core, track, and elective courses that count towards the major. <i>Credits: 25</i>	PROPOSED CORE REQUIREMENTS; Students must earn a grade of a "C" or better in all core, track, and elective courses that count towards the major. <i>Credits:28</i>
HAPP 100: Survey of the US Health Care System HAPP/SOCY 452: Health Care Org & Deliv. HAPP 495: Internship (REMOVE) HAPP 496: Internship Seminar (REMOVE) ENGL393: Technical Communication STAT121 or STAT 350 or STAT 351 or SOCY 301 IS 101: Introduction to Computer Based System (REMOVE) IS 295: Interm. Business Applications (REMOVE)	HAPP 100: Survey of the US Health Care System HAPP 200: Human Development, Implications for Health and Disease (NEW to core) HAPP 340: Health Communications (NEW) OR ENGL 393 Technical Communications HAPP 350 Public Health Ethics (NEW) OR MGMT 385 Business Ethics & Society (NEW to core) HAPP 412: Research Methods in Health (NEW to core) HAPP/SOCY 452: Health Care Org & Delivery HAPP 470: Internship (NEW, replacing HAPP 495/496) PRAC 98 (NEW to core) STAT 121 or STAT 350 or STAT 351 or SOCY 301
CURRENT TRACK 1, HEALTH SERVICES ADMINISTRATION REQUIRMENTS <i>Credits: 24</i>	PROPOSED TRACK 1, HEALTH SERVICES ADMINISTRATION REQUIRMENTS <i>Credits: 12</i>
HAPP 200: Human Development, Implications for Health and Disease (MOVED to CORE) HAPP 497: Health Planning and Administration HAPP 498: Financial Management and Decision Support for Health Service	HAPP 497: Health Planning and Administration HAPP 498: Financial Management and Decision Support for Health Service Organizations ECON 121: Principles of Accounting 1 MGMT 210: The Practice of Management

<p>Organizations</p> <p>ECON 101: Principles of Microeconomics (REMOVE)</p> <p>ECON 121: Principles of Accounting 1</p> <p>ECON 122: Principles of Accounting II (REMOVE)</p> <p>MGMT 210: The Practice of Management</p> <p>ECON 467: Health Economics (REMOVE)</p>	
---	--

CURRENT TRACK 2, HEALTH POLICY REQUIRMENTS <i>Credits: 21</i>	PROPOSED TRACK 2, HEALTH POLICY REQUIRMENTS <i>Credits: 12</i>
<p>HAPP 200: Human Development, Implications for Health and Disease (MOVED TO CORE)</p> <p>HAPP 411: Health Care Regulation and Quality Improvement</p> <p>HAPP 412: Research Methods in Health (MOVED TO CORE)</p> <p>HAPP 420: Epidemiology (REMOVE)</p> <p>ECON 121: Principles of Accounting (REMOVE)</p> <p>POLI 250: Introduction to Public Administration</p> <p>POLI 353: Governmental Budgeting and Financial Management</p>	<p>HAPP 411: Health Care Regulation and Quality Improvement</p> <p>ECON 101: Principles of Microeconomics (NEW to track)</p> <p>POLI 250: Introduction to Public Administration</p> <p>POLI 353: Governmental Budgeting and Financial Management</p>
CURRENT TRACK 3, PUBLIC HEALTH REQUIRMENTS <i>Credits: 23</i>	PROPOSED TRACK 3, PUBLIC HEALTH REQUIRMENTS <i>Credits: 12</i>
<p>HAPP/SOCY 354: Social Basis of Community and Public Health</p> <p>HAPP 380: Global Issues in Health and Disease</p> <p>HAPP 411: Health Care Regulation</p> <p>HAPP 412: Research Methods in Health(MOVED TO CORE)</p> <p>HAPP 420: Epidemiology</p> <p>Natural Science (from list of approved courses-see list under electives)* (REMOVE)</p> <p>Natural Science (from list of approved courses-see list under electives)* (REMOVE)</p>	<p>HAPP/SOCY 354: Social Basis of Community and Public Health</p> <p>HAPP 380: Global Issues in Health and Disease</p> <p>HAPP 411: Health Care Regulation and Quality Improvement</p> <p>HAPP 420: Epidemiology</p>
Current Elective Requirements <i>Credits:</i>	Proposed Elective Requirement <i>Credits: 9 credits (6 credits must be upper level courses)</i>
<p><i>Track 1 (Health Serv. Admn.): 9 credits (3 courses)</i></p> <p><i>Track 2 (Health Policy): 12 credits (4 courses)</i></p> <p><i>Track 3 (Public Health: 12-14 credits (4 courses))*</i></p>	

HAPP 380: Global Issues in Health and Disease
 HAPP 398: Selected Topics in Health Administration and Policy
 HAPP 401: Occupational Health Policy and Practice
 HAPP 402: Environmental Health Policy and Practice
 HAPP/SOCY 403: Introduction to International Field Research
 HAPP 405: Contemporary Issues in Long-term Care
 HAPP 411: Health Regulation and Quality Improvement
 HAPP 412: Research Methods in Health
 HAPP 420: Epidemiology
 HAPP/SOCY 354: Social Basis of Public and Community Health
 AFST/HAPP 390: American Health Care System and the Black Community
 AGNG 200: Aging People, Policy & Management
 ECON 467: Health Economics
 EHS 200: Concepts of Emergency Health Services
 EHS 311: Stress/ Burnout Emergency Personnel
 GES/HAPP329: Geography of Disease and Health
 INDS 430: Interdisciplinary Studies Seminars with health focus **(Remove)**
 PHIL/HAPP 358: Bioethics
 SOCY 351: Medical Sociology
 SOCY 352: Health Care Issues
 SOCY455: Disability and Rehabilitation
 SOWK 372: Social work and Health care

Track 3 (Public Health) majors: two core classes must come from the approved list of natural science courses listed below; in addition, students in the public health track may replace up to two electives with two courses from this list of natural science courses: **(Remove natural science option)*

BIOL 101: Concepts of Biology **(Remove)**
 OR BIOL 141 Foundations of Biology: Cells, Energy & Organisms **(Remove)**
 BIOL 142: Ecology and Evolution **(Remove)**
 BIOL 233: Nutrition for Health Professions **(Remove)**
 BIOL 251: Human Anatomy and Physiology I **(Remove)**
 BIOL 275: Microbiology **(Remove)**
 BIOL 302: Molecular and General Genetics **(Remove)**

Students must choose 6 out of 9 elective credits from upper level courses (300 and above). Any **HAPP** upper level courses not used for track requirements may be taken as an elective. In addition to HAPP courses, students may take the following as electives if the course is not included in the track requirements:

AFST/HAPP 390: American Health Care System and the Black Community
 AGNG 200: Aging, People, Policy, and Management
 BIOL 251 Human Anatomy and Physiology 1
 ECON 101 Principles of Microeconomics **(NEW to elective)**
 ECON 121: Principles of Accounting I **(NEW to elective)**
 ECON 122 Principles of Accounting II **(NEW to elective)**
 ECON 467: Health Economics
 EHS 115: Medical Terminology **(NEW to elective)**
 EHS 200: Concepts of Emergency Health Services
 EHS 311: Stress, Burnout Emergency Protocol
 GES/HAPP 329: Geography of Disease and Health
 GES 429: Seminar in Geography of Disease and Health
 IS 300: Management Information Systems **(NEW to elective)**
 IS 460: Health Care Informatics I **(NEW to elective)**
 IS 461: Health Care Informatics II **(NEW to elective)**
 PHIL/HAPP 358: Bioethics
 PSYC 385: Health Psychology **(NEW to elective)**
 SOCY/ANTH courses: HAPP students may count up to 6 credits of upper level SOCY/ANTH courses as HAPP electives **(NEW to elective)**
 SOWK 372: Social Work and Health Care

<p>CHEM 101: Principles of Chemistry I (Remove) OR CHEM 123: Introduction to General Organic and Biochemistry (Remove) CHEM 102: Principles of Chemistry II (Remove) OR CHEM 124: Introduction to General Organic and Biochemistry II (Remove) PHYS 111: Basic Physics I (Remove) PHYS 112: Basic Physics II (Remove)</p>	
--	--

Total credits: 58-62

Proposed Total: 49

Rationale for Change

1. In connection with our most recent Academic Program Review the Department of Sociology and Anthropology has conducted an extensive review of the HAPP curriculum. Based on our self-study and the outside reviewers' position that the tracks "seem unwieldy and inefficient" we seek to update and rationalize the curriculum across HAPP's three tracks. Of particular concern is that first, not all students are receiving important training in critical areas, such as research methods, ethics, and the intersections of human development & disease. Second, the specific track requirements need updating and a clear rationale. Third, the variable credit requirements across the three tracks are confusing to both students and faculty advisers. Thus, we have adjusted the core requirements to ensure students have the foundational knowledge for successful employment or graduate school in health-related fields. We have focused the track specific requirements on the essential courses for those tracks, removing courses that are not directly relevant to undergraduate training in that area. Finally, we streamlined the elective requirements to ensure consistency across the major and to provide students with the opportunity for coursework in the core fields informing health services administration, health policy, and public health.

2. We also seek to add a 2.5 cumulative GPA requirement for this major. We are adding this requirement in order to address the ongoing problem of HAPP students completing all major requirements but they cannot complete the internship because they do not meet the internship's existing 2.5 GPA requirement (currently HAPP 495; HAPP 470 also will have the 2.5 GPA requirement). Requiring a minimum GPA for enrollment in internship courses ensures students are adequately prepared to complete the internship; an internship GPA requirement is common practice across campus (the Career Center requires a 2.5 for enrollment in PRAC 98; Social work requires a 2.5). To reduce the number of students who are stopped towards the end of the major by this requirement (despite regular advising regarding the GPA requirement), we seek to require students to maintain a 2.5 cumulative GPA as a HAPP major. We propose to enforce the 2.5 cumulative GPA as follows:
 - a. Change of majors with a cumulative GPA <2.5 will need to raise their GPA to ≥2.5 before they are able to declare the HAPP major. HAPP 100 is open to all majors thus as part of the effort to raise their GPA students would be able to take initial HAPP courses.
 - b. The program will send an email to all students who fall below a 2.5 cumulative GPA in any given semester reminding them of the GPA requirement and requesting the student meet with their adviser to develop a plan to raise their GPA. This notice will be posted in their electronic advising notes. Students also will be referred to the Learning Resources Center and other campus resources as needed.
 - c. Students who are unable to raise their cumulative GPA after two semesters will be referred to Academic Advising to identify an alternative major.

- d. Students will be required to have a 2.5 cumulative GPA to enroll in HAPP 412 Research Methods in Health (change to course requirement form is being submitted with this proposal). Students typically take this course within the first three semesters of declaring the major; it is a pre-requisite for the internship course. This course thus becomes an additional benchmark for students to assess their academic performance and the suitability of the HAPP major.
 - e. Students who reobtain a 2.5 cumulative GPA would be able to return to the HAPP major. They will meet with the HAPP adviser to ensure they understand the pathway and timeline for graduation.
3. Submitted with this proposal is a new course proposal for the creation of HAPP 470, a 6-credit internship course that will replace HAPP 495 (5 credits) and HAPP 496 (1 credit). Along with including HAPP 470 in the requirements for new majors, we would like for current students who have not started the HAPP 495/496 sequence to complete the internship as HAPP 470/Prac 98. This does not change the number of credit units required or the number of hours for the internship. By taking HAPP 470, however, students will develop an important relationship with the Career Center and our department will no longer duplicate Career Center services with HAPP 496. In addition, the current confusion surrounding HAPP 495 and 496, which are misnumbered, will be reduced. Further discussion of the role of HAPP 470 and PRAC 98 are found below in the discussion of specific courses.

Rationale for Addition /Deletion of Specific Courses

HAPP Core Courses Changes

Additions to Core Courses

HAPP 200 Human Development Implications for Health & Disease: This course covers the anatomy, physiology, and transmission of acute and chronic disease from a public health perspective. It has previously been required for tracks 1 (Health Services Administration) and 2 (Health Policy). Making this a core course extends this requirement to track 3 (Public Health). Instructors have expressed concern that students who had not taken the class were not well prepared for upper level classes that build on this material.

HAPP 340 Health Communication: This course was suggested by the APR reviewers and similar courses are offered in comparable programs at other universities. ENGL 393, which is currently part of the core and focuses on writing/reporting technical information to lay audiences, will be accepted as an alternative. HAPP340 was previously submitted to the UGC for approval as a new course. It has been taught several times as a special topics course.

HAPP 350 Public Health Ethics OR MGMT 385: Business Ethics & Society: Training in ethics is increasingly important in today's complex workplace, particularly in the health fields. Ethics courses are found in comparable programs at College Park and Towson. HAPP 350 was previously taught as a special topics elective; it is in the process of being reviewed by the UGC as a permanent course. As some HAPP students pursue careers oriented towards community public health while others aspire for health services management positions we are giving the students the option of taking either HAPP 350 or MGMT 385. An email indicating the Chair of the Department of Information System's approval to include MGMT 385 as a core option is attached.

HAPP 412 Research Methods in Health: We propose to add Research Methods in Health to the core curriculum. It is currently required for only tracks 2 (Health Policy) and 3 (Public Health). It is increasingly important for all of our majors to have foundational understanding of research methods both for employment and as preparation for graduate school.

HAPP 470 Internship (6 credits): We are proposing the creation of a new 6-credit internship course (submitted with this proposal) to replace HAPP 495/HAPP 496. As background, HAPP currently requires two separate (misnumbered) internship courses: 1) HAPP 496, a 1-credit Internship seminar that currently functions as a mechanism of preparing students for their internship experience; and 2) HAPP 495, a 5-credit internship course. Rather than requiring HAPP 496, which duplicates training and services found in UMBC's Career Center, the Career Center has indicated that HAPP students can readily use their services. HAPP 470 will thus be a required 6-credit internship course for which students must complete a minimum of 208 hours, the current standard for HAPP 495, and the academic requirements of the course (see HAPP 470 course proposal).

PRAC 98 (no credit): HAPP students will enroll in PRAC98 during the semester of their internship. This is the course that the Career Center uses to track the students currently completing internships. An email of support from the Career Center is attached

Removed from Core Courses

IS 101 Introduction to Computer Based Systems is no longer relevant to the HAPP major

IS 295 Intermediate Business Applications is not needed as a requirement for the major.

Track 1, Health Services Administration Deletions

HAPP 200, Human Development Implications for Health & Disease: This course is deleted as a track specific course; it will now be a required course for all three tracks

ECON 101 Principles of Microeconomics: This course was previously included as it was the prereq for ECON 467. As Econ 467 is no longer required for this track, we are removing Econ 101. Econ 101 will be available as a HAPP elective.

Econ 122 Principles of Accounting II was previously included as a pre-requisite for HAPP 498. It is no longer a pre-req and thus is being removed from the track. Econ 122 will be available as a HAPP elective.

Econ 467 Health Economics: This course is not central to the Health Services Administration track. It is available as a HAPP elective.

Track 2, Health Policy Additions/Deletions

Econ 101 Principles of Microeconomics: Econ 101 is the appropriate foundational economics course for the Health Policy track, rather than the current requirement Econ 121: Principles of Accounting. Approval from the Chair of Economics to include ECON 101 as a track requirement is attached.

HAPP 200 Human Development Implications for Health & Disease: This course is deleted as a track specific course; it will now be a core required course for all three tracks

HAPP 412 Research Methods: This course is deleted as a track specific course; it will now be a core required course for all three tracks

HAPP 420 Epidemiology: This course is not needed as a foundational track requirement. It will be available as an elective.

ECON 121 Principles of Accounting: This course is not needed as a foundational track requirement for the Health Policy Track. It will be available as an elective.

Track 3, Public Health Deletions

HAPP 412 Research Methods: This course is deleted as a track specific course; it will now be a core required course for all three tracks

Natural Science Requirement (2 courses on the list of approved natural science courses): We have removed the natural science requirement from the public health track so that students focus on foundational training in public health. The APR outside reviewers also indicated that this track should not have a natural science requirement.

Electives

Additions

ECON 101 Principles of Microeconomics: This course was moved from track requirements in Health Services Administration. In consultation with the Economics Department we wish to allow it to remain an elective as this economics training may be relevant for majors interested in health care financing. Approval from the chair is attached

ECON 121 Principles of Accounting I: This course is a required course for Track 1, Health Services Administration. It is the recommendation of the Chair of Economics that we also include it as an elective for other HAPP tracks. Approval from the chair is attached.

ECON 122 Principles of Accounting II: This course was moved from track requirements in Health Services Administration. We wish to allow it to remain an elective as additional accounting training may be relevant for majors, particularly those seeking careers in health services administration. Approval from the Chair of Economics is attached.

EHS 115: Medical Terminology: This course provides a valuable introduction to the terms and idioms common in health care settings. Approval from the chair is attached.

IS 300: Management Information Systems, IS 460: Health Care Informatics I, IS 461: Health Care Informatics II: We seek to add these three IS courses as electives in response to the increasing importance of health care informatics across the three tracks. The APR outside reviewers recommend the inclusion of courses addressing informatics. Approval from the chair is attached.

PSYC 385: Health Psychology: This course reviews the “behavioral variables in the maintenance of health and in the prevention, etiology and treatment of disease.” As an elective this course will help to address the APR outside reviewers’ recommendation that student coursework include topics related to health behavior change. Approval from the chair is attached.

SOCY/ANTH upper level courses (2 courses): Students will be allowed to choose up to 2 upper level Socy or Anth courses as electives. Inclusion of Socy/Anth courses as electives will help address the APR outside reviewers’ recommendation for increased training in the social determinants of health and for greater integration among the Department’s undergraduate programs. Thus, this change provides HAPP students with an opportunity to explore the Socy/Anth courses directly addressing health and wellbeing (e.g., Health and Illness Behavior, Medical Anthropology, etc), as well as to study social and cultural issues that inform health and wellbeing. For example, courses examining Social Problems, Race and Ethnicity, Gender, or Aging would provide foundational knowledge of these concepts and their operation (Per point 3 above, students will

not be able to include Socy 396). To be consistent with Department policy, however, Socy 396 (Community Service and Learning Internship) and other Pass/Fail classes will not count towards the major.

Remove from electives

INDS 430: Interdisciplinary Studies Seminars with health focus: As INDS offers many different topics under the umbrella of INDS 430 we would prefer to not include INDS 430 as an elective option.

Biology, Chemistry, Physics course work: As part of the process of streamlining the major we seek to remove the natural science elective option from track 3, Public Health (with the exception of Biology 251, which we will keep as an elective because of the focus on human anatomy/physiology). The natural science courses were originally included with the inception of the public health track because many initial HAPP majors were changing majors from the natural sciences. However, now that we have reduced the number of credits required for the major by 9-13 credits, transfer majors in the public health track do not need 6-8 elective credits from their natural science coursework in order to complete the major in a timely fashion. Furthermore, the structure of the natural science elective options is often confusing to students and leads to frequent requests for exceptions to include science courses that are not approved electives or courses intended to be either/or. Finally, the reduction in total credits for the major will make it easier for ALL students to pursue double majors and/or pre-professional training along with HAPP. As HAPP majors, students will focus on electives that introduce concepts and substantive material from across the spectrum of health services administration, health policy, and public health.

Accommodating Students

The proposed changes create both a more robust program of study and streamlined pathway for the completion of the degree. Therefore, we seek to implement the new plan for all students declaring the major as of May 1, 2016 (and not based on matriculation date). In addition, current students for whom the new requirements are advantageous will be encouraged to change to the new plan. In the unlikely event that required courses are no longer offered students will be accommodated.

Regarding our request to change the internship course requirement, we wish to make clear that we are requesting that all current plan students be able to fulfill the internship by taking HAPP 495/HAPP 496 OR HAPP 470/PRAC 98. We would like to stop offering HAPP 496, the 1-credit internship prep course, so that students shift over to the more efficient and less confusing HAPP 470/PRAC 98. We will, however, accommodate all students who have taken HAPP 496. These students will complete their internship as the current HAPP 495 (5 credit course). Students who have not started the internship sequence will take HAPP 470 (6 credits) and PRAC 98 (0-credit). There will be no interruption in students' ability to complete their internship.

Kevin,

Thank you for sharing your note. The Career Center is very supportive of working with the Health Administration Policy Program to support faculty in administering the internship component. We are delighted to work together to have HAPP student enroll in the Internship Practicum simultaneously with HAPP 470. The addition of the HAPP students in our professional development and reflective sessions will be a welcome addition.

If you need additional information, please do not hesitate to let me know. We look forward to continued collaborations.

Christine

On 3/7/2016 12:42 PM, J Kevin Eckert wrote:

Christine,

The Health Administration and Policy Program has completed an extensive curriculum review as recommended in APR conducted in 2013. The proposed program revisions were approved by the department on Friday, March 4, 2015 and we hope to submit our proposed program changes to the UGC tomorrow, March 8. Via this email, I am sharing with you changes that relate to Career Services. I would appreciate a brief email from you indicating that you are aware of and support the proposed changes.

Thank you,
Kevin

- a. PRAC 98 required to take concurrently with HAPP 470, internship

--

J. Kevin Eckert, Ph.D.

Professor and Chair

Sociology, Anthropology, Health Administration and Policy

Professor (secondary), Epidemiology and Public Health, Medicine, UMB

[410-455-5698](tel:410-455-5698)

--

Christine Routzahn

Director

Career Center

UMBC - An Honors University in Maryland

[410-455-3671](tel:410-455-3671) (direct)

[410-455-2216](tel:410-455-2216) (reception)

careers.umbc.edu

David Mitch

12:45 PM
(1 hour
ago)

to J, Sarah, me

Kevin: This email is to indicate that I am aware of and support the changes that the Health Administration and Policy Program proposes to make in its curriculum.
David

On Fri, Mar 11, 2016 at 12:32 PM, J Kevin Eckert <eckert@umbc.edu> wrote:
David,

The Health Administration and Policy Program has completed an extensive curriculum review as recommended in the APR conducted in 2013. The proposed program revisions were approved by the department on Friday, March 4, 2015 and we hope to submit our proposed program changes to the UGC on March 22. Via this email, I am sharing with you changes that relate to economic courses in the proposed new curriculum. I would appreciate a brief email from you indicating that you are aware of and support these changes. Attached please find document that will be submitted to the UGC.

Thank you,
Kevin

- a. ECON 101, Principles of Microeconomics removed from Health Services Administration track and added to Health Policy track (note Health Policy track has much smaller enrollment than Health Services Administration)
- b. ECON 122, Principles of Accounting II remove from Health Services Administration track, added to list of electives
- c. ECON 467 Health Economics remove from Health Services Administration track, added to list of electives
- d. ECON 121 Principles of Accounting I added to list of electives

J Kevin Eckert

2:54 PM (21
minutes
ago)

to me, Sarah

FYI

----- Forwarded message -----

From: **Bruce J. Walz, PhD** <walz@umbc.edu>

Date: Mon, Mar 7, 2016 at 1:26 PM

Subject: Re: HAPP Curricular Changes

To: J Kevin Eckert <eckert@umbc.edu>

Kevin:

Thank you for sharing this information with me. The Department of Emergency Health Services fully supports the addition of EHS 115 to the HAPP list of electives.

Bruce

On 3/7/16 12:45 PM, J Kevin Eckert wrote:

Bruce,

The Health Administration and Policy Program has completed an extensive curriculum review as recommended in APR conducted in 2013. The proposed program revisions were approved by the department on Friday, March 4, 2015 and we hope to submit our proposed program changes to the UGC tomorrow, March 8. Via this email, I am sharing with you changes that related to EHS. I would much appreciate a brief email from you indicating that you are aware of and support the proposed changes.

Thank you,

Kevin

- a. EHS 115 - Medical Terminology added to HAPP list of electives

--

J. Kevin Eckert, Ph.D.

Professor and Chair

Sociology, Anthropology, Health Administration and Policy

Professor (secondary), Epidemiology and Public Health, Medicine, UMB

[410-455-5698](tel:410-455-5698)

Carolyn Seaman

12:52 PM
(49 minutes
ago)

to Aryya, J, me, Sarah

Hi Kevin –

Thanks for sharing these changes with us. They seem very reasonable. I have two things to note, not really concerns but things you should be aware of. First, MGMT 385 has a prerequisite of MGMT 210 which we do not waive. Please make sure your students are aware of this prerequisite. Second, IS 300 is an extremely high-demand course and is difficult to get into. It is required for both the IS and BTA majors, and for the IS minor. We have added extra sections of the course every semester recently but they still fill up quickly. So your students should probably be made aware of this as well.

Congratulations on completing your curriculum overhaul – I know that’s a difficult process! Cheers,
Carolyn

Dr. Carolyn Seaman
Undergraduate Program Director
Department of Information Systems
UMBC

From: Aryya Gangopadhyay [mailto:gangopad@umbc.edu]
Sent: Monday, March 07, 2016 12:36 PM
To: J Kevin Eckert
Cc: Cathryn McDonnell; Sarah Chard; Carolyn Seaman
Subject: Re: HAPP Program Changes

Kevin:

Thanks for letting me know. I am copying Carolyn Seaman, our Undergraduate Program Director for any comments. Best.

Aryya

On Mon, Mar 7, 2016 at 12:32 PM, J Kevin Eckert <eckert@umbc.edu> wrote:

Aryya,

The Health Administration and Policy Program has completed an extensive curriculum review as recommended in APR conducted in 2013. The proposed program revisions were approved by the department on Friday, March 4, 2015 and we hope to submit our proposed program changes to the UGC tomorrow, March 8. Via this email, I am sharing with you changes that relate to IS in the proposed new curriculum.

- a. MGMT 385 Business Ethics added to Core. Students can choose HAPP 350 Public Health Ethics OR MGMT 385; [we will be offering HAPP 350 as option every semester]
- b. IS 300 Management Information Systems added to HAPP list of electives
- c. IS 460 - Health Care Informatics I added to HAPP list of electives
- d. IS 461 - Health Care Informatics II added to HAPP list of electives

I would much appreciate a brief email from you indicating that you are aware of and support these changes. Please contact me should you have any questions.

Thank you,
Kevin

--

J. Kevin Eckert, Ph.D.
Professor and Chair
Sociology, Anthropology, Health Administration and Policy
Professor (secondary), Epidemiology and Public Health, Medicine, UMB
[410-455-5698](tel:410-455-5698)

--

Aryya Gangopadhyay, PhD
Professor and Chair
Department of Information Systems, UMBC
<https://sites.google.com/site/homearyya/>

Christopher Murphy <chmurphy@umbc.edu>

9:55 PM
(11 hours
ago)

to J, me, Sarah

Hi Kevin:

I support the inclusion of PSYC 385 as an elective option for majors in the Health Administration and Policy Program. I believe that the course content, which focuses on health behavior and mind-body aspects of physical health, is appropriate for students who plan careers in health administration and policy.

Chris

Christopher M. Murphy, Ph.D.
Professor and Chair
Department of Psychology
University of Maryland, Baltimore County
1000 Hilltop Circle
Baltimore, MD 21250
[\(410\) 455-2367](tel:(410)455-2367)

On 3/7/2016 12:47 PM, J Kevin Eckert wrote:

Chris,

The Health Administration and Policy Program has completed an extensive curriculum review as recommended in APR conducted in 2013. The proposed program revisions were approved by the department on Friday, March 4, 2015 and we hope to submit our proposed program changes to the UGC tomorrow, March 8. Via this email, I am sharing with you changes that relate to Psychology courses. I would much appreciate a brief email from you indicating that you are aware of and support the proposed changes.

Thank you,
Kevin

- a. PSYC 385 - Health Psychology added to HAPP list of electives
-

Health Administration and Policy Program Checklist: 49 Total credits

9/2016

Effective for students who start at UMBC Spring 2017 and later OR current students who change their major to HAPP on or after January 1st, 2017. Students who want to change their major to HAPP must meet with an advisor for a signature and have a minimum cumulative 2.5 GPA. HAPP students are required to maintain a 2.5 cumulative GPA from time of declaration to graduation. A cumulative GPA of 2.5+ required to enroll in HAPP 300 and HAPP 470. All coursework towards the HAPP major must be passed with a C or better.

Name _____ Campus ID _____ New Freshman _____ New Transfer _____ Change of Major _____

	Core Curriculum : 28 credits		Track I: Health Services Administration: 12 credits
	HAPP 100: Survey Of the U.S. Health Care System		ECON 121: Principles of Accounting I
	HAPP 200: Human Development, Implications for Health and Disease		MGMT 210: The Practice of Management
	STAT 121 OR STAT 350 OR STAT 351 OR SOCY 301 (Pre-Req SOCY 300, department consent, and STAT readiness test)		HAPP 497: Health Planning and Administration (Fall only; Pre-Req HAPP 100 & MGMT 210)
	HAPP 340: Health Communications* (Pre-Req: Engl 100) OR ENGL 393 Technical Writing (WI)		HAPP 498: Financial Management and Decision Support for Health Service Organizations (Spring only; Pre-Req: Happ 100 or EHS 200 or {AGNG 200 AND Econ 121})
	HAPP 350: Public Health Ethics* (Pre-Req: HAPP 100) OR MGMT 385 Business Ethics & Society		
	HAPP 300 OR HAPP 412: Research Methods in Health (Pre-Req HAPP 100, 2.5 or higher GPA & Statistics)		
	HAPP/SOCY 452: Health Care Organization & Delivery (Jr/Sr Year, Pre-Req: HAPP 100 and {HAPP 300 or HAPP 412 or SOCY 300})		Track II: Health Policy: 12 credits
	PRAC 098 taken concurrently with HAPP 470 Internship (Pre-Req: HAPP 100, 90+ credits, 2.5 or higher GPA and {HAPP 300 or HAPP 412})		ECON 101: Principles of Microeconomics
			POLI 250: Introduction to Public Administration (Fall only; Recommended sophomore or POLI 100)
			POLI 353: Government Budgeting and Financial Management (Spring only; WI, Recommended junior or POLI 250)
			HAPP 411: Health Care Regulation and Quality Improvement (Pre-Req HAPP 100 & ENGL 393 or HAPP 340)
			Track III: Public Health: 12 credits
			HAPP/SOCY 354: Social Basis of Community and Public Health (Pre-Req: HAPP 100 or SOCY 101 or ANTH 211)
			HAPP 380: Global Issues in Health and Disease (Pre-Req: HAPP 100)
			HAPP 411: Health Care Regulation and Quality Improvement (Pre-Req HAPP 100 & {ENGL 393 or HAPP 340})
			HAPP 420: Epidemiology (Pre -Req HAPP 300 or HAPP 412 or {SOCY 300 AND SOCY 301})

(More on reverse)

*Students who took these courses as HAPP 398 Special Topics in Health Communications or Public Health Ethics will receive credit for HAPP 340 or HAPP 350 respectively

APPROVED ELECTIVES: 9 credits required for all tracks.

Six (6) out of the nine (9) credits must be upper level.

Any HAPP upper level courses not used for track requirements may be taken as an elective. ** Please refer to the course catalog and course schedule for the full range of HAPP, SOCY, ANTH course offerings.

One elective may be lower level:

	AGNG 200: Aging, People, Policy, and Management (WI)
	BIOL 251: Human Anatomy and Physiology I (Pre-Req: BIOL 101 or BIOL 141 AND CHEM 102 or CHEM 124)
	ECON 101: Principles of Microeconomics
	ECON 121: Principles of Accounting I
	ECON 122: Principles of Accounting II (Pre-Req: ECON 121)
	EHS 115: Medical Terminology (Pre-Req: ENGL 100 or ENGL 100Y)
	EHS 200: Concepts of Emergency Health Services

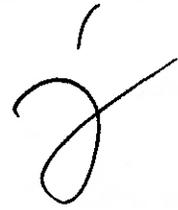
Two or more electives must be upper level:

	AFST/HAPP 390: American Health Care System and the Black Community
	ECON 467: Health Economics (Pre-Req: ECON 101 or ECON 101H)
	EHS 311: Stress, Burnout Emergency Protocol (Department Consent, Pre-Req: EHS 200 or SOCY 101 or ANTH 211 or PSYC 100)
	GES/HAPP 329: Geography of Disease and Health (Fall only; WI, Pre -Req: GES 102 or 3 credits of HAPP)
	GES 429: Seminar in Geography of Disease and Health (Only open to GES, HAPP, and POLI majors; Pre-Req GES 329 or senior/graduate standing)
	HAPP: # 300 or above** (Check course descriptions for Pre-Reqs)
	HAPP: # 300 or above ** (Check course descriptions for Pre-Reqs)
	IS 300: Management Information Systems
	IS 460: Health Care Informatics I (Pre-Req: IS 300 or IS 300 H)
	IS 461: Health Care Informatics II (Pre-Req: IS 460)
	PHIL/HAPP 358: Bioethics
	PSYC 385: Health Psychology (Pre-Req: PSYC 100 and one other PSYC course)
	SOCY/ANTH: # 300 or above** (Check course descriptions for Pre-Reqs)
	SOCY/ANTH: # 300 or above** (Check course descriptions for Pre-Reqs)
	SOWK 372: Social Work and Health Care (Spring only; Pre-Req: 6 credits in Social Science)

Mary Stewart

UMBC

AN HONORS UNIVERSITY IN MARYLAND



Office of the Provost
University of Maryland, Baltimore County
1000 Hilltop Circle
Baltimore, Maryland 21250

PHONE: 410-455-2333
FAX: 410-455-1107
VOICE/TTY: 410-455-3233
WEB: www.umbc.edu/

interoffice

MEMORANDUM

[Redacted]

DATE: October 6, 2006

TO: Sue Hahn

FROM: Antonio Moreira, Ph.D. 
Vice Provost for Academic Affairs

SUBJECT: Public Health Track for the B.A. in Health Administration and Policy Program

Attached please find the original proposal from the Sociology and Anthropology department for a Public Health Track for the B.A. in Health Administration and Policy Program. For the sake of expediency, I am also sending copies of this information simultaneously to the Faculty Senate, the Undergraduate Council and the Academic Planning and Budget Committee. Please coordinate with Drs. Rous, Grubb and Stapleton to obtain signatures once they have had an opportunity to review and approve the proposal.

We look forward to receiving the Faculty Senate's review.

Thank you.

AM:slm
Attachment

- Cc: Dr. Phil Rous, Chair, Faculty Senate
- Dr. James Grubb, Chair, APB
- Dr. Laura Stapleton, Chair, Undergraduate Council
- Ms. Beth Wells (w/o attachment)
- Dr. John Jeffries, Dean, CAHS
- Dr. Jim Trela, Chair, Sociology and Anthropology

Name of proposed new program
or proposed change to existing program:

Date reviewed by
Program Concept Group

Insert approved program
acronym here:

PUBLIC HEALTH TRACK IN HAPP B.A.

10/21/04

Department proposing program must develop and get approval for program acronym. Follow instruction # 2 on Page 1.

Send to this office
if checked here.

Signatures:

Dates:

Jama E. White
Department Chair

9/22/06
Date signed

N/A

Vice Provost, Professional Education

Date signed

N/A

Dean of Natural & Mathematical Sciences

Date signed

[Signature]
Dean of Arts, Humanities & Social Sciences

9/22/06
Date signed

N/A

Dean of the Erickson School

Date signed

N/A

Dean of Engineering & IT

Date signed

N/A

Dean of Graduate School

Date signed

Diane M. Lee
Dean of Undergraduate Education

9/25/06
Date signed

Please return proposal & cover sheet at this point to:
Vice Provost for Academic Affairs

N/A Vice Provost to send USM Letter of Intent

Katya [Signature]
Chair, Undergraduate Council

Date Sent
12/04/06
Date signed

N/A

Chair, Graduate Council

Date signed

[Signature]
Chair, Academic Planning & Budget

11/9/2006
Date signed

[Signature]
President, Faculty Senate

12/12/06
Date signed

Please return proposal & cover sheet at this point to:
Vice Provost for Academic Affairs

[Signature]
Provost

12/14/06
Date signed

[Signature]
President

12/15/06
Date signed

University System of Maryland/
Board of Regents
and
Maryland Higher Education Commission

for information only

N/A

N/A

Target MHEC Window submission date (subject to change) _____

ROUTING SHEET FOR REVIEW AND APPROVAL

Proposed New Program or Program Change

Required steps in the review and approval process for new programs and changes to programs vary depending upon a number of factors. The Provost's Office reviews each concept for a new academic program or program change in light of UMBC campus governance procedures and USM/MHEC approval guidelines. As a result of this examination, the boxes checked on page 2 of this form reflect the steps that have been identified as required for review of the new program or change of program proposal shown below and attached.

PUBLIC HEALTH TRACK IN HAPP B.A.

Proposed new program name _____ & proposed program acronym _____
or

Proposed change to name of existing program _____ & proposed new acronym _____

This routing form and process is designed to enable more effective and efficient tracking of documents throughout the review and approval steps, ultimately leading to more timely completion of the process. This is especially important because in many cases MHEC has strict "windows" during which proposals must be submitted.

Instructions:

1. Please do not detach this routing slip from the proposal.
2. If needed, the department initiating the new or changed program is responsible to propose on this form a new 3 or 4 letter acronym for the program after sending a group email to the following four offices for consultation on which acronym best meets the needs of the program and the varied offices which will use it: Institutional Research (Connie Pierson, krach@umbc.edu; Academic Services (Alicia Arkell-Kleis arkellki@umbc.edu); Information Technology (Cheri Putro, putro@umbc.edu); and, if applicable, the Graduate School (Betty Douglass, douglass@umbc.edu).
3. If a new program is proposed, please send an email to Miriam Tillman at mir@umbc.edu to inquire whether the Marketing Department in Institutional Advancement has an interest in exploring marketing opportunities associated with this program.
4. The proposal and cover sheet should be sent to each office indicated on this form, in the order in which each appears on the list.
5. As you sign your approval to the proposal or return it to the prior step for modification, please email Susan Mocko in the Provost's Office at mocko@umbc.edu, indicating the name of the proposal as shown above and the office to which you are sending it next, so that we can keep track of it.

If you have questions about the review process, please contact Beth Wells at bwells@umbc.edu, x 58907. Thank you very much for your assistance.

Antonio Moreira
Vice Provost for Academic Affairs

PROPOSAL FOR A NEW INSTRUCTIONAL ACADEMIC PROGRAM
**Public and Nonpublic Institutions of Higher Education
Implementing Programs within the Existing Resources of the
Institution
(Education Article, §11-206.1)**

_____ University of Maryland Baltimore County (UMBC) _____
Institution Submitting Proposal

Health Administration and Policy Program
Title of Program

Proposed HEGIS Code

Proposed CIP Code

Sociology
Department in Which Program Will
Be Located

James Trela
Name of Department Head

Public Health Track for existing BA
Degree or Certificate to be Offered

1/1/2007
Proposed Initiation Date

Approval Signature/Date

President/Chief Executive

Date Endorsed/Approved by Governing Board

Date Received by Secretary of Higher

Education
budget forms revised10-2-06

PROPOSAL FOR A TRACK IN PUBLIC HEALTH THE UMBC HEALTH ADMINISTRATION & POLICY PROGRAM (HAPP)

Introduction

The interdisciplinary Health Administration and Policy Program (HAPP), in revising and updating the program, has created a new track in Public Health. The faculty proposes to add a third track with a more technical emphasis. It is anticipated that this track will appeal to pre-professional students who seek to supplement their preparation for clinical careers or advanced professional studies with a background in the public health field. Other students who are interested in the sciences may choose the Public Health as a track within HAPP for their major program of study. In addition to those preparing for admission to professional schools in health fields, students completing the interdisciplinary undergraduate track in Public Health would also be appropriate applicants for graduate programs in Applied Sociology, Public Policy or Public Health. Moreover, public health and health industry employers in the region seek BA graduates in Public Health for entry level positions.

Relationship to Mission

The proposed new track in Public Health closely relates to the goals and objectives of UMBC's strategic framework for 2016 by contributing to a distinctive undergraduate experience and enabling students to follow their interests into graduate study and professional careers. The track combines two of UMBC's essential strengths -- public policy and the sciences -- into a defined framework of interdisciplinary study that includes secondary areas, allows for personal choice and illumines the many pathways to careers in health. Graduates will be prepared with an understanding of domestic and international/global public health issues which will serve them well as they move from undergraduate studies to graduate/professional school or entry level positions in public health or health-related settings.

Need for the Program and Demand

In its 2005 book, *The Future of the Public's Health in the 21st Century*, the National Academy of Sciences (NAS) describes the important role of academia in the future of public health. The development of linkages among public health educational programs and public health agencies at the state, local and national level is one of the foremost needs identified to support the public's health in the years ahead. Also discussed is the lack of diversity among public health professionals and insufficient background in global health issues. The NAS sees a concomitant need for undergraduate programs in public health that introduce

particularly minority students to the field and to public health as a career, including opportunities to work abroad. With its diverse student population including both minority and international students, UMBC is well poised to make a needed contribution in this endeavor.

NAS also identifies a strong need in the field for interdisciplinary education and programs that bridge the gap between public health and clinical professions and research. Particularly by appealing to students who are interested in both clinical professions and public health, the new track in Public Health Science will help prepare these students for the forefront of practice and research that merge a concern for individual health and illness – especially prevention -- with measures that address the health of the public and communities. Finally, in the areas of research and service, the NAS points out that pressing health problems – such as serious diseases overseas and obesity in the U.S. – have continued to increase in severity, despite advances in biomedical research. Only by taking an interdisciplinary approach to education, research, and service can university faculty hope to encompass all the facets of serious health issues in their work with students that prepares them to contribute to the field.

Regarding the demand for the Public Health track, a study funded by the Health Resources Services Administration (HRSA) and conducted by Solloway and colleagues (1997) of George Washington University Medical Center is enlightening. It assesses state agency-based health workforce capacity and examines state training and educational needs in five states, one of which is Maryland. The report indicates that:

"most state public health workers have no formal education or training in the field of public health, lack a good understanding of the goals and mission of public health, and do not have a full understanding of the activities carried out by public health workers outside their own units or departments." (pp. 366-367)

Some of the areas identified as needed in the education/training of state agency-based public health workers in the five states include: information systems and computer skills; technical writing and presentation skills; research and policy development skills; management and administrative skills. All of these skill sets are represented in the curriculum that students in the HAPP Public Health track will undertake.

Although a Master's in Public Health is considered the basic professional degree in the field, many studies indicate that most public health workers in the U.S. do not have this degree or even basic education in public health. The NAS book concludes that without opportunities to study public health at the undergraduate level, many students – and especially the minority students who are

underrepresented in the field at every graduate degree level – will have no opportunity to develop the skills and knowledge that will equip them appropriately for their work and possibly interest them in further education at the graduate level.

The 2002 report of the Institute of Medicine, *Who Will Keep the Public Healthy?*, speaks to the role and responsibility of academic institutions to educate a new generation of health professionals – graduates who are equipped with appropriate career knowledge, education, credentials, and management and leadership skills to direct the escalating numbers of organizations, programs and workers that will be needed to provide services to the growing population in need of them.

Anticipated Enrollments

If 2% of the 831 Biology majors enroll in the Public Health track, that will bring 17 students per year. Additionally, it is reasonable to expect that three students per year will come from allied health majors and five from community colleges. We also estimate that by year three, employer generated enrollments could account for 5 students per year. Thus by year 3 we anticipate an increase of 30 students in HAPP. These enrollments are expected to increase with continued marketing for the program, so that by year four 40 students would be enrolled and 50 students by year five.

Bibliography

Institute of Medicine Report. 2002. *Who Will Keep the Public Healthy?*

National Academy of Sciences. 2005. *The Future of the Public's Health in the 21st Century*.

Solloway M., Haack, M., Evans, L. 1997. *Assessing the Training and Education Needs of the Public Health Workforce in Five States*. Washington, D.C.: Center for Health Policy Research, Workforce Study Group, The George Washington University Medical Center.

Revised Health Administration and Policy Program showing the new Track III, Public Health

Core Curriculum:

HAPP 100: Survey of the U.S. Health Care System
*HAPP 200: Human Development, Implications for Health and Disease
HAPP 452: Health Care Organization and Delivery
HAPP 495/496: Internship and Internship Seminar
*ECON 121: Principles of Accounting I
STAT 121: Introduction to Statistics for the Social Sciences
Or STAT 350: Statistics with Applications in the Biological Sciences
Or STAT 351: Applied Statistics for Business and Economics
Or SOCY 301: Analysis of Sociological Data
ENGL 391: Advanced Exposition and Argumentation
Or ENGL 393: Technical Writing
Or HAPP ***
**IS 101: Introduction to Computer Based Systems
IS 295: Introduction to applications Programming
Credits: 31

***Track III students may replace with a natural science course selected from an approved list.**

**** Students who have completed previous course work in computer science or computing should talk with a HAPP advisor before registering for the Information Systems (IS) courses.**

Track I: Health Services Administration

ECON 101: Principles of Microeconomics
ECON 467: Health Economics
ECON 122: Principles of Accounting II
ECAD 210: The Practice of Management
HAPP 497: Hlth. Planning & Administration
HAPP 498: Fin. Man. & Dec. Supp. Hlth Ser Org

Track II: Health Policy

POLI 250: Introduction to Pubic Administration
POLI353: Govern. Bud. & Fin. Management
SOCY 420: Social Epidemiology
HAPP 411: Health [Quality] and Regulation
HAPP 412: Research Methods in Health (new)

NEW TRACK III: Public Health

HAPP/SOCY 354: Social Basis of Public and Community Health
SOCY 420: Social Epidemiology
HAPP 380 Global Issues in Hlth.& Disease(new)
HAPP 411: Health [Quality] and Regulation
HAPP 412: Research Methods in Health (new)

Credits: 18 (Track I) 15 (Track II and III)

In addition to the required core and track courses, Track I students will select and complete 3 electives from the provided list of approved electives; Track II and Track III will select and complete 4 electives from the provided list of approved electives. Track III students may replace 2 electives with 2 courses from the approved list of natural science courses. Please note that if a course is part of the required courses in your track, you may not use it as an elective.

List of approved electives:

EHS 200: Introduction to Emergency Health Services
HAPP 401: Occupational Health Policy and Practice
HAPP 402: Environmental Health Policy and Practice
HAPP/SOCY 403: Introduction to International Field Research
HAPP 405: Contemporary Issues in Long-term Care
HAPP 411: Health [Quality] and Regulation
HAPP/GEOG 329: Geography of Disease and Health
HAPP/PHIL 358: Bioethics
HAPP/AFST 390: American Health Care System and the Black Community
HAPP/SOCY 452: Health Care Organization and Delivery
ECON 467: Health Economics
POLI 452: Politics of Health
POLI 436: Health Law
HAPP/SOCY 354: Social Basis of Public and Community Health
SOCY 420: Social Epidemiology
SOCY 455: Disability and Rehabilitation
SOCY 450: course to be redesigned to include SAS and analysis of large data sets
HAPP 380: Global Issues in Health and Disease (new)
HAPP 412: Research Methods in Health (new)
SOCY 4**: Sociology of Aging and Health in Diverse Context (currently topics course, to become permanent)

Credits 9 (Track I) 12 (Track II and III)

Total credits: 58

revised by Joyce Riley 4/13/06

Budget

Table 1 shows the estimated resources for this program. These include the tuition revenue from the projected full-time and part-time student enrollments, funds committed from the Provost's Budget, and a faculty line from the Dean of Arts, Humanities, and Social Sciences.

Table 2 accounts for the estimated expenses required to run this program track. The expenditures listed include the funds required by the department to handle a program with the anticipated enrollments for the track.

*TABLE 1: RESOURCES					
Resources Categories	Year 1	Year 2	Year 3	Year 4	Year 5
1. Reallocated Funds					
2. Tuition/Fee Revenue (c+g below)	45,294	185,464	291,858	408,184	535,260
a. #F.T Students	5	20	30	40	50
b. Annual Tuition/Fee Rate	8,622	9,044	9,488	9,952	10,440
c. Annual Full Time Revenue (a x b)	43,110	180,880	284,640	398,080	522,000
d. # Part Time Students	1	2	3	4	5
e. Credit Hour Rate	364	382	401	421	442
f. Annual Credit Hours	6	6	6	6	6
g. Total Part Time <i>Revenue (d x e x f)</i>	2,184	4,584	7,218	10,104	13,260
3. Grants, Contracts, & Other External Sources					
4. Other Sources	\$75,000	\$97,963	\$77,355	\$81,983	\$86,766
TOTAL (Add 1 – 4)	\$120,294	\$283,427	\$369,213	\$490,167	\$622,026

***Line Notes for Table 1: Resources**

(2) Assumes 4%/year increase starting with 2006 tuition, fees and credit hour rate

- (2a) Year 3 = 30 students from the following sources;
1. Biology has 831 majors, if 2% shift = 17 students/year
 2. Community college transfers = 5/year
 3. Allied Health (pre-PT, Nursing, Pharmacy, Dentistry, Optometry)=3/year
 4. Employers enrolling lower level employees for administration track = 5/year

(2b) Assumes 4%/year increase starting with 2006 tuition, fees and credit hour rate

(4) Source	Year 1	Year 2	Year 3	Year 4	Year 5
• Provost's Budget Per Memo: 8/21/06	\$75,000	\$25,000			
• Faculty line from Dean		\$71,500	\$71,500	\$74,360	\$77,334
• Institution's merit and COLA pool		\$1463	\$5855	\$7623	\$9432
Total	\$75,000	\$97,963	\$77,355	\$81,983	\$86,766

*TABLE 2: EXPENDITURES					
Expenditure Categories	Year 1 AY 06/07	Year 2 AY 07/08	Year 3 AY 08/09	Year 4 AY 09/10	Year 5 AY 10/11
1. Faculty (b + c below)		✓ \$71,500	\$74,360	\$77,334	\$80,428
a. # FTE		1	1	1	1
b. Total Salary		\$57,200	\$59,488	\$61,868	\$64,342
c. Total Benefits		\$14,300	\$14,872	\$15,467	\$16,086
2. Admin. Staff (b+c below)	\$5,830	\$6,063	\$6,306	\$6,558	\$6,820
a. # FTE					
b. Total Salary	\$5,300	\$5,512	\$5,732	\$5,962	\$6,200
c. Total Benefits	\$530	\$551	\$573	\$596	\$620
3. Support Staff (b+c below)	\$30,758	✓ \$32,976	\$34,295	\$35,667	\$37,093
a. # FTE	0.92	0.92	0.92	0.92	0.92
b. Total Salary	\$26,402	✓ \$28,356	\$29,490	\$30,670	\$31,896
c. Total Benefits	\$4,356	✓ \$4,620	\$4,805	\$4,997	\$5,197
4. Equipment	\$1,200				
5. Library					
6. New or Renovated Space					
7. Other Expenses	\$37,212	✓ \$62,424	\$62,424	\$62,424	\$62,424
8. TOTAL (Add 1 - 7)	\$75,000	\$172,963	\$177,385	\$181,983	\$186,766

*See line notes that follow
budget forms revised 10-2-06

Line Notes for Table 2 Expenditures

- (1b) Assumes 4% annual COLA and Merit
- (1c) Benefits calculated at 25% of salary
- (2b) A 6% salary increase for Associate Director of HAPP reflects increased responsibilities associated with new track plus 4% Merit and Cola/year
- (2c) Benefits calculated at 10% of salary
- (3a) Support staff #FTE = Secretary grade 6 (.50 FTE) + Prog. Man. Spec. (42%)
- (3b) Salaries include 4% Merit and Cola/year; clerk/typist calculated at 50% of base of \$22,880; Prog. Man. Spec. calculated at 42% of salary base \$35,625 (expands existing position to fulltime w/6% raise in AY 2 for increased responsibilities)
- (3c) Benefits for clerk/typist calculated at 25%; for existing Prog. Man. Spec. at 10% because health insurance for this position is already budgeted.
- (4) Computer and printer for part-time secretary
- (5) Existing HAPP library budget is adequate to cover new track
- (6) Other expenses include part-time faculty, operating expenses and marketing:

Other-Total	\$37,212	\$62,424	\$62,424	\$62,424	\$62,424
Part-time faculty	\$8,600	\$27,200	\$32,200	\$35,600	\$39,000
Operating expenses	\$6,000	\$12,000	\$13,000	\$14,000	\$15,000
Marketing	\$22,612	\$23,224	\$17,224	\$12,824	\$8,424

Part-time faculty-- includes a \$200 per year increase for part-timers in 8 existing courses now at avg. \$2800@ up to a maximum of \$3400. New course sections are calculated at an avg. cost of \$3400@. Yr 1 includes 2 new course sections; Yr 2 includes a total of 7 new sections (e.g. 2 continued from AY06/07 + 5 added in AY 07/08); in Yr3-Yr5 one additional section is added per year

Operating expenses-- include faculty development, travel, memberships, office supplies, communications, data processing, etc.
 Marketing-- includes web page development and maintenance, printing for HAPP marketing material, payment for students to make marketing presentations, etc.

MEMORANDUM

From: Arthur T. Johnson, Provost

To: James Grubb
Chair, Academic Planning and Budget Committee

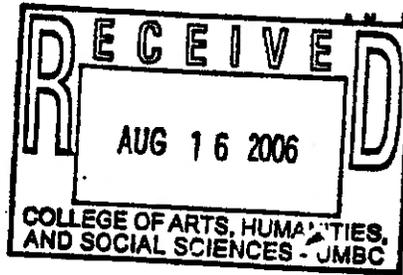
RE: New Track in Public Health

Date: August 21, 2006

The Provost's Office is committed to supporting the new Public Health track being proposed by the Health Administration and Policy Program (HAPP). The Provost and the Dean of Arts, Humanities and Social Sciences have authorized the search for a new faculty member (to begin a faculty appointment in AY '08) to make a significant contribution to teaching in this track. In addition, upon approval of the program by campus governance, and with appropriate justification and recommendation by the Dean, I am committed to the following:

- (1) funds for staffing the increased workload attributed to the program which potentially could include a salary increase (requiring approval by Human Resources) for existing staff who will assume increased workloads in supporting the new track and the possible addition of a part-time staff member;
- (2) the development and distribution of marketing materials for the program as well as an increase in the HAPP operating budget;
- (3) the hiring of part-time faculty (in Spring 2007 semester) as needed to teach new courses required for the Public Health track and/or additional sections of courses provided by other departments that support the Public Health curriculum if warranted due to increased enrollment.

For the first year of program development and implementation, I have identified up to \$75,000 to provide this support. In the second year and thereafter, when the program is fully functioning, I will work with the Dean of CAHSS and the HAPP program to determine program needs. I am committing up to an additional \$25,000 (i.e., up to a total of \$100,000) for HAPP to offer this program.



MEMORANDUM

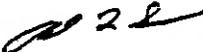
Department of Information Systems
University of Maryland, Baltimore County
1000 Hilltop Circle
Baltimore, Maryland 21250

PHONE: 410-455-8424
DIRECT: 410-455-3883
FAX: 410-455-4217
VOICE/TTY: 410-455-3233
www.is.umbc.edu

Andrew Sears, PhD
Professor, Chair
Director, Interactive Systems
Research Center
www.isrc.umbc.edu

Date: August 14, 2006

To: Dr. John Jeffries, Dean of Arts, Humanities and Social Sciences

From: Andrew Sears, Chair, IS Department 

RE: Proposal for a New Track in Public Health in HAPP

This memo is to express the willingness of the Information Systems Department to support the new track in Public Health proposed by the Health Administration and Policy Program (HAPP). We will continue to provide courses (i.e., IS 101 and IS 295) that are part of the core curriculum required of all students in the HAPP program. We understand that if increased enrollment in HAPP, due to this new track, generates enrollment pressures in these courses the Provost will provide the financial resources to open new sections. We have supported HAPP majors in these required courses in the past and are willing to continue supporting this program in the future, including the possibility of opening additional sections of our courses if appropriate additional resources are made available.

We understand that the new Public Health track for HAPP is being proposed as a recruitment and retention initiative. The annual enrollment growth is expected to be modest, beginning in Fall 2007. It is anticipated that a proportion of new HAPP students will be transferring their major internally, largely from Biology.

In the event that at some time in the future it is not feasible for Information Systems to expand course sections to meet the requirements of growing numbers of HAPP students, we will work with HAPP in the development of alternative courses.

Cc: Dr. Lynn Zimmerman, Vice Provost for Academic Initiatives
Dr. Mary Stuart, Director, HAPP

UMBC

AN HONORS UNIVERSITY IN MARYLAND

Chair, English Department
University of Maryland, Baltimore County
1000 Hilltop Circle
Baltimore, Maryland 21250

PHONE: 410-455-2384
FAX: 410-455-1030
VOICE/TTR: 410-455-3233
www.umbc.edu/

MEMORANDUM

Date: August 3, 2006

To: Dr. John Jeffries, Dean of Arts, Humanities and Social Sciences

From: Christopher Corbett, Acting Chair, English Department 

RE: Proposal for a New Track in Public Health in HAPP

This letter is to express the willingness of my department to support the new track in Public Health proposed by the Health Administration and Policy Program (HAPP). We will continue to provide courses (specifically ENGL 391 or 393) that are part of the core curriculum required of all students in the HAPP program. We understand that if increased enrollment in HAPP, due to this new track, generates enrollment pressures in these courses the Provost will provide the financial resources to open new sections. We have supported HAPP majors in these required courses since 1983 and, with additional resources, we would be willing to open additional sections of our courses as needed.

We understand that the new Public Health track for HAPP is being proposed as a recruitment and retention initiative. The annual enrollment growth is expected to be modest, beginning in Fall 2007. It is anticipated that a proportion of new HAPP students will be transferring their major internally, largely from Biology.

CC: Dr. Lynn Zimmerman, Vice Provost for Academic Initiatives
Dr. Mary Stuart, Director, HAPP



UMBC

Department of Mathematics and Statistics
1000 Hilltop Circle, Baltimore, MD 21290
Tel. (410)455-2412 Fax (410)455-1088
nagaraj@math.umbc.edu

MEMORANDUM

Date: August 7, 2007

To: Dr. John Jeffries, Dean of Arts, Humanities and Social Sciences

From: Nagaraj Neerchal, Chair, Department of Mathematics and Statistics *NKJ*

RE: Proposal for a New Track in Public Health in HAPP

This memo is to express the willingness of my department to support the new track in Public Health proposed by the Health Administration and Policy Program (HAPP). We will continue to provide courses (specifically Stat 121, Stat 350, and Stat 351) that are part of the core curriculum required of all students in the HAPP program. These courses can accommodate the initially projected enrollment in the new track. We understand that if increased enrollment in HAPP, due to this new track, generates enrollment pressures in these courses the Provost will provide the financial resources to open new sections. We have supported HAPP majors in these required courses since 1983 and, with additional resources, we would be willing to open additional sections of our courses as needed.

We understand that the new Public Health track for HAPP is being proposed as a recruitment and retention initiative. The annual enrollment growth is expected to be modest, beginning in Fall 2007. It is anticipated that a proportion of new HAPP students will be transferring their major internally, largely from Biology.

Cc: Dr. Lynn Zimmerman, Vice Provost for Academic Initiatives
Dr. Mary Stuart, Director, HAPP

Date: Mon, 14 Aug 2006 12:03:19 -0400 (EDT)
From: Scott Farrow <Farrow@umbc.edu>
To: jeffries@umbc.edu
Cc: stuart@umbc.edu, zimmerma@umbc.edu
Subject: HAPP track III proposal

John: following today's meeting and discussion I support the HAPP
proposal that includes a third track with a natural scientific technical
focus.

As you suggested, it will also be good to track the enrollment of Econ
467
in order to respond to any significant changes in demand that may occur

Scott

--
Scott Farrow
Professor & Chair
Department of Economics
UMBC
1000 Hilltop Circle
Baltimore, MD 21250

Phone: 410-455-5922
email: Farrow@umbc.edu

Date: Tue, 15 Aug 2006 14:52:40 -0400 (EDT)
From: pollack@umbc.edu
To: Jeffries@umbc.edu
Cc: zimmerma@umbc.edu
Subject: Public Health Track

John,

I have read and support the proposal for a public health track that Lyn
n
Zimmerman is presenting to APB.

Ralph

--
Ralph Pollack
Department of Chemistry and Biochemistry
UMBC
1000 Hilltop Circle
Baltimore, MD 21250
410-455-2529
410-455-1874 (Fax)

Date: Tue, 22 Aug 2006 12:30:10 -0400
From: "Bruce J. Walz, Ph.D." <walz@umbc.edu>
To: 'John Jeffries' <jeffries@umbc.edu>
Cc: zimmerma@umbc.edu
Subject: HAPP PH Electives

This email will serve as official notification that the Department of
Emergency Health Services continues to approve of EHS 200 as an electiv
e
within all applicable tracks of the HAPP program.

Bruce J. Walz, Ph.D.
Professor and Department Chair
Department of Emergency Health Services
University of Maryland, Baltimore County
Rm 317, Academic IV
1000 Hilltop Circle
Baltimore, MD 21250
410-455-3216
410-455-3045 (fax)

Date: Thu, 17 Aug 2006 12:33:11 -0400
From: Thomas Robinson <trobinso@umbc.edu>
To: John Jeffries <jeffries@umbc.edu>
Cc: zimmerma@umbc.edu
Subject: HAPP--AFST Elective Course

Dean Jeffries,
Africana Studies desires to continue to have its AFST/HAPP 390 course
serve as one of the approved electives for the HAPP Program. I might
add that we are very supportive of the proposed Public Health track fo
r
this Program as well.

Sincerely,
Tom Robinson, Chair
AFST

Date: Wed, 16 Aug 2006 14:13:06 -0400
From: Susan Dwyer <dwyer@umbc.edu>
To: John Jeffries <jeffries@umbc.edu>
Cc: J Zimmerman <zimmerma@umbc.edu>
Subject: HAPP proposal and PHIL

Dear John,

PHIL is happy to continue to have PHIL 358 (Bioethics) included in the HAPP electives.

Sue

[Fwd: POLI Support for new HAPP Track]

Subject: [Fwd: POLI Support for new HAPP Track]
From: stuart@umbc.edu
Date: Tue, 15 Aug 2006 10:22:39 -0400 (EDT)
To: riley@umbc.edu

----- Original Message -----
Subject: POLI Support for new HAPP Track
From: "Cheryl Miller" <cmiller@umbc.edu>
Date: Mon, August 14, 2006 12:05 pm
To: "John Jeffries" <jeffries@umbc.edu>
Cc: "Mary Stuart" <stuart@umbc.edu>
"Lynn Zimmerman\" <zimmerma@umbc.edu>

John,
This email is to affirm support of the Political Science Department for a new Public Health track within the Health Administration and Policy Program (HAPP). My questions about what resources the program would require from POLI and potential impacts have been answered.
Cheryl

--
Cheryl M. Miller
Chair, Department of Political Science and
Associate Professor, Department of Public Policy
University of Maryland, Baltimore County
1000 Hilltop Circle
Baltimore, MD 21250
410-455-2183
410-455-1021 (fax)

Re: new public health track for HAPP

Subject: Re: new public health track for HAPP
From: gethmann <gethmann@umbc.edu>
Date: Wed, 13 Sep 2006 18:37:42 -0400
To: Joyce Riley <riley@umbc.edu>
CC: Michelle Bulger <mbulger@umbc.edu>

Joyce,

It would probably be best if the email of support came from Lasse.

I will forward your email to him and update/brief him on the final version of the program.

I think you have put together a fine program, and from our perspective, it will be an attractive option, especially for many of our allied health students.

You might want to keep in contact with our undergraduate advising coordinator, Michelle Bulger. Michelle sees all of our first year students, and as such, she will be the person best able to direct prospective students to you.

Again, congratulations on your new program.

Dick

on 9/13/06 1:18 PM, Joyce Riley at riley@umbc.edu wrote:

Dick:

After working with us to establish an appropriate list of science electives for the new public health track, Mary Stuart and I would appreciate an e-mail of support from biology department for the new track as the proposal comes before the APB committee. Would this best come from you or Lasse?

Joyce

Richard C. Gethmann
Department of Biological Sciences
University of Maryland Baltimore County
1000 Hilltop Circle
Catonsville, MD 21250

phone: (410) 455-2470
email: gethmann@umbc.edu