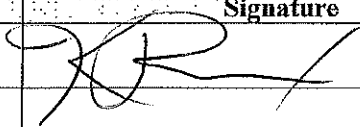
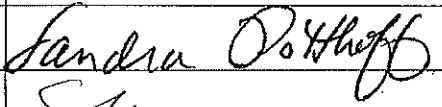
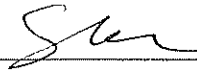


MHA
Fall admission

College of Public Health Curriculum Approval Tracking Form

| Item | Type | | Delivery | | |
|----------------|------|---------|----------|---------|------|
| | New | Revised | Online | Blended | Live |
| Course | | | | | |
| Concentration | | | | | |
| Certificate | | | | | |
| Program/Degree | | X | | X | |

| Date | Action | Signature |
|--------|--|---|
| 8/2/17 | Approved by Associate Dean of Academics |  |
| | Approved by Chair of Department Curriculum Committee | |
| 8/1/17 | Approved by Chair of Department |  |
| 8/2/17 | Approved by Chair of COPH Curriculum Committee |  |
| | Sent to USF Graduate Studies Curriculum Committee | |

Comments: Update MHA degree admissions to Fall-only, effective Fall 2018.

Curriculum Committee will not act on any proposal without this form attached. The COPH Academic and Student Affairs team will make the appropriate copies and electronically deliver the documents to USF Graduate Studies. At that time the documents will be entered into Share Point and tracked electronically.



Graduate Curriculum Approval Form Changes to Graduate Majors

Degree Program CIP Code

Degree (i.e. M.A., Ph.D., etc.):

Name of Major (e.g. Biology)

Name of affected Concentration(s) (e.g. Botany)

Proposed Effective Term (e.g. Fall 2017)

Faculty Contact

Email

Master of Health Administration (MHA)

Health Administration

Fall 2018

Dr. Barbara Orban

borban@health.usf.edu

| APPROVALS | Name | Signature | Action | Date |
|--|---|------------------|---|---------|
| Dept. Chair | Sandra Polthoff | | <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Not approved <input type="checkbox"/> Comments attached | 7/24/17 |
| School Committee Chair (if applicable) | | | <input type="checkbox"/> Approve <input type="checkbox"/> Not approved <input type="checkbox"/> Comments attached | |
| College Committee Chair | STEVE MCYANNE | | <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Not approved <input type="checkbox"/> Comments attached | 8/2/17 |
| College Dean/ Associate Dean | Kay Perrin | | <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Not approved <input type="checkbox"/> Comments attached | 8/2/17 |
| Concurrence* | Dept: Chair: | | <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Concur <input type="checkbox"/> Doesn't concur <input type="checkbox"/> Comments attached | |
| Grad Council | <input type="checkbox"/> Approve <input type="checkbox"/> Not approved <input type="checkbox"/> Tabled <input type="checkbox"/> Comments | Graduate Studies | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove | |

Summary of Changes – Select all that apply:

Admissions Section:

- Admission Deadlines
- To "fall admissions only"
- From Regular to Direct Receipt Admissions
- From Direct Receipt to Regular Admission
- Admission Requirements (

Curriculum Requirements

- Current Curriculum Requirements
 - Core
 - Add New Concentration, Specialization, or Track
 - Delete Concentration, Specialization, or Track
 - Thesis/Dissertation
 - Comprehensive/Qualifying Exam
- Other: _____

UPDATE CATALOG COPY

Attach the current Catalog Copy, with the requested revisions shown using Track Changes.

If the only change is to the Admission Deadline revised Catalog Copy is not required– just specify the change below (e.g. current deadline/new deadline). All other changes require Catalog Copy. To obtain the most current catalog, email cdh@usf.edu.

Submission for approval: When submitting the request for approval, send a scan of the signature form, including the brief response section (page 2), and the updated Catalog Copy in Word (not in PDF).

Curriculum – Change of Graduate Major – Page 2

Degree: MHA Major: Health Administration

Concentration (if applicable): _____

BRIEF RESPONSES TO THE FOLLOWING:

1. Why are these changes necessary?

In order to 1) sequence the curriculum appropriately for successful competency development, and 2) develop a sense of community amongst cohorts of students, the HPM department has voted to move to a Fall-only admissions cycle for the MHA degree program, effective Fall 2018.

FOR ANY NEW CURRICULUM (New Concentration, Track, Specialization, Grad Certificate, etc.), answer the following:

2. How does this align with USF System and State University System strategic goals (with particular focus on BOG's "areas of strategic emphasis")?
3. What is the demonstrated need and demand? (in the context of statewide and regional enrollment/degree productivity, including USF institutions, SUS, and FSC), making compelling reasons for "necessary duplication," if appropriate.
4. What is the potential impact of new degree programs and new program majors on existing programs in the USF System? (*Including new concentrations, tracks, specializations, etc.- if there are any existing offers, please address impact*)
5. Are there adequacy of resources (faculty, space, equipment, graduate assistants, staff, library etc. – the leveraging of shared resources across and between institutions will be important). Programs will not be considered contingent upon legislative budget requests
6. Quality assurance and commitment to any requisite accreditation.

Once College has approved, scan and email this Approval Form, and the revised Catalog Copy in Word to Graduate Studies by the deadline posted online <http://www.grad.usf.edu/graduate-council.php> . For questions, contact cdh@usf.edu

Greer, Tara

From: Spear, Sara
Sent: Wednesday, September 06, 2017 1:37 PM
To: Greer, Tara
Subject: RE: MHA Competencies update

Hi Tara,

Here is the email approval from Dr. Potthoff to remove the MHA Competencies from the graduate catalog. Thanks!

From: Potthoff, Sandra
Sent: Wednesday, September 06, 2017 1:20 PM
To: Orban, Barbara; Spear, Sara
Cc: Alderman, Elaine
Subject: RE: MHA Competencies - USF Catalog

agreed

Sandra Potthoff, PhD
Professor and Chair
College of Public Health
Department of Health Policy and Management
University of South Florida
13201 Bruce B. Downs Blvd., MDC56, Tampa, FL 33612-3805 (mailing address)
3010 USF Banyan Circle, Tampa, FL 33612 (physical address)
813-974-9301
spotthoff@health.usf.edu

From: Orban, Barbara
Sent: Wednesday, September 06, 2017 1:14 PM
To: Spear, Sara <saraspear@health.usf.edu>
Cc: Alderman, Elaine <ealderma@health.usf.edu>; Potthoff, Sandra <spotthoff@health.usf.edu>
Subject: RE: MHA Competencies - USF Catalog

Hello Sara,
Yes, I agree the MHA competencies should be removed from the Graduate Catalog.

Barbara Langland Orban, Ph.D.
Professor and MHA Program Director
Department of Health Policy and Management
USF College of Public Health
13201 Bruce B. Downs Blvd, MDC 56
Tampa, FL 33612
813-974-0346

From: Spear, Sara
Sent: Tuesday, September 05, 2017 10:39 AM
To: Orban, Barbara

Cc: Alderman, Elaine
Subject: MHA Competencies - USF Catalog

Hi Dr. Orban,

The Academic Affairs team (Dave & Tara) noticed that the current list of MHA Competencies does not match what is in the graduate catalog. Their recommendation is to have the competencies completely removed from the catalog because:

- We're the only program that has them included in the catalog
- To make any changes, we would need to go through the formalized curriculum process (as opposed to just updating them internally)
- We can only make one formal change per major per year – since the Curriculum Committee is contemplating MHA changes for Fall 2018, we would not be able to make both those changes and changes to the competency list.

They asked that I run this by you to see if we can simply remove the MHA Competencies from the graduate catalog. If yes, they can include this update in their list of changes going to the BOG this week – so no additional paperwork would be needed.

Please let me know what you would like to do.

Sara Spear

Academic Services Administrator
College of Public Health – Health Policy & Management
13201 Bruce B. Downs Blvd, MDC 56, Tampa, FL 33612 (mailing address)
3010 USF Banyan Circle, Tampa, FL 33612 (physical address)
813-974-5131
<http://health.usf.edu/publichealth/hpm/>

From: Greer, Tara
Sent: Tuesday, September 05, 2017 10:34 AM
To: Spear, Sara
Subject: RE: MHA Competencies update

Yes I would recommend removing it. Since we are submitting changes for BOG requirements already. If HPM decides to remove the competencies all you would need to do is have Dr. Pothoff send me an email and I will include it in the BOG changes we are doing so no paperwork would need to be submitted by HPM.

Tara Greer

Tara Greer, MBA, CSSGB
Academic Services Administrator
Academic and Student Affairs

University of South Florida // College of Public Health
Office CPH 1042
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3010 USF Banyan Circle // Tampa FL 33612 (physical address)