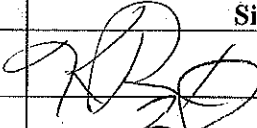

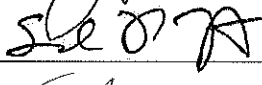
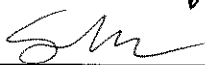


## College of Public Health Curriculum Approval Tracking Form

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

\*For courses that are new, substantively changed, or moving from campus to online delivery, you must complete the justification statement below.

Justification statement: *The MHA program is requesting changes to its degree requirements: 1) to replace a College of Business course with one of our own courses, taught by a newer faculty member, covering similar material but relating it to healthcare specifically, and 2) to include a new MHA Internship course requirement.*

Date	Action	Signature
11/9/18	Approved by Associate Dean of Academics	
9/25/17	Approved by Chair of Department Curriculum Committee	
10/5/17	Approved by Chair of Department	
1/19/18	Approved by Chair of COPH Curriculum Committee	
	Sent to USF Graduate Studies Curriculum Committee	

Comments: Replace QMB 6305 with PHC 6760

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	51.0701
Degree (i.e. M.A., Ph.D., etc.):	MHA
Name of Major (e.g. Biology)	Health Administration
Name of affected Concentration(s) (e.g. Botany)	NA
Proposed Effective Term (e.g. Fall 2017)	fall 2018
Faculty Contact	Dr. Orban
Email	borban@health.usf.edu

APPROVALS	Name	Signature	Action	Date
Dept. Chair	Sandra Potthoff		<input type="checkbox"/> Approve <input type="checkbox"/> Not approved <input type="checkbox"/> Comments attached	
School Committee Chair (if applicable)			<input type="checkbox"/> Approve <input type="checkbox"/> Not approved <input type="checkbox"/> Comments attached	
College Committee Chair	Steve Mlynarek		<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Not approved <input type="checkbox"/> Comments attached	1/19/18
College Dean/ Associate Dean	Kay Perrin		<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Not approved <input type="checkbox"/> Comments attached	1/19/18
Concurrence*	Dept: Chair:		<input type="checkbox"/> Not Applicable <input type="checkbox"/> Concurs <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 program requirements

**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](mailto: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**

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**Concentration (if applicable): NA**

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### BRIEF RESPONSES TO THE FOLLOWING:

1. Why are these changes necessary?  
To meet our new CEPH guidelines and to achieve the CAHME recommendation to have separate MHA courses.

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](mailto:cdh@usf.edu)

## HEALTH ADMINISTRATION

### Master of Health Administration (M.H.A.) Degree

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#### DEGREE INFORMATION

Priority Admission Application Deadlines:

Fall: May 1  
 Spring: June 15  
 Summer: November 15

International applicant deadlines:

<http://www.grad.usf.edu/majors>

Minimum Total Hours: 5354  
 Level: Masters  
 CIP Code: 51.0701  
 Dept Code: DEA  
 (Major/College): MHA PH  
 Approved: 1988

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#### CONTACT INFORMATION

College: Public Health

Contact Information: [www.grad.usf.edu](http://www.grad.usf.edu)

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#### MAJOR INFORMATION

The M.H.A. program prepares students for private and public sector leadership positions. In addition to the five core areas of public health, the curriculum helps students develop skills and knowledge in basic business disciplines with application to health services; a clinical and community perspective and professional skills. Students develop an understanding of organizational models and management principles applied to health settings; health care financial management and economics; quality and performance improvement; health policy and policy analysis; strategic planning and marketing; and health law and ethics.

The Master of Health Administration has the following competencies in which the graduate will be able to:

##### Management Science and Technology

- Understand and demonstrate the use of scientific operational definitions and their measurement, e.g., efficiency, effectiveness.
- Develop and use metrics to assess clinical and organizational performance.
- Comprehend the use and applications of information systems and technology in health services management, e.g., electronic medical records, decision support systems, and the use of software tools for decision making.
- Demonstrate the application of quantitative analytic techniques (e.g., descriptive and inferential statistics, regression, forecasting) and the use of software tools, such as Excel, in management decision making.
- Use process management methods and tools in performance and quality improvement, e.g., CQI, Six Sigma, flowcharts, Gantt charts, etc.
- Build analytical thinking acumen, e.g., the ability to understand relevant concepts and issues by delving into its pertinent components and formulating solutions.

##### Strategy and Leadership

- Understand all components of operational and strategic plans, e.g., environmental scanning, competitive analysis, strategy development.
- Apply marketing principles to management decision making.
- Lead improvement upon organizational design and culture, e.g., formal and informal decision making structures, and champion workforce diversity.
- Clarify the principles of change leadership and human resources management processes, e.g., staff development.

- Understand governance practices, e.g., board composition, relations and evaluation; committee structure; and clinical review, fiduciary, and ethical responsibilities.
- Understand the values, training and focus of physicians, the role of the medical staff in health care organizations, and managing physician-administrator relations.

#### Public Policies and Community Orientation

- Explain the organization and financing of the U.S. healthcare system.
- Assess community needs and values and the role of external relations, e.g., demographic/population contexts for business development.
- Comprehend and explain the legal and regulatory environment for health services.
- Comprehend the policy process and analyze public policy context and choices.
- Analyze the associations between provider cultural competencies and diversity and patient health disparities.

#### Economics and Financial Management

- Comprehend budgets, e.g., sources of revenue and expense, use of standards in budget development.
- Explain the principles and applications of cost accounting, e.g., the costing process, measurement, and control.
- Understand financial statements, e.g., net income and cash flow statements, ratio analysis, pro forma statements.
- Execute financial mathematics, e.g., time value of money calculations, capital budgeting, return on investment, risk analyses, payback.
- Understand differential reimbursement methodologies used by payers (e.g., Medicare, Medicaid, self-pay, commercial, managed care) and the major principles of health insurance.
- Perform differential reimbursement calculations by payers (e.g., Medicare/Medicaid, self-pay, managed care) and describe the major principles of health insurance.
- Explain economic evaluation, e.g., cost benefit/cost effectiveness analysis.

#### Professionalism and Communication Skills

- Demonstrate public health values and reinforce ethical decision making.
- Integrate and demonstrate effective written communication.
- Integrate and demonstrate effective oral communications with other individuals and in groups.
- Demonstrate professionalism, e.g., abilities to effectively work with others, to engage in relationship building, to be accountable, to act with integrity

#### Accreditation:

The College is fully accredited by the Council on Education in Public Health. Accredited by the Commission on Accreditation of Healthcare Management Education (CAHME).

#### Major Research Areas:

Health services management, Healthcare financial management, Health economics, Quantitative methods in health services, Health insurance, Health law, Quality management, Performance improvement, Community health assessment, Organizational theory and behavior applied to health settings, Health information management, Health policy, and Strategic planning and marketing.

## ADMISSION INFORMATION

Must meet University requirements (see Graduate Admissions) as well as requirements for admission to the major, listed below. Meeting these criteria per se shall not be the only basis for admission.

- Public health course prerequisites:

- Suggested/preferred undergraduate majors: Life sciences, social sciences, business, or health professions.

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- Prerequisite undergraduate courses: Microeconomics or equivalent (prerequisite must be completed prior to enrolling in PHC 6430 Health Economics I) and Accounting (prerequisite must be completed prior to enrolling in PHC 6160 Health Care Financial Management)

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• Work experience: Preferred, but not required.

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• Minimum undergrad GPA: 3.00 upper division (may be waived if GRE exceeds minimum subscores).

•

• Verbal GRE 50<sup>th</sup> percentile

• Quantitative GRE 50<sup>th</sup> percentile

• In lieu of the GRE, applicants may submit a minimum GMAT score of 500 for the MHA.

• Applicants admitted to the M.H.A. or an M.P.H. who have a score on the GRE Verbal of Analytical Writing test which is below the 40<sup>th</sup> percentile may be required to take REA 2105—Critical Reading and Writing—or an equivalent English composition course, during the first semester of enrollment, and pass with a grade of “B” or better in the class.

•

Quantitative GRE 50<sup>th</sup> percentile

• In lieu of the GRE, applicants may submit a minimum GMAT score of 500 for the MHA.

• Applicants admitted to the M.H.A. or an M.P.H. who have a score on the GRE Verbal of Analytical Writing test which is below the 40<sup>th</sup> percentile may be required to take REA 2105—Critical Reading and Writing—or an equivalent English composition course, during the first semester of enrollment, and pass with a grade of “B” or better in the class.

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**CURRICULUM REQUIREMENTS**

Total minimum credit hours: 53-54 hrs

**CORE REQUIREMENTS**

PHC 6588	History and Systems of Public Health	1
PHC 6756	Population Assessment: Part I	5
PHC 6757	Population Assessment: Part II	3
<b>Management and Policy</b>		<b>21</b>
PHC 6148	Strategic Planning and Healthcare Marketing	3
PHC 6147	Managing Quality in Health Care	3
PHC 6151	Health Policy and Politics	3
PHC 6180	Health Services Management	3
PHC 6181	Organizational Behavior in Health Services	3
PHC 6420	Health Care Law, Regulation and Ethics	3
PHC 6435	Comparative Health Insurance Systems	3
<b>Finance, Economics and Decision Making Skills</b>		<b>17-18</b>
PHC 6160	Health Care Financial Management	3
<del>QMB 6305</del>	<del>Managerial Decision Analysis</del>	<del>2</del>
PHC 6760	Research Methods in Public Health Programs	3
PHC 6161	Health Finance Applications	3
PHC 6191	Quantitative Analysis in Health Services	3
PHC 6196	Information Systems in Health Care Management	3
PHC 6430	Health Economics I	3

**Culminating Requirements** 6-7

PHC 6945 Supervised Field Experience 1-2

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- Students with little or no professional experience: 2 hours minimum;
- Students with substantial work experience can negotiate a reduced number of hours with their advisor (e.g., 1 hour) if the student has meaningful experience (involving decision making) in a health care or related organization

PHC 6977 Special Project: MPH	3
PHC 6941 MHA Internship	2
PHC 6943 MHA Internship Report	2
PHC 6166 Advanced Seminar in Health Care Management	2

*(Case-based capstone course that includes the final comprehensive exam)*

**COURSES**

See <http://www.usf.edu/course-inventory/>