Graduate Council Curriculum Committee
April 1, 2010
12:00 p.m., MH 395

__Agenda__

1. Welcome and call to order

2. Approval of minutes from meeting of 03/18

3. Revisions to the Engineering Management track, MS Industrial Engineering, CECS

4. Addition of an MS e-HSA track addition, COHPA

5. Curriculum revisions to the Children's Services certificate, COHPA

6. Reactivation and move of MFA F&DM Visual Language and Interactive Media track, CAH

7. Revisions to the MFA Creative Writing program, CAH

8. Revisions to the MA in TESOL, CAH

9. Changes to tracks and certificates in MS Nursing program, CON
   - MSN Nurse Educator track revisions
   - MSN Clinical Nurse Leader track revisions
   - MSN Adult Nurse Practitioner track suspension
   - MSN Family Nurse Practitioner track suspension
   - MSN Pediatric Nurse Practitioner track inactivation
   - Pediatric Nurse Practitioner certificate inactivation

10. Courses and special topics

11. Adjournment

Members of the Graduate Council Curriculum Committee:

Patricia Bishop, Ex Officio for CGS
Deborah Breiter, RCHM
Jane Gibson, COM
Amit Joshi, CBA
Naim Kapucu, COHPA
Jean Kijek, CON
Eduardo Mucciolo, COS
Joyce Nutta, COE, Chair
Max Poole, Liaison for CGS
Tison Pugh, CAH
Martin Richardson, COP
Sergio Tafur, GSA
James Turkson, COM
Art Weeks, CECS

Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs.

College/Unit(s) Submitting Proposal: CECS/Industrial Engineering and Management Systems   **Proposed Effective Term/Year:** Fall 2010

Unit(s) Housing Program: Industrial Engineering and Management Systems

Name of Program and/or track: Industrial Engineering MS - - Engineering Management Track

Brief Statement of Program Change: (for suspensions or deletions of degree programs, tracks or certificates, please attach on a separate sheet the rationale for this action, including statement of how this action impacts faculty teaching in and students enrolled in the program, track or certificate. Please note the units that have been consulted if duplication of programs or conflict of interest with other units has occurred.)

Please check one: this action affects a: ☐ Program   ■ Track   ☐ Certificate

Please check one: this action is a(n): ☐ Addition   ☐ Inactivation   ☐ Deletion   ■ Revision
☐ Temporary Suspension of Admissions: Length of Suspension _____

Temporary suspension of admissions: the program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions.

Inactivation: the program will be removed from the online application. Admissions will be suspended to new students. A notation will be entered in the catalog to indicate that the program is being deleted. If students are currently in the program, the program will remain in the graduate catalog. Once the last students have graduated, the program will be removed from the catalog.

Deletions: the program will be removed from the online application. Admissions will be suspended to new students. A notation will be entered in the catalog to indicate that the program is being deleted. If students are currently in the program, the program will remain in the graduate catalog. Once the last students have graduated, the program will be removed from the catalog and deleted in all university records.

For program, track, or certificate additions or revisions:

1. **Will students be moved from an existing program or track into this new program or track?** ☐ Yes   ■ No

   If yes, state the name of the program or track where students are currently enrolled: _____

2. **Are you changing the name of an existing program or track?** ☐ Yes   ■ No

   If yes, provide the new name of the program or track: _____

   Provide the name of the current program or track: _____

   When is the name change effective? _____
   Please Note: A name change will be effective on all diplomas on the effective date of change. This may affect students currently enrolled or those newly admitted.

3. **Are you requesting a CIP Code change?** ☐ Yes   ■ No

   If yes, old CIP _____ new CIP _____

4. **A "marked up" catalog copy MUST be included showing the changes for the existing description.**

For program, track, and certificate inactivation or deletions:

1. **Are students currently enrolled in the program?** ■ Yes   ☐ No

2. **If yes, attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if being moved to another program. The "teach out" plan should specify when courses will be offered to enable students to finish.**

RECOMMENDATIONS

☒ Yes ☐ No
Department Chair: _____ Date: 3/2/10

☑ Yes ☐ No
College Curriculum Committee Chair: _Charles H Jully_____ Date: 3/4/10

☑ Yes ☐ No
College Dean or Unit Head: _Charles H Jully_____ Date: 3/4/10

☐ Yes ☐ No
Chair, UPCC or GSC: _____ Date: _____

☐ Yes ☐ No
Dean, Undergraduate Studies or Graduate Studies: _____ Date: _____

Approval:

Provost: _____ Date: _____

Distribution: After approval is received from the Provost, distribution will be to:

☐ Department(s)   ☐ Associate Registrar   ☐ Faculty Senate
☐ College   ☐ Institutional Research   ☐ Information, Analysis & Assessment
☐ Registrar   ☐ Academic Services

March 3, 2010

To: Chuck Reilly, CECS
From: Ahmad Elshennawy, IEMS
Subj: Revision to Engineering Management MS Track

IEMS has been offering the Engineering Management (EM) track for engineering and management professionals in industry and government for about 20 years. As part of our efforts to continuously improve our programs' alignment with industry's needs, we are proposing a modification to this track so that it includes a Professional Science Masters (PSM) option for students who are seeking such a program. The PSM option will be available as an elective to non-thesis option students.

This modified track will be attractive to:
- Young technical professionals who aspire to hold leadership positions in their organizations.
- Experienced professionals who desire a program that can be completed on a part-time basis.
- Working professionals who desire flexibility in the selection of their elective courses and in their course load from semester to semester.

IEMS believes a strong need remains for EM education throughout the Central Florida region and beyond.   IEMS wishes to restructure the EM track to better meet the needs and academic goals of a larger, more diverse student population. At this time, our department is also proposing a new Professional Engineering Management (PEM) MS Track that is tailored to more experienced professionals whose schedules can accommodate a more intensive, cohort-based program.

The changes proposed herein do not require any additional resources.

The catalog description for the modified Engineering Management (EM) track is attached.

TRACK DESCRIPTION

The Engineering Management track in the Industrial Engineering MS program focuses on effective decision-making in engineering and technological organizations. The track includes a Professional Science Masters (PSM) option.

CURRICULUM

Total Credit Hours Required:

30 Credit Hours Minimum beyond the Bachelor's Degree

This program can be taken entirely through the Florida Engineering Educational Delivery System (FEEDS), which provides video-streamed versions of classes over the Internet.

The Engineering Management track in the Industrial Engineering MS program requires an undergraduate degree in Engineering or a closely related discipline and is available with thesis, non-thesis, and Professional Science Masters (PSM) options. The program requires a minimum of 30 credit hours beyond the bachelor's degree, including 12 credit hours of required courses, and 12-18 credit hours of restricted electives. All programs of study require 24 hours of core and elective coursework, exclusive of thesis hours and research. Thesis option students will take 12 credit hours of elective and 6 thesis credit hours and conduct an oral defense of their thesis. Non-thesis option students will take 18 credit hours of electives and pass a comprehensive oral examination at the end of their program of study. PSM-option students will take 15 credit hours of electives, 3 credits hours of professional internship, and pass a comprehensive oral examination at the end of their program of study.

Research studies are required in one or more courses. The research study and report will focus on reviewing and analyzing contemporary research in the profession in order to help students acquire knowledge and skills pertaining to research-based best practices. In addition, students may engage in directed independent studies, directed research or a research report during their studies.

A program of study must be developed with the graduate program director and meet with departmental approval. Required courses vary depending on the program and are supplemented by electives that may include courses offered by other departments. A student with an undergraduate degree outside of industrial engineering may be required to satisfy an articulation program.

Students on assistantships must take 9 credit hours per semester to satisfy the university's requirement for full-time status. Most students working full time take 6 credit hours per semester. At that rate, the program can be completed in 6 semesters or less. However, students with more time available and with an early start on a thesis, if applicable, can finish the program in 3 semesters.

At least one-half of the credit hours (including thesis hours) required in a master's program of study must be taken in courses at the 6000 level or higher.

Prerequisites

- Mathematics through Calculus II (MAC 2312)
- ~~Computer programming capability. C, C++, or Java recommended.~~

Required Courses—12 Credit Hours

- EIN 5108 The Environment of Technical Organizations[*] (3 credit hours)
- EIN 5140 Project Engineering (3 credit hours)
- EIN 6182 Engineering Management[*] (3 credit hours)
- ESI 5219 Engineering Statistics (3 credit hours)

Restricted Electives—9 Credit Hours

Select 3 courses from the following courses.

- EIN 5117 Management Information Systems I (3 credit hours)
- EIN 5251 Usability Engineering (3 credit hours)
- EIN 6357 Advanced Engineering Economic Analysis (3 credit hours)
- EIN 6339 Operations Engineering (3 credit hours)
- EIN 6224 Quality Management[*] (3 credit hours)
- ESI 6358 Decision Analysis (3 credit hours)
- EIN 6528 Simulation-based Life Cycle Engineering (3 credit hours)
- EIN 5356 Cost Engineering[*] (3 credit hours)
- EIN 6326 Technology Strategy[*] (3 credit hours)
- EIN 6936 Seminar in Advanced Industrial Engineering (3 credit hours)
- ESI 6551C Systems Engineering (3 credit hours)

Thesis Option—9 Credit Hours

- EIN 6971 Thesis (6 credit hours)
- Elective (3 credit hours), subject to the requirement that at least one-half of the credit hours on a student's program of study must be at the 6000 level.

Nonthesis Option—9 Credit Hours

- Electives (9 credit hours), subject to the requirement that at least one-half of the credit hours on a student's program of study must be at the 6000 level.

Professional Science Masters Option—9 Credit Hours

The PSM option ensures that students seeking a mix of professional and technical courses are able to structure their programs of study accordingly. Two of the core courses, EIN 5108 and

EIN 6182, are predominantly professional-content courses. In addition, students choosing this option must select at least one elective that is predominantly professional in content. Finally, the PSM option includes a one-semester, 3-credit-hour internship.

- EIN 6946 Internship[*] (3 credit hours)
- Electives (6 credit hours), subject to the requirement that at least on-half of the credit hours on a student's program of study must be at the 6000 level and that at least one of the elective courses must have substantial professional content (as indicated by an asterisk ([*])above).

Comprehensive Examination

Non-thesis and PSM-option students must successfully pass an oral comprehensive examination to fulfill degree requirements. Please see the program director for further details.

Equipment Fee

Full-time students in the Industrial Engineering MS program pay a $90 equipment fee each semester that they are enrolled. For part-time students, the equipment fee is $45 per semester.

INDEPENDENT LEARNING

The Independent Learning Requirement is met by successful completion of a master's thesis, EIN 6182 Engineering Management for non-thesis students, or EIN 6182 and EIN 6946 Internship for PSM-option students.

Application Requirements

For information on general UCF graduate admissions requirements that apply to all prospective students, please visit the [Admissions](#) section of the Graduate Catalog. Applicants must [apply online](#). All requested materials must be submitted by the established   deadline(s).

The College of Engineering and Computer Science encourages prospective applicants to complete a pre-application form (www.cecs.ucf.edu/preapp) before completing the online application for graduate admission.

In addition to the [general UCF graduate application requirements](#), applicants to this program must provide:

- One official transcript (in a sealed envelope) from each college/university attended.
- A bachelor's degree in Engineering or a closely related discipline.
- Official, competitive GRE score taken within the last five years.
- Two letters of recommendation.
- Résumé.
- Statement of educational, research, and professional career objectives.

Faculty members may choose to conduct face-to-face or telephone interviews before accepting an applicant into their research program.

UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF GRADUATE STUDIES

Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs.

College/Unit(s) Submitting Proposal: College of Nursing   **Proposed Effective Term/Year:** ~~Spring~~ **FALL** 2010

Unit(s) Housing Program: Graduate Department

Name of Program and/or track: Pediatric Nurse Practitioner Certificate

Brief Statement of Program Change: (for suspensions or deletions of degree programs, tracks or certificates, please attach on a separate sheet the rationale for this action, including statement of how this action impacts faculty teaching in and students enrolled in the program, track or certificate. Please note the units that have been consulted if duplication of programs or conflict of interest with other units has occurred.)

Please check one: this action affects a: ☐ Program   ☐ Track   ■ Certificate

Please check one: this action is a(n):   ☐ Addition   ■ Inactivation   ☐ Revision
☐ Temporary Suspension of Admissions: Length of Suspension _____

Temporary suspension of admissions: the program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

For program, track, or certificate additions or revisions:

1. **Will students be moved from an existing program or track into this new program or track?** ☐ Yes ☐ No

   If yes, state the name of the program or track where students are currently enrolled: _____

2. **Are you changing the name of an existing program or track?** ☐ Yes ☐ No

   If yes, provide the new name of the program or track: _____

   Provide the name of the current program or track: _____

   When is the name change effective? _____
   Please Note: A name change will be effective on all diplomas on the effective date of change. This may affect students currently enrolled or those newly admitted.

3. **Are you requesting a CIP Code change?** ☐ Yes ☐ No

   If yes, old CIP _____ new CIP _____

4. **A "marked up" catalog copy MUST be included showing the changes for the existing description.**

For program, track, and certificate inactivation:

1. **Are students currently enrolled in the program?** ■ Yes ☐ No

2. **If yes, attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if being moved to another program. The "teach out" plan should specify when courses will be offered to enable students to finish.**

3. **Please specify the intended time period of inactivation** Indefinitely _____

RECOMMENDATIONS

☒ Yes ☐ No
Department Chair: _Susan K Clem_   Date: _2/22/10_

☒ Yes ☐ No
College Curriculum Committee Chair: _Diane M Wink_   Date: _2/22/10_

☒ Yes ☐ No
College Dean or Unit Head: _Jean Kijek_   Date: _2/20/10_

☐ Yes ☐ No
Chair, UPCC or GSC: _____   Date: _____

☐ Yes ☐ No
Dean, Undergraduate Studies or Graduate Studies: _____   Date: _____

Approval:

Provost and Executive Vice President: _____   Date: _____

Distribution: After approval is received from the Provost, distribution will be to:

☐ Department(s)   ☐ Associate Registrar   ☐ Faculty Senate

☐ College   ☐ Institutional Research   ☐ Information, Analysis & Assessment

☐ Registrar   ☐ Academic Services

Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs.

College/Unit(s) Submitting Proposal: _Health and Public Affairs_   Proposed Effective Term/Year: _Fall 2010_

Unit(s) Housing Program: _School of Social Work_

Name of Program and/or track: _Children's Services Certificate_

Brief Statement of Program Change: (for suspensions or deletions of degree programs, tracks or certificates, please attach on a separate sheet the rationale for this action, including statement of how this action impacts faculty teaching in and students enrolled in the program, track or certificate. Please note the units that have been consulted if duplication of programs or conflict of interest with other units has occurred.)

Please check one: this action affects a: ☐ Program   ☐ Track   ■ Certificate

Please check one: this action is a(n): ☐ Addition   ☐ Inactivation   ■ Revision
☐ Temporary Suspension of Admissions: Length of Suspension _____

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Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

For program, track, or certificate additions or revisions:

1. **Will students be moved from an existing program or track into this new program or track?** ☐ Yes ■ No

   If yes, state the name of the program or track where students are currently enrolled: _____

2. **Are you changing the name of an existing program or track?** ☐ Yes ■ No

   If yes, provide the new name of the program or track: _____

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   When is the name change effective? _____
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3. **Are you requesting a CIP Code change?** ☐ Yes ■ No

   If yes, old CIP _____ new CIP _____

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For program, track, and certificate inactivation:

1. **Are students currently enrolled in the program?** ■ Yes ☐ No

2. **If yes, attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if being moved to another program. The " teach out" plan should specify when courses will be offered to enable students to finish.**

3. **Please specify the intended time period of inactivation** _____

RECOMMENDATIONS

☑ Yes ☐ No
Department Chair: _____ Date: _3/23/10_

☑ Yes ☐ No
College Curriculum Committee Chair: _____ Date: _3/25/10_

☑ Yes ☐ No
College Dean or Unit Head: _____ Date: _3/25/10_

☐ Yes ☐ No
Chair, UPCC or GSC: _____ Date: _____

☐ Yes ☐ No
Dean, Undergraduate Studies or Graduate Studies: _____ Date: _____

Approval:

Provost and Executive Vice President: _____ Date: _____

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☐ College　　　　　　☐ Institutional Research　　☐ Information, Analysis & Assessment
☐ Registrar　　　　　☐ Academic Services

MEMORANDUM

To: Graduate Council

From: Estelli Ramos
       M.S.W. Coordinator

Date: March 24, 2010

Subject: Program Recommendation Form

**The Program Recommendation Form does not change the content of the courses.
We have restructured courses to accommodate the full and part time plans of
study. The total credit hours of the certificate will change in 2011 when all of the
students in the original courses have completed the certificate.**

PROGRAM DESCRIPTION

The Graduate Certificate in Children's Services is designed to prepare students on how to work with children and families in the child welfare system who are facing issues of abuse or neglect. Students will learn how to assess abuse and neglect and to develop appropriate ways to work with the families and elements of the child welfare system. The certificate program includes both academic work and a specialized field internship. The program is a joint effort between the School of Social Work and Florida Department of Children and Families to improve services to children and families.

CURRICULUM

Total Credit Hours Required:

15 Credit Hours Minimum beyond the Bachelor's Degree

Required Courses—15 Credit Hours
SOW 5652 Children's Services in Social Work* (3 credit hours)
SOW 6655 Child Abuse: Treatment and Prevention* (3 credit hours)
SOW 6612 Clinical Practice with Families (3 credit hours)
Clinical Component:
SOW 6535 Clinical Field Education I (3 credit hours)
SOW 6536 Clinical Field Education II (3 credit hours)
OR
SOW 6531 – FT Clinical Field Education I (4 credit hours)
SOW 6536 – FT Clinical Field Education II (4 credit hours)
OR
SOW 6561 PT Clinical Field Education I (3 credit hours)
SOW 6562 PT Clinical Field Education II (2 credit hours)
SOW 6563 PT Clinical Field Education III (3 credit hours)

* Students who completed these courses for the undergraduate certificate in Children's Services must contact the program director to arrange for appropriate course substitutions.

Application Requirements

Admission is only open to those in the Master of Social Work program. An application to the graduate certificate program and official transcripts must be submitted. Applicants must apply online. Please submit all requested material by the established deadline(s).

Students interested in admission to this certificate program should contact the Master of Social Work (MSW) Program Director and the Field Education Coordinator to ensure a proper field placement.* Internship stipends are available to students participating in the Title IV-E child welfare training program. Interested students should contact the social work field coordinator.

* Placement is with the Department of Children and Families, community-based care organizations, or related agencies (working with protective services or child welfare). Students need to discuss their interest in the certificate with the Field Office while arranging for the MSW placement.

UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF GRADUATE STUDIES

Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs.

College/Unit(s) Submitting Proposal: College of Health and Public Affairs   Proposed Effective Term/Year: Fall 2010

Unit(s) Housing Program: Department of Health Management & Informatics

Name of Program and/or track: e-MSHSA - Master of Science in Health Sciences - e-Health Services Administration Track

Brief Statement of Program Change: (for suspensions or deletions of degree programs, tracks or certificates, please attach on a separate sheet the rationale for this action, including statement of how this action impacts faculty teaching in and students enrolled in the program, track or certificate. Please note the units that have been consulted if duplication of programs or conflict of interest with other units has occurred.)

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Please check one: this action is a(n):   ■ Addition   ☐ Inactivation   ☐ Deletion   ☐ Revision
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For program, track, or certificate additions or revisions:

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    If yes, state the name of the program or track where students are currently enrolled: _____

2. Are you changing the name of an existing program or track? ☐ Yes ■ No

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UCF College of Graduate Studies - P.O. Box 160112, Orlando FL 32816-0112

VP09 Rev. 09/21/2009

RECOMMENDATIONS

☒ Yes ☐ No
Department Chair: _____ Date: 3/5/10

☐ Yes ☐ No
College Curriculum Committee Chair: _____ Date: 3/5/10

☐ Yes ☐ No
College Dean or Unit Head: _____ Date: 3/5/10

☐ Yes ☐ No
Chair, UPCC or GSC: _____ Date: _____

☐ Yes ☐ No
Dean, Undergraduate Studies or Graduate Studies: _____ Date: _____

Approval:

Provost: _____ Date: _____

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☐ Registrar   ☐ Academic Services

Introduction

The Master of Science in Health Sciences - *e*-Health Services Administration Track, is a proposed as a 24-month, full-time, distance learning course of study leading to a Master of Science Degree in Health Services Administration. The online *e*-MSHSA Track provides the opportunity for qualified professionals to complete their degrees while working full time, because time away from work and home is minimized with six one-week on-campus sessions over a 24-month period.

The program is designed specifically for self-motivated, mature, and experienced professionals who are seeking advanced preparation in management and administrative roles that ultimately lead to upper level executive positions in complex health services organizations.

This program targets working healthcare professionals with a minimum of three years of relevant professional experience, including managers, mid-career professionals, and clinicians. Successful applicants will demonstrate diversity in their educational, work, and life experiences, as well as a capacity to pursue a rigorous course of professional graduate study and assume increasingly responsible positions in the health care industry. In addition, applicants will need to meet the academic requirements detailed in the UCF Catalog.

The three advisory boards for the current MS/HSA Program have expressed a strong interest in the creation of an online program that their employees could utilize to expand their knowledge and skill level. The three advisory boards for the MS/HSA Program (Main, Cocoa, Daytona) represent a wide range of employers, including Orlando Health, Florida Hospital, Central Florida Regional Hospital, and Health Central. In addition, several other employers, including large medical group practices and local government organizations (East Central Florida Health Council and the Orange County Health Department) in the Central Florida Healthcare community also support the creation of an online program tailored to working professionals. These organizations

would lend their expertise to support the creation of this online program. The *e*-MSHSA Program would utilize the current advisory board for the Main Campus for the *e*-MSHSA Program

The purpose of the Master of Science in Health Sciences — *e*-Health Services (MS/HSA) Administration Track is to address and satisfy the distinct needs of our diverse consumer public and prepare students to function in a wide variety of managerial and supervisory health-care environments, ranging from rural to metropolitan, integrated delivery systems to free-standing clinical organizations, and operational activities to educational pursuits. The program strives to develop informed and responsive leaders who possess a capacity for critical thinking and creative problem-solving. As such, the proposed program would focus on the following core competencies:

I. Communication

- Build collaborative relationships through interpersonal communication
- Demonstrate effective writing skills
- Demonstrate effective oral communication and presentation skills

II. Relationship Management
- Working collaboratively in teams

III. Leadership
- Learn to hold self and others accountable for organizational goal attainment
- Planning and implementing change
- Conduct self assessments).
- Demonstrate systems thinking to discern potential impacts and consequences of decisions

IV. Professionalism
- Demonstrate ethical behavior and adhere to ethical business principles
- Participate in community service
- Learn to balance professional and personal lives
- Become lifelong learners

V. Knowledge of the Healthcare Environment
- Current healthcare trends
- Understanding of clinical and nonclinical roles and practice
- Standards and Regulations.
- Populations Health and Status Assessment.

VI. Business Knowledge and Skills
- Problem-solving and decision-making.
- Time management.
- Financial management.
- Human Resources management
- Organizational Dynamics and Governance.
- Strategic Planning.
- Marketing & Services Management
- Information Management / Understanding and Using Technology Skills.
- Risk Management.
- Quality Improvement / Performance Improvement.
- Quantitative Skills.
- Planning and Managing Projects.
- Health Policy Formulation, Implementation and Evaluation.
- Legal Principles Development, Application and Assessment.
- Economic Analysis and Application to Business Decisions.

Program Differences

Dichotomous Student Populations

The creation of an *e*-MSHSA graduate program would resolve an ongoing challenge of trying to satisfy the educational needs of students with varying levels of expertise and work experience. The current traditional MS/HSA program typically has a large number of students (approximately 25%) who enter this course of study immediately upon completion of an undergraduate degree. These students often do not have meaningful experience in the healthcare industry. The candidates for admission to the *e*-MSHSA will typically have several years of experience in the healthcare industry and the program would be comprised of students who are returning to school to earn degrees that will solidify opportunities for promotion and advancement.

The needs of these two student groups are quite divergent: thus, the *e*-MSHSA option is positioned to accommodate the distinct needs of working professionals based upon their varying levels of preparation and the distinct needs of our diverse consumer public. For example, the *e*-MSHSA Program, would afford students who have years of prior health services experience an opportunity to complete the program without having to participate in an Internship placement as part of their curriculum. Hence, the streamlined curriculum for the *e*-MSHSA degree for the *e*-students would be six (6) credit hours less than that of the traditional program (please see Table 1: Curriculum Comparison). This reduction in credit hours required is in keeping with the guidelines of our accrediting agency (CAHME) and this, in their view, would not materially affect the accreditation status of our present MS*/*HSA Program.

Another obstacle confronting working professionals, who are enrolled in the current MS/HSA program, is the requirement to attend classes during a 40-50 hour work week. Attending live evening classes poses a significant hardship to these students and at times affects their ability to successfully complete the program. The *e*-MSHSA option would permit qualified individuals to fulfill their career obligations, while simultaneously providing them with an educational opportunity to advance in their respective careers.

Geographic Limitations

The traditional MS/HSA program is a viable option only for those students who live and work in Central Florida. The current program is experiencing a growing number of students (approximately 15-20%) who live and work significant distances from our campus; thus, the requirement of coming to Orlando or to the Regional Campuses is simply not feasible.

If permitted to establish an *e*-MSHSA Program, we would have the ability to quite literally accommodate students who qualify for the program from a worldwide audience of potential candidates. The program could be tailored to address the specific needs of the students enrolled in the program.

Under the current program format, we frequently have distance learning students enrolled in traditional classes and the work load of faculty members is multiplied many times just to satisfy the unique needs of the distance learning students. This significantly complicates the course delivery and makes it difficult, if not impossible; to follow the published course content and meet the individualized learning needs of our diverse student population. The creation of an fully online program would provide these students with an option and eliminate the occurrence of this problem.

Recruitment Limitations

Under the current program format, there is no available funding support to devote to expanded recruitment of potential program participants. As a result, our success has been almost solely based on word of mouth between prospective program candidates and satisfied program graduates. Yet, somehow we continue to draw growing numbers of students from outside of our Central Florida Service Area.

If we are permitted to establish an *e*-MSHSA Program, with an enhanced tuition, we would have the ability to quite literally accommodate an unlimited number of students who qualify for the program; and we would use a portion of the funds to assure that the excellence of our program is advertised to that broad audience of prospective students.

For instance, these funds would be used to market the program at national meetings of great import, including the American College of Healthcare Executives (ACHE), the Medical Group Management Association (MGMA), and the Healthcare Financial Management Association (HFMA). Additionally, we would be able to advertise the program at other large meetings where healthcare professionals gather. Professional marketing materials, including a display counter and video brochures would help to interest and potentially attract professionals from across the United States.

Justification of Differential Tuition

This program is different than traditional MS/HSA program currently offered by UCF in that it would be a degree-granting program that will rely upon Continuing Education to provide start-up funds. Below is a list of differences that merit differential tuition:

- The *e*-MSHSA Program will be offered in a relatively short time period (24 months) targeted at working healthcare professionals who would ordinarily need three to four years to complete a traditionally delivered masters degree program.
- The curriculum is shortened by 6 credits, to account for the expertise, knowledge, and experiences that these working professional bring to the program.
- All courses will be conducted online via Webcourses and via other Internet methods such as Adobe Connect
- Tailored program that address the needs of the working professional by offering the option to complete the entire program via convenient online classes, while maintaining CAHME accreditation
- Tailored program that addresses needs of the industry by keeping current with industry trends
- Instructional emphasis will be focused on critical issues that working professionals confront
- The proposed *e*-MSHSA Program can accommodate growing student demand, which cannot be accomplished via the traditional MS/HSA due to current faculty constraints.
- On campus sessions are offered on weekends (Fri-Sun), thus limiting the impact to the working professional.
- Cohort model provides students with an increased sense of community and enhanced opportunities for networking
- All students bring at least three (3) years of healthcare work experience which increases the level and quality of discussions. Additionally, this allows professors to cover advanced topics in more depth.

Thus, the new e-MSHSA Program will charge an educational enhancement fee beyond the regular graduate tuition. The program will be focused exclusively on those courses that will produce educated healthcare managers consistent with accreditation standards of the Commission for Accreditation of Health Management Education (CAHME). UCF currently offers a traditional face-to-face Master's of Science in Health Services Administration that is accredited by CAHME.

Programmatic Demand

In recent years demand for the current MS/HSA degree has skyrocketed. There are currently 142 applicants for the Fall 2009 semester and roughly one-third of these students would like to complete their degrees fully online. Of the 110 applicants already 70 have been admitted to the Program and the number of applications from qualified candidates keeps increasing. The current MS/HSA program is unable to meet the need for seats in the program due to CAHME accreditation standards. The proposed *e*-MSHSA would be able to meet the needs of these students while satisfying CAHME accreditation standards due to the requirement of a specific number of hours of on-campus sessions (120 clock hours over the course of the Degree Program).

Additionally, nationwide demand for healthcare administrators is expected to continue to grow due to the projected growth in older age groups. These groups experience much greater than average health care needs; thus, the demand for healthcare services and healthcare administrators will continue unabated for the foreseeable future.[1]

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[1] Bureau of Labor Statistics, U.S. Department of Labor, *Career Guide to Industries, 2008-09 Edition*, Health Care, on the Internet at **http://www.bls.gov/oco/cg/cgs035.htm** (visited *May 09, 2009*).

Curriculum

The *e*-MSHSA program will be primarily offered through an online, distance-learning format to offer greater access to the program. Students will be required to attend six, one-week on-campus sessions over the course of the program. The *e*-MSHSA program is built around a cohort model. Each entering class comprises a cohort and continues through the program as a cohesive unit. Students are admitted to the *e*-MSHSA track during the fall semester of each academic year.

The *e*-MSHSA Program is designed to meet the distinctive needs and preferred learning styles of the experienced health care professional. It provides for students an applied curriculum that integrates multiple domains of healthcare management and allows students to develop leadership skills and broaden their knowledge and skill base as they compete for advancement in their established careers. These domains of healthcare management emphasize leadership in career progression, as well as strategic and operational management and development of healthcare organizations. Because of the advanced skill set of the students, the instructional emphasis will be tailored to address issues that confront working healthcare professionals.

The Master of Science in Health Services Administration degree will be awarded upon completion of appropriate prerequisite course work and 45 credits of prescribed graduate study.

Plan of Study

Students must meet with their academic adviser to plan a program of study. The *e*-MSHSA track requires a minimum of 45 credit hours beyond the bachelor's degree, with 42 credit hours of required courses, and three (3) credit hours of an elective. Table 2 shows the lock-step curriculum. Students must pass a comprehensive Capstone Course upon completion of their required course of studies. Knowledge involving the use and application of personal computers will be required. All courses are three credits unless

otherwise noted and follow the regular academic calendar. With the six on-campus sessions comprised of 2.5 days (20 clock hours) per session, each student will have fulfilled a total of 120 hours of on-campus course related activities. This is in conformance with the stated requirements of the accrediting agency for HSA Degree Programs (CAHME).

Required Courses: 42 Credit Hours
HSA 5198. Health Care Decision Sciences and Knowledge Management
Emphasis on development of a general systematic approach to solving problems under uncertainty. The role of informatics and application of information technology in improving managerial decision making process will be presented.

HSA 6108. Health Care Organization and Management II
Emphasis on planning, development, marketing approaches, and problem solving using computer methods.

HSA 6119 Health Care Organization and Management
Planning, development, and marketing methods.

HSA 6128. Health Care Services Management
Conceptualization and development of customer service in health care organizations. The focus is on the links between theory and practical applications.

HSA 6155. Health Economics and Policy
Examines how the interests and interactions of patients, providers, insurers, the government, and others impact the allocation and distribution of health care.

HSA 6342. Health Care Human Resources
Graduate status. Study of health care organizations, including modern management, human performances, and leadership.

HSA 6385. Health Care Quality Management
Graduate status. Mechanisms of enhancing quality of service and care.

HSA 6925. Capstone in HSA
Graduate status. Case analysis approach to solving current health services administration problems and issues. Prepares students for comprehensive examination experience.

HSC 6911. Scientific Inquiry in the Health Profession
Graduate status or C.I. Research design and statistical evaluation in health professions.

PHC 6000. Epidemiology
Graduate status. A study of the distribution and determination of diseases and injuries in human populations.

PHC 6146. Health Planning and Policy
Review of the determinants of the revolution of the health care system in the United States; analysis of public health, preventive medicine, and therapeutic medicine in terms of quality, access, and cost; methodologies and issues in comprehensive health planning; and trends in health policy development.

PHC 6160. Health Care Finance
Graduate status. The identification of resources available to health care institutions, allocation of resources, and control of resource expenditures.

PHC 6164. Health Care Finance II
Course facilitates the development of strategic financial plans and its application to current health care management issues.

PHC 6420. Case Studies in Health Law
Health law including patient care, liability, malpractice, workmen's compensation, and legal responsibilities of health personnel.

Elective Courses—3 Credit Hours. Choose one course from the following list:

HSC 6656. Healthcare Ethics
Graduate standing or C.I. Examine and analyze central concepts and values in healthcare ethics in order to provide a foundation for sound ethical decision-making.

HSA 6112. International Health Systems
Graduate status. Survey of health care systems in developed and developing countries.

HSA 6511. Health Care Leadership
Graduate Status or C.I. Practical applications of leadership theory in health services organizations.

*Alternative graduate-level courses can be substituted at the discretion of the Graduate Program Director

Program Design

Full-time students enroll for 24-months and participate in six semesters of study and this will include six on-campus sessions. Each semester is comprised of both on- and off-campus sessions. The mix of on-campus and off-campus study is designed to minimize time away from employment and home as well as travel expenses. During the six one-week on-campus sessions, students will attend structured HSA graduate classes at the Rosen School of Hospitality at the University of Central Florida in Orlando, Florida. The Rosen Campus is perfectly positioned to host out of town student because they have state of the art facilities, including housing accommodations, classrooms, and experienced catering options which area available at reasonable rates.

A typical full-time class schedule of on- and off-campus sessions is as follows:

	Year 1	Year 2
Early August	1st on-campus session (2½ days)	4th on-campus session (2½ days); Summer session ends, 3rd semester begins
August - December	1st off-campus (online) semester begins	4th off-campus (online) semester begins
mid-December	2nd on-campus session (2½ days); 1st semester ends, 2nd off campus (online) semester begins	5th on-campus session (2½ days); 4th semester ends, 5th off-campus online semester begins
January - May	2nd off-campus (online) semester begins	5th off-campus (online) semester begins
mid-May	3rd Summer on-campus session (2½ days); 2nd semester ends, Summer session begins	6th on-campus session (2½ days); 6th semester ends - Graduation!
May - July	3rd Summer off-campus (online) semester begins	

On-Campus Study

During on-campus sessions, students attend lectures, participate in seminars, and use the University's computer facilities and library. Students will have ample opportunities to interact with fellow classmates, faculty, and visiting scholars, and practitioners. Organized class sessions are typically held during the day and are designed to facilitate effective and efficient learning. Evenings are reserved for study, group project work, informal interaction with fellow students, and social events. Each 2½ day on-campus session includes a half day session starting Friday afternoon and two full eight-hour sessions on Saturday and Sunday.

Off-Campus Study

During each off-campus semester, students continue course work at their home/work site using a carefully planned array of distance learning technologies. The Program uses the Internet and Webcourses online learning platform as the primary mode of communication during off-campus periods. This technology allows students and faculty to communicate with one another asynchronously. Thus, courses can be conveniently accessed virtually anywhere via the Internet.

Each course has its own separate website which serves as the primary channel to conduct seminars and discuss assignments and projects. These electronic classrooms are also used to distribute announcements, hold meetings, and facilitate informal communication among faculty and students. With a full-time load of three (3) courses, or nine (9) credit hours each semester, a minimum of 15 to 20 hours of work per week is necessary to complete off-campus seminars and course assignments.

Despite a heavy emphasis on online learning, only basic familiarity with the use of personal computers is necessary. Training on the Program's communications software will be conducted during the initial on-campus session.

Admission Process

Admission to the program is competitive, based on evaluation of the applicant's abilities, past academic performance, professional work/life experience, and the match of the program with career goals. The *e*-MSHSA track admits the most qualified students, particularly those with diverse educational, work, and life experiences who have demonstrated an ability to assume increasingly responsible positions in the health care industry. Therefore, it is likely that all students who apply will not be accepted due to gaps in qualifications and/or academic preparation.

All students who wish to be admitted in regular degree-seeking status or nondegree-seeking status must submit a final, official transcript from a regionally accredited U.S. institution or its equivalent from a foreign institution. Although, the *e*-MSHSA program does not require students to submit GRE scores, all students who wish to be considered for university-wide fellowships must submit an official GRE General Test score or an official GMAT score as required. The minimum university requirements for admission to regular graduate status are listed below:

- A bachelor's degree from a regionally accredited U.S. institution or its equivalent from a foreign institution and a GPA of 3.0 or more (on a 4.0 maximum) in all work attempted while registered as an undergraduate student OR while registered as an upper-division undergraduate student (normally based on the last sixty attempted semester hours); OR, a graduate degree or professional degree or equivalent from a regionally accredited U.S. institution or its equivalent from a foreign institution in a field related to the discipline of the program to which the student is applying.

In addition to the general UCF graduate admission requirements, applicants to this program must provide:

- One official transcript (in a sealed envelope) from each college/university attended.
- A statement indicating how the Health Science Masters Degree Program will enhance their career goals.
- Résumé (no longer than two pages).

- Three (3) professional letters of recommendation, including one from the applicant's immediate supervisor

For information on general UCF graduate admissions requirements that apply to all prospective students, students will be advised to visit the Admissions and Registration section of the Graduate Catalog. All applicants shall apply for admission online. All requested materials shall be submitted by the established deadline(s).

Graduates of the program typically are employed with public and private hospitals, ambulatory care organizations, long-term care institutions, health maintenance organizations, insurance companies, multi-institutional systems, and other organizations concerned with the planning, delivery, and financing of personal health services.

Faculty

The proposed e-MSHSA faculty shown in Table 3: *e*-MSHSA Faculty, includes eight (8) full-time and adjunct faculty holding primary appointments in the Department of Health Management & Informatics in the Health Services Administration Program and having primary responsibility for teaching, advising, and/or program administration, in our MSHS-HSA program. Adjunct faculty members are employed in the program to ensure that specific applied expertise available in the community is included in the curriculum to prepare practicing healthcare managers. All faculty members have in-depth academic preparation in their disciplines and extensive professional experience. Each faculty member will model the attributes of an administrative scholar with respect to practice, education, research, continuing education, service, and leadership

These eight "primary" faculty are Aaron Liberman, Ph.D., Timothy Rotarius, Ph.D., Dawn M. Oetjen, Ph.D., Donna Malvey, Ph.D., Ning Zhang, Ph.D., Reid Oetjen, Ph.D., Bernardo Ramirez, MD, and Mike Lowe, JD. Mr. Mike Lowe is an Adjunct Professor. The others are tenured Professors (Liberman, and Rotarius), tenured Associate Professors (Dawn Oetjen and Malvey), or tenure-track Assistant Professors (Zhang, Reid Oetjen, and Ramirez).

The faculty within the Department of Health Management and Information are shared and utilized amongst the four current programs (Undergraduate and Graduate Health Services Administration, Health Care Informatics, and Health Informatics and Information Management) due to the unique skill set of the faculty and the requirements of each program.

For example, an instructor with expertise in finance would not only teach the finance course in the undergraduate *e*-MSHSA track, but would also be responsible for teaching finance in the traditional graduate and undergraduate HSA programs. Additionally, if the faculty only taught in one program or track, he or she would be underutilized. Due to this reasoning, the new hire faculty member assigned to teach in the *e*-MSHSA track will have additional teaching duties in the other programs in the department.

The Health Management and Informatics Department will be hiring three (3) new hires that will start fall 2010. These faculty lines will be funded by the Regional Campuses and one (1) faculty (or its FTE equivalent) will be devoted to the *e*-MSHSA Track. The Department of Health Management and Informatics will be hiring a tenure earning faculty member for the e-MSHSA track. Specifically, HMI is seeking a candidate that has his/her Ph.D. in Health Care Economics and/or Health Care Finance or related discipline. The successful candidate will also have experience teaching in distance learning education. For the first year of the program, the new faculty member will not be teaching in the *e*-MSHSA track (Please see the HMI Faculty Master Schedule on page 26), but instead will be used in the traditional undergraduate and graduate HSA Programs.

Faculty members responsible for teaching W, or online classes, must successfully complete IDL 6543 Faculty Development course. All faculty assigned for the first full year of the *e*-MSHSA are fully web certified and have already completed IDL 6543 training. The newly hired faculty will complete ADL 5000 this summer and will also be enrolled in IDL 6543 fall 2010, their first semester they are employed.

Financial Support for Faculty in *e-MSHSA Program*

HMI has received a waiver from the Provost whereby faculty will receive dual compensation until such time as sufficient faculty lines are recruited to cover the courses to be included each semester in the *e*-MSHSA curriculum. Moreover, the Regional Campuses have guaranteed three faculty lines for the 2010-11 academic year and another three faculty lines for the 2011-12 academic year to support the *e*-MSHSA curriculum, the Healthcare Informatics Curriculum, and a new curriculum of graduate and undergraduate HSA courses to be offered at the Valencia West Campus commencing August of 2010. Please see Table 4: HMI Faculty Master Schedule at the end of this proposal for a staffing pattern of coverage for all of the courses and programs to be covered by HMI faculty.

In the first year (fall 2010 and spring 2011) of the program, three courses will require an overload to be paid to faculty in order for the program to operate. In year two (summer 2011, fall 2011, spring 2012) four overloads will be necessary. In the third year of the program only two overloads will be required and all overloads will be eliminated by year four.

Budget

The funding model for the *e*-MSHSA track utilizes an enhanced tuition model to fund the program so that it is self-supporting. Additionally, the Regional Campuses have agreed to fund the faculty salaries in return they receive 65% of the profits from the program.

The budget located on pages 30-34 of this proposal provides details of the revenues and expenses for the *e*-MSHSA track. The budget included is conservative as it is predicated on only 20 students; however, the program can accept an additional 10 students which increases profitability commensurately.

The *e*-MSHSA Program will be entirely self-sufficient and will not affect any existing program at the University of Central Florida or any other State of Florida University. Students will pay $654.19 per credit hour with a total of $35,038 for the entire degree program.   Each faculty member teaching in the program will do so in addition to their contracted teaching schedule and will be compensated accordingly.   Faculty will be compensated at a rate of $1,750 per credit hour, amounting to a total of $5,250 per 3 credit hour course via dual compensation.

This online program will work symbiotically with the current CAHME accredited MS/HSA program. As such, during the fourth and fifth years of the program, the *e*-MSHSA program would intend to employ two full-time faculty members with administrative expertise so that the use of adjunct faculty can be minimized. The traditional MS/HSA program will still be available to students at the regular tuition rate.

Table 1: **Curriculum Comparison of MSHSA and *e*-MSHSA Programs**

Prerequisite Classes	
MSHSA	***e*-MSHSA**
• HSA 3170 Health Care Finance or equivalent (3 credit hours) OR HSA 5177 Foundation of Healthcare Finance (3 credit hours) • HSA 3430 Health Care Economics or equivalent (3 credit hours) • HSA 4702 Health Sciences Research Methods or equivalent (3 credit hours)	Not applicable
Total: 9 Credits	*Total 0 Credits*

Required Courses	
MSHSA	***e*-MSHSA**
• A 5198 Health Care Decision Sciences and Knowledge Management (3 credit hours)	• A 5198 Health Care Decision Sciences and Knowledge Management (3 credit hours)
• HSHSA 6108 Health Care Organization and Management II (3 credit hours)	• HSHSA 6108 Health Care Organization and Management II (3 credit hours)
• HSA 6119 Health Care Organization and Management (3 credit hours)	• HSA 6119 Health Care Organization and Management (3 credit hours)
• HSA 6128 Health Care Services Management (3 credit hours)	• HSA 6128 Health Care Services Management (3 credit hours)
• HSA 6155 Health Economics and Policy (3 credit hours)	• HSA 6155 Health Economics and Policy (3 credit hours)
• HSA 6342 Health Care Human Resources (3 credit hours)	• HSA 6342 Health Care Human Resources (3 credit hours)
• HSA 6385 Health Care Quality Management (3 credit hours)	• HSA 6385 Health Care Quality Management (3 credit hours
• HSA 6925 Capstone in HSA (3 credit hours)	• HSA 6925 Capstone in HSA (3 credit hours)
• HSA 6946 Internship (3 credit hours)	**Course Not Required** *Rationale*: Students in the e-MSHSA program are experienced healthcare professionals and would not benefit from the internship experience.
• HSC 6636 Issues and Trends in the Health Professions (3 credit hours)	**Course Not Required** *Rationale*: Students in the e-MSHSA program are experienced healthcare professionals and already understand the current issues and trends in healthcare.
• HSC 6911 Scientific Inquiry in the Health Profession (3 credit hours)	• HSC 6911 Scientific Inquiry in the Health Profession (3 credit hours)
• PHC 6000 Epidemiology (3 credit hours)	• PHC 6000 Epidemiology (3 credit hours)
• PHC 6146 Health Planning and Policy (3 credit hours)	• PHC 6146 Health Planning and Policy (3 credit hours)
• PHC 6160 Health Care Finance (3 credit hours)	• PHC 6160 Health Care Finance (3 credit hours)
• PHC 6164 Health Care Finance II (3 credit hours)	• PHC 6164 Health Care Finance II (3 credit hours)
• PHC 6420 Case Studies in Health Law (3 credit hours)	• PHC 6420 Case Studies in Health Law (3 credit hours)
Total: 48 Credits	*Total 42 Credits*

Elective Courses*	
MSHSA	***e*-MSHSA**
• HSC 6656 Health Care Ethics (3 credit hours)	• HSC 6656 Health Care Ethics (3 credit hours)
• HSA 6112 International Health Care (3 credit hours)	• HSA 6112 International Health Care (3 credit hours)
• HSA 6511 Health Care Leadership (3 credit hours	• HSA 6511 Health Care Leadership (3 credit hours
• PUP 6607 Politics of Health Care (3 credit hours)	
• NGR 5660 Health Disparities: Issues and Strategies (3 credit hours)	
• ENC 5237 Writing for the Business Professional (3 credit hours)	
• GEY 5648 Gerontology: An Interdisciplinary Approach (3 credit hours)	
Total: 3 Credits	*Total 3 Credits*

* Or an alternative graduate-level course at the discretion of the Program Director

Table 2: *e*-MSHSA Lock-step Program

1st Fall	
• HSA 6342 Health Care Human Resources	Reid Oetjen, PhD
• PHC 6160 Health Care Finance	Timothy Rotarius, PhD
• PHC 6146 Health Planning and Policy	Donna Malvey, PhD
1st Spring	
• HSA 6128 Health Care Services Management	Donna Malvey, PhD
• *HSC 6656 Health Care Ethics (Sample Elective)	Dawn Oetjen, PhD
• PHC 6164 Health Care Finance II	Timothy Rotarius, PhD
1st Summer	
• HSA 6385 Health Care Quality Management	Reid Oetjen, PhD
• PHC 6000 Epidemiology	Bernardo Ramirez, MD
2nd Fall	
• HSA 6108 Health Care Organization and Management II	Bernardo Ramirez, PhD
• HSC 6911 Scientific Inquiry in the Health Profession	Jackie Zhang, PhD
• HSA 6119 Health Care Organization and Management	Aaron Liberman, PhD
2nd Spring	
• A 5198 Health Care Decision Sciences and Knowledge Management	Jackie Zhang, PhD
• PHC 6420 Case Studies in Health Law	Adjunct (Michael Lowe, JD)
• HSA 6155 Health Economics and Policy	***New Faculty, PhD
2nd Summer	
• HSA 6925 Capstone in HSA	Aaron Liberman, PhD

* Or an alternative graduate-level course at the discretion of the Program Director

Table 3: *e*-MSHSA Faculty

Faculty Member	Teaching Responsibilities	Primary Research Interests
Aaron Liberman, Ph.D. (Professor)	HSA 6108 HC Organization & Management II HSA 6119 HC Organization and Management HSA 6925 Capstone in HSA	▪ Risk management ▪ Health insurance issues ▪ Constructive engagement as a teaching/learning/ leadership methodology
Timothy Rotarius, Ph.D. (Professor)	PHC 6160 HC Finance PHC 6164 HC Finance II HSA 5198 HC Decision Sciences & Knowledge Management	▪ Medical group management ▪ Strategic management ▪ Stakeholder management
Dawn Oetjen, Ph.D. (Associate Professor)	HSC 6656 HC Ethics	▪ Management of health information ▪ Quality management
Donna Malvey, Ph.D. (Associate Professor)	PHC 6146 Health Planning & Policy HSA 6128 HC Services Management HSA 6511 HC Leadership	▪ Management of academic health centers ▪ Strategic management ▪ Human resources management
Ning Zhang, Ph.D. (Assistant Professor)	HSA 6155 HC Economics & Policy HSC 6911 Scientific Inquiry in the Health Profession	▪ Long-term Care quality ▪ Health Informatics
Bernardo Ramirez, M.D. Assistant Professor)	PHC 6000 Epidemiology HSA 6112 International Health Care	▪ Cultural Competency in Healthcare
Reid Oetjen, Ph.D. (Assistant Professor)	HSA 6385 HC Quality Management HSA 6342 HC Human Resources HSA 6511 HC Leadership	▪ Medical group management ▪ Long-term Care ▪ Scholarship of Teaching and Learning
Mike Lowe, JD	PHC 6420 Cases in Health Law	▪ Health Law

Table 4: **HMI Faculty Master Schedule**

Course		Fall 2010	Spring 2011	Sum 2011	Fall 2011	Spring 2012	Sum 2012	Fall 2012	Spring 2013	Sum 2013
PAF										
HSA 7930 Theory	F	Fottler – 1/3			Fottler – 1/3			Fottler – 1/3		
HSA 7xxx Hlth Econ	F		Unruh – 1/3			Unruh – 1/3			Unruh – 1/3	
HSA 7xxx Hlth Res	F									
PAF 7000	F				Fottler – 2/3					
PAF 7110	F									D.Oetjen – OL
PAF 7230	F	Liberman - OL								
PAF 7300	F								Malvey – 1/3	
PAF 7315	F		Unruh – 2/3			Unruh – 2/3			Unruh – 2/3	

Course		Fall 2010	Spring 2011	Sum 2011	Fall 2011	Spring 2012	Sum 2012	Fall 2012	Spring 2013	Sum 2013
MSHSA										
HSA 5xxx E	W			New 2 – 1/3			New 2 – 1/3			New 2 – 1/3
HSA 5xxx S	W			New 3 – 1/3			New 3 – 1/3			New 3 – 1/3
HSA 5177	M			Rotarius – 1/2			New 2 – 2/3			New 2 – 2/3
	W			Roatrius – 2/2			Rotarius – 1/2			Rotarius – 1/2
HSA 5198	M		New 1 – 1/2			New 1 – 1/2			New 1 – 1/2	
	W		Zhang – 1/1			Zhang – 1/1			Zhang – 1/1	
HSA 6105	F		Fottler - 1/2			Fottler – 1/2			Fottler -1/2	
HSA 6108	M	Liberman – 1/3			Liberman -1/3			Liberman -1/3		MW1 – 1/3
	W	Ramirez - OL		Liberman – 1/3	Ramirez – 1/2		Ramirez – 1/3	Ramirez – 1/2		
HSA 6112	W	Ramirez – 1/2			Ramirez – 2/2			Ramirez – 2/3		
HSA 6119	M		Liberman - 1/3			Liberman – 1/3			Liberman – 1/3	
	W		Ramirez – 1/3			Ramirez -1/3			Ramirez – 1/3	
HSA 6128	M		Fottler – 2/2			Fottler – 2/2			Fottler – 2/2	
	W		Malvey – 1/3			Malvey – 1/3			Malvey – 2/3	
HSA 6155	M		Unruh - 3/3			Unruh – 3/3			Unruh – 2/3	
	W		New 2 – 1/3			New 2 – 1/3			New 2 – 1/3	
HSA 6342	F	Fottler – 2/3			Fottler – 3/3			Fottler – 2/3		
	F	Fottler – 3/3			MW1 – 1/3			Fottler – 3/3		
HSA 6385	M			Malvey – 1/3			Malvey – 1/3			Malvey – 1/3
	W			Malvey – 2/3			Malvey – 2/3			Malvey – 2/3
HSA 6511	W		Malvey – 2/3			Malvey – 2/3			Malvey – 3/3	
HSA 6925	M	Liberman – 2/3	Liberman –2/3	Liberman – 2/3	Liberman – 2/3	Liberman – 2/3	Liberman – 1/3	Liberman- 2/3	Liberman – 2/3	Liberman – 1/3
HSA 6946	W	Walters – 1/2	Walters – 1/2	Walters – 1/2	Walters -1/2	Walters – 1/2	Walters – 1/2	Walters – 1/2	Walters -1/2	Walters -1/2
HSC 6636	M	New 3 – 1/4	New 3 – 1/4		New 3 – 1/4	New 3 – 1/4		New 3 – 1/4	Ramirez – 2/3	
	W	Adjunct	Ramirez – 2/3		Adjunct	Ramirez – 2/3		New 3 – 2/4	New 3 – 1/4	
HSC 6656	W			D.Oetjen – 1/2			D.Oetjen –1/2			D.Oetjen – 1/2

Course		Fall 2010	Spring 2011	Sum 2011	Fall 2011	Spring 2012	Sum 2012	Fall 2012	Spring 2013	Sum 2013
MSHSA Continued										
HSC 6911	M	Unruh – 1/2			Unruh –1/2			Unruh –1/2		
	W	Unruh – 2/2			Unruh – 2/2			Unruh – 2/2		
PHC 6000	M			Ramirez – 1/3			New 4 – 3/3			Ramirez – 1/3
	W			Ramirez – 2/3			Ramirez – 2/3			Ramirez – 2/3
PHC 6146	M	Malvey – 1/3			Malvey -1/3			Malvey – 1/3		
	W	Malvey – 2/3			Malvey – 2/3			Malvey – 2/3		
PHC 6160	M	Rotarius – 1/2			New 2 – 1/2			New 2 – 1/2		
	W	New 2 – 1/2			Rotarius – 1/2			Rotarius – 1/2		
PHC 6164	M		Rotarius – 1/2			New 2 – 2/3			New 2 – 2/3	
	W		New 2 – 2/3			Rotarius – 1/2			Rotarius – 1/2	
PHC 6420	M		Adjunct			Adjunct			Adjunct	
	W		Adjunct			Adjunct			Adjunct	

Course		Fall 2010	Spring 2011	Sum 2011	Fall 2011	Spring 2012	Sum 2012	Fall 2012	Spring 2013	Sum 2013
BSHSA										
HSA 3111	F	Pierce – 1/2	Pierce – 1/2		Pierce – 1/2	Pierce – 1/2		Pierce – 1/2	Pierce – 1/2	
	M	New 3 - 2/4	New 3 - 2/4		New 3 – 2/4	MW1 – 1/3		New 3 – 3/4	New 3 – 2/4	
	M	New 3 - 3/4	New 3 - 3/4		New 3 – 3/4	New 3 – 2/4		New 3 – 4/4	New 3 – 3/4	
	W	Ramirez – 2/2	Ramirez – 3/3	New 3 – 2/3	Adjunct	Ramirez – 3/3	MW1 – 1/3	Adjunct	Ramirez – 3/3	MW1 – 2/3
	W	Adjunct	Adjunct	Adjunct	Adjunct	Adjunct	MW1 – 2/3	Adjunct	Adjunct	New 3 – 2/3
HSA 3170	M	New 2 – 2/2	New 2 – 3/3	New 2 – 2/3	New 2 – 2/2	MW2 – 1/3	MW2 – 1/3	New 2 – 2/2	New 2 – 3/3	MW2 – 1/3
	W	Rotarius - 2/2	Rotarius - 2/2		Rotarius - 2/2	New 2 – 3/3		Rotarius - 2/2	Rotarius - 2/2	
HSA 3222	M	R.Oetjen – 1/2	R.Oetjen – 1/2	R.Oetjen – 1/2	R.Oetjen – 1/2	R.Oetjen – 1/2	R.Oetjen -1/2	R.Oetjen -1/2	R.Oetjen -1/2	R.Oetjen – 1/2
	W	Adjunct	R.Oetjen – 2/2		Adjunct	R.Oetjen – 2/2		Adjunct	R.Oetjen – 2/2	
HSA 3430	M	Zhang – 1/1	Adjunct	Zhang – 1/1	MW2 – 1/3	MW2 – 2/3	Zhang – 1/1	MW2 – 1/3	MW2 – 1/3	Zhang – 1/1
	W	Adjunct	Zhang – OL		Zhang – 1/1	MW2 – 3/3		MW2 – 2/3	Adjunct	
HSA 4109	W	Adjunct	Adjunct	Adjunct	MW2 - 2/3	Adjunct	New 2 – 3/3	Adjunct	Adjunct	MW2 – 2/3
HSA 4180	W	Walters – 2/2	Adjunct	Walters – 2/2	Walters – 2/2	MW1 – 2/3	Walters – 2/2	Walters – 2/2	MW1 – 1/3	Walters – 2/2
HSA 4184	W	C-Ward – 1/2	C-Ward – 1/2	C-Ward – 1/2	C-Ward – 1/2	C-Ward – 1/2	C-Ward – 1/2	C-Ward – 1/2	C-Ward – 1/2	C-Ward – 1/2
HSA 4191	W	Lytle – 1/4	Lytle – 1/4	New 1 – 1/2	Lytle – 1/4	Lytle – 1/4	New 1 – 1/2	Lytle – 1/4	Lytle – 1/4	New 1 – 1/3
HSA 4702	M	New 3 – 4/4	New 3 – 4/4	New 3 – 3/3	New 3 – 4/4	New 3 – 3/4	New 3 – 2/3	New 4 – 1/3	New 3 – 4/4	New 3 – 3/3
	W	Adjunct	Adjunct		New 4 – 1/3	New 3 – 4/4		New 4 – 2/3	Adjunct	
HSA 4925	W	Liberman – 3/3	Liberman –3/3	Liberman – 3/3	Liberman – 3/3	Liberman – 3/3	Liberman – 2/3	Liberman -3/3	Liberman – 3/3	Liberman – 2/3
HSA 4941	W	C-Ward – 2/2	C-Ward – 2/2	C-Ward – 2/2	C-Ward – 2/2	C-Ward – 2/2	C-Ward – 2/2	C-Ward – 2/2	C-Ward – 1/2	C-Ward – 2/2
HSC 4201	M	Douglass – 1/4	Douglass – 1/4	Douglass- 1/2	Douglass –1/4	Douglass – 1/4	Douglass - 1/2	Douglass –1/4	Douglass –1/4	Douglass- 1/2
	W	Douglass – 2/4*	Douglass-2/4*		Douglass –2/4*	Douglass-2/4*		Douglass -2/4*	Douglass-2/4*	
HSC 4500	M	Angelopol.– 1/1	Douglass - OL	Douglass – 2/2	Angelopol.– 1/1	Douglass - OL	Douglass – 2/2	Lytle – 2/4*	Lytle – 2/4*	Douglass – 2/2
	W	Lytle – 2/4*	Lytle – 2/4*		Lytle – 2/4*	Lytle – 2/4*		Angelopo–1/1	Douglass - OL	
HSC 4564	M	Pierce – 2/2	Pierce – 2/2	R.Oetjen – 2/2	Pierce – 2/2	Pierce – 2/2	MW1 – 3/3	Pierce – 2/2	Pierce – 2/2	MW1 – 2/3
	W	Adjunct	Adjunct		Adjunct	Adjunct		Adjunct	Adjunct	
HSC 4652	M	D.Oetjen – 1/2	D.Oetjen – 1/2	D.Oetjen – 2/2	D.Oetjen – 1/2	D.Oetjen – 1/2	D.Oetjen – 2/2	D.Oetjen – 1/2	D.Oetjen – 1/2	D.Oetjen – 2/2
	W	D.Oetjen – 2/2	Adjunct		D.Oetjen – 2/2	Adjunct		Adjunct	Adjunct	

	Fall 2010	Spring 2011	Sum 2011	Fall 2011	Spring 2012	Sum 2012	Fall 2012	Spring 2013	Sum 2013
HCI (All Web)									
HIM 5937	C-Ward - OL			C-Ward - OL			C-Ward - OL		
HIM 6938 Biostats	Zhang - OL			New 4 – 2/3			New 4 – 3/3		
HIM 6938 Sys Analysis		R.Oetjen - OL			R.Oetjen - OL			R.Oetjen - OL	
HIM 6938 Applications		Ramirez - OL			Ramirez - OL			Ramirez - OL	
HIM 6938 Symposium			Rotarius - OL			Rotarius – 2/2			Rotarius – 2/2
HIM 6938 Epi/Quality			D.Oetjen - OL			New 4 – 2/3			New 4 – 1/3
HIM 6938 Data Archit	New 1 – 1/2			New 1 – 1/2			New 1 – 1/2		
HIM 6938 Seminar	New 1 – 2/2			New 1 – 2/2			New 1 – 2/2		
HIM 6938 Practicum		Liberman - OL			Liberman - OL			New 1 – 2/2	
HIM 6938 Internship		New 1 – 2/2			New 4 – 1/2			New 4 – 1/2	

	Fall 2010	Spring 2011	Sum 2011	Fall 2011	Spring 2012	Sum 2012	Fall 2012	Spring 2013	Sum 2013
e-MSHSA (All Web)									
HSA 5198					New 4 – 2/2			New 4 – 2/2	
HSA 6108				MW1 – 2/3			MW1 – 1/3		
HSA 6112									
HSA 6119				Liberman - OL			MW1 – 2/3		
HSA 6128		Malvey – 3/3			Malvey -3/3			MW1 – 2/3	
HSA 6155					New 2 – 3/3			New 2 - OL	
HSA 6342	R.Oetjen – 2/2			R.Oetjen – 2/2			R.Oetjen – 2/2		
HSA 6385			R.Oetjen – OL			R.Oetjen – 2/2			R.Oetjen – 2/2
HSA 6511									
HSA 6925						Liberman – 3/3			Liberman – 3/3
HSA 6930									
HSC 6656		D.Oetjen - OL			D.Oetjen -OL			D.Oetjen -OL	
HSC 6911				Zhang – OL			Zhang – 1/1		
PHC 6000			Ramirez – 3/3			Ramirez – 3/3			New 4 – 2/3
PHC 6146	Malvey – 3/3			Malvey -3/3			Malvey – 3/3		
PHC 6160	Rotarius - OL			MW2 – 3/3			MW2 – 3/3		
PHC 6164		Rotarius – 2/2			Rotarius – 2/2			MW2 – 2/3	
PHC 6420					Adjunct			Adjunct	

	Fall 2010	Spring 2011	Sum 2011	Fall 2011	Spring 2012	Sum 2012	Fall 2012	Spring 2013	Sum 2013
VALENCIA WEST CAMPUS (All F)									
HSA 3111	Adjunct							MW1 – 3/3	
HSA 3170		Adjunct							New 2 – 3/3
HSA 3222				Adjunct					
HSA 3430	Adjunct								MW2 – 3/3
HSA 4109				Adjunct					
HSA 4180		Adjunct							
HSA 4184			Malvey – 3/3						
HSA 4191						New 1 – 2/2			
HSA 4702						New 3 – 3/3			
HSA 4925								Liberman – OL	
HSA 4941									
HSC 4201				Adjunct					
HSC 4500					Adjunct				
HSC 4564					Adjunct				
HSC 4652									
HIM 4506							Falen - OL		
HAS 5177								MW2 – 3/3	
HSA 5198			New 1 – 2/2				D.Oetjen – 2/2		
HAS 6105								Fottler - OL	
HSA 6108							MW1 – 3/3		
HSA 6112									Ramirez – 3/3
HSA 6119					MW1 – 3/3				
HSA 6128		Adjunct							
HSA 6155			New 2 – 3/3						
HSA 6342				MW1 – 3/3					
HSA 6385						Malvey – 3/3			
HSA 6511									
HSA 6925									Liberman - OL
HSA 6930									
HSC 6636	Adjunct								
HSC 6911				New 4 – 3/3					
PHC 6000						New 4 – 3/3			
PHC 6146							Adjunct		
PHC 6160	Adjunct								
PHC 6164		Adjunct							
PHC 6420					Adjunct				

	Fall 2010	Spring 2011	Sum 2011	Fall 2011	Spring 2012	Sum 2012	Fall 2012	Spring 2013	Sum 2013
PHYSICAL THEAPY (ALL WEB)									
PHC 6160		Walters – 2/2			Walters – 2/2			Walters – 2/2	
HSC 6636		D.Oetjen – 2/2			D.Oetjen – 2/2			D.Oetjen – 2/2	

New 1 (10) – New Informatics hire + PD = 3/3 – teach informatics, info syst., epi, dec sci

New 2 (10) – New Assistant Professor = 3/2 – teach finance, econ, managed care

New 3 (10) – New Instructor = 4/4 – teach issues/trends, us healthcare, res. methods, stats

New 4 (11) – New Informatics hire – 3/2 – teach informatics, stats

MW1 (11) – New Assistant Professor - 3/3 Regional Campus (MW) teach management

MW2 (11) – New Assistant Professor – 3/3 Regional Campus (MW) teach finance, econ, managed care

Ramirez – tenure 2012, change to 3/3

Program Directors – 2/2 – T.Rotarius, D.Oetjen, K.C-Ward, R.Oetjen, new Informtics PD

*** - teach 2 classes each in Health Professions

Summary Analysis

Name of Program: e-Health Services Administration track
Level of program: Masters
CIP code: 51.0706
Author:

				Additional resources needed for new program			
Estimated Expenses	Total	Current	Reallocation		New E&G	CE	Cost/fte*
Year 1	$259,642	$0	$0	0%	$0	$0	$18,463
Year 2	$551,931	$0	$0	0%	$0	$0	$16,821
Year 3	$579,922	$0	$0	0%	$0	$0	$16,496
Year 4	$578,462	$0	$0	0%	$0	$0	$16,454
Year 5	$559,629	$0	$0	0%	$0	$0	$15,918

* based upon total costs

** based upon current and new costs only, does not include C&G

FTE/Headcount

	Year 1	Year 2	Year 3	Year 4	Year 5
Headcount	20	40	40	40	40
FTE	14.06	32.81	35.16	35.16	35.16

Estimated revenue generated through student enrollment

Revenue	2010-11	2011-12	2012-13	2012-13	2013-14
490 SCH	$0	$118,922	$277,484	$297,304	$297,304
77000 Fee	$ 168,145	$392,339	$420,363	$420,363	$420,363
Tuition	$111,802	$260,870	$279,504	$278,044	$259,211
TOTAL REVENUE	$279,947	$772,131	$977,351	$995,711	$976,878

NET (REVENUE - COST)

$20,305	$220,200	$397,428	$417,249	$417,249

UNIVERSITY OF CENTRAL FLORIDA
Division of Continuing Education

BUDGET FORM - Year 1

ACCT NO						Enrollment deadline date:	

Program Name:	e-MS Health Services Administration track

Program Dates and times:	Fall 2010, Spring 2011

LOCATION	On-line

		MAX ENROLL	25	MIN ENROLL	20	EST ENROLL	25

Cancelation Policy: If program does not meet the projected student breakeven (minimun enrollment), the department/college will cancel the program or revise budget.

REFUND POLICY : Refunds subject to administrative fee of 25%. Minimum administrative fee is $25. Request must be made in writing to CE business office one week prior to class start date.

	OPENING BUDGET :			CLOSING BUDGET		REVISION	

GROSS INCOME

	(projected)		(actual)		Hours	Projected	Actual
237.56	20	resident tuition Fall 2010, Sp 2011- Group 1			18	85,522	
73.00	20	other fees (capital improvement, building, financial aid fee)			18	26,280	
467.07	20	fees - Group 1			18	168,145	
			TOTAL ALL INCOME			279,947	

EXPENSES

EXPENSES				no expense budgeted to E/G			
	Instructional Cost:						
	Faculty with benefits	Current Faculty (table on right)				62,036	
	UCF Employee	A&P Program coordinator				25,000	
	Fringe Benefits					6,500	-
	OPS Personnel	Adjuncts	$5500/course x 0 course			-	
	Faculty development					4,000	
	Assistantships: Graduate Assistant					-	
	Tuition					111,802	
	Marketing					10,000	
	Postage/Mailing Lists/Mail House					2,000	
	Food					3,000	
	Library					-	
	Computer data sets					-	
	Customized curriculum design/applications		400 x 20 students			-	
	DN Formatics Lab Usage		400 x 20 students			-	
	Tech Support					-	
	A.V. Equipment, Taping		video stream (adobe)			-	
	Licenses for data sets		7,500 x 2 sets			-	
	Credit card fees 3% Visa, MC, Discover, Amex (*estimated)					-	
	Other- Adobe Connect licenses $250 per year per faculty					1,000	
			Subtotal Expenses (subject to UCF overhead			225,338	-
UCF DIRECT ANNUAL CHARGE	8% of total expenses	* estimated	tuition exempt			9,083	-
Continuing Education Administrative Fee	15% of gross fees					25,222	
			TOTAL ALL EXPENSES			259,642	-

				NET INCOME		20,305	-
Any loss to be covered by the auxiliary account specified: 35180001				College		3,046	
Signatures for: Budget approval/ Date			**Budget closure/ Date**	Department		17,259	
DCE Budget Office:			DCE Budget Office:				
Dept.Chair			Dept.Chair				
College Dean or Designee			College Dean or Designee				
DCE Coordinator			DCE Coordinator				
DCE Director			DCE Director				

UNIVERSITY OF CENTRAL FLORIDA								
Division of Continuing Education								
BUDGET FORM - YEAR 2								
ACCT NO						Enrollment deadline date:		
Program Name:	e- MS Health Informatics							
Program Dates and times:	Su 2011, Fall 2011, Sp 2012							
LOCATION	On-line							
		MAX ENROLL	25	MIN ENROLL	20	EST ENR	25	
Cancelation Policy: If program does not meet the projected student breakeven (minimun enrollment), the department/college will cancel the program or revise budget.								
REFUND POLICY : Refunds subject to administrative fee of 25%. Minimum administrative fee is $25. Request must be made in writing to CE business office one week prior to class start date.								
	OPENING BUDGET :			CLOSING BUDGET		REVISION		
GROSS INCOME								
	(projected)		(actual)			Hours	Projected	Actual
237.56	20	resident tuition for 21 credit hours -Su 2011, Fall 2011, Spring 2012- Group 1				24	114,029	
237.56	20	resident tuition - Su 2011, Fall 2011, Spr 2012- Group 2				18	85,522	
73.00	20	additional fees (building fee, capital improvement, financial aid fee)- Group 1				24	35,040	
73.00	20	additional fees (building fee, capital improvement, financial aid fee)- Group 2				18	26,280	
467.07	20	fees - Group 1				24	224,194	
467.07	20	fees - Group 2				18	168,145	
		TOTAL ALL INCOME					653,209	
EXPENSES								
EXPENSES				no expense budgeted to E/G				
	Instructional Cost:							
	Faculty with benefits	Current Fa	all courses				119,459	
	New faculty						8,800	
	UCF Employee	A&P Program coordinator					25,000	
	Fringe Benefits						6,500	-
	OPS Personnel	Adjuncts	$5250/course x 1 courses				5,250	
	Faculty development						9,000	
	Assistantships: Graduate Assistant						15,000	
	Tuition						260,870	
	Marketing						10,000	
	Postage/Mailing Lists/Mail House						3,000	
	Food						6,000	
	Library						-	
	Computer						5,000	
	Customized curriculum design/applications	400 x 20 students					-	
	DN Formatics Lab Usage	400 x 20 students					-	
	Tech Support						-	
	A.V. Equipment, Taping	video stream (adobe)					-	
	Licenses for data sets	5000 x 2	sets				-	
	Credit card fees 3% Visa, MC, Discover, Amex (*estimated)							
	Other- Adobe Connect licenses $250 per year per faculty						2,000	
		Subtotal Expenses	(subject to UCF overhead)				475,880	-
UCF DIRECT ANNUAL CHARGE	8% of total expenses	* estimate	tuition exempt				17,201	-
Continuing Education Administrative Fee		15% of gross fees					58,851	
		TOTAL ALL EXPENSES					551,931	-
				NET INCOME			101,278	-
Any loss to be covered by the auxiliary account specified: 35180001						College	15,192	
Signatures for: Budget approval/ Date		**Budget closure/ Date**				Depart	86,086	
DCE Budget Office:		DCE Budget Office:						
Dept.Chair		Dept.Chair						
College Dean or Designee		College Dean or Designee						
DCE Coordinator		DCE Coordinator						
DCE Director		DCE Director						

UNIVERSITY OF CENTRAL FLORIDA
Division of Continuing Education

BUDGET FORM -YEAR 3

ACCT NO					Enrollment deadline date:		
Program Name:		e -MS Health Services Administration track					
Program Dates and times:		Su 2012, Fall 2012, Sp 2013					
LOCATION		On-line					
		MAX ENROLL	25	MIN ENROLL	20	EST ENROLL	25

Cancelation Policy: If program does not meet the projected student breakeven (minimun enrollment), the department/college will cancel the program or revise budget.

REFUND POLICY : Refunds subject to administrative fee of 25%. Minimum administrative fee is $25. Request must be made in writing to CE business office one week prior to class start date.

	OPENING BUDGET :		CLOSING BUDGET		REVISION	

GROSS INCOME

	(projected)		(actual)		Hours	Projected	Actual
237.56	20	resident tuition- Su 2012- Group 1			3	14,254	
237.56	20	resident tuition -Su 2012, Fall 2012, Spr 2013- Group 2			24	114,029	0.00
237.56	20	resident tuition Fall 2012, Spr 2013- Group 3			18	85,522	0.00
73.00	20	additional fees (building fee, capital improvement, financial aid fee)- Group 1			3	4,380	
73.00	20	additional fees (building fee, capital improvement, financial aid fee)- Group 2			24	35,040	
73.00	20	additional fees (building fee, capital improvement, financial aid fee)- Group 3			18	26,280	
467.07	20	fees - Group 1			3	28,024	
467.07	20	fees - Group 2			24	224,194	
467.07	20	fees - Group 3			18	168,145	0.00
		TOTAL ALL INCOME				685,613	0.00

EXPENSES

EXPENSES			no expense budgeted to E/G		
	Instructional Cost:				
	Faculty with benefits	Current Faculty		133,043	
	New faculty			8,880	
	UCF Employee	A&P Program coordinator		25,000	
	Fringe Benefits			6,500	-
	OPS Personnel	Adjuncts $5250/course x 1 courses		5,250	
	Faculty development			9,000	
	Assistantships: Graduate Assistant			15,000	
	Tuition			279,504	
	Marketing			10,000	
	Postage/Mailing Lists/Mail House			3,000	
	Food			6,000	
	Library			-	
	Computer			-	
	Customized curriculum design/applications	400 x 20 students		-	
	DN Formatics Lab Usage	400 x 20 students		-	
	Tech Support			-	
	A.V. Equipment, Taping	video stream (adobe)		-	
	Licenses for data sets	5000 x 2 sets		-	
	Credit card fees 3% Visa, MC, Discover, Amex (*estimated)				
	Other- Adobe Connect licenses $250 per year per faculty			2,000	
	Subtotal Expenses	(subject to UCF overhead)		503,177	-
UCF DIRECT ANNUAL CHARGE	8% of total expenses * estimate tuition exempt			17,894	-
Continuing Education Administrative Fee	15% of gross fees			58,851	
	TOTAL ALL EXPENSES			579,922	-

			NET INCOME	105,691	-
Any loss to be covered by the auxiliary account specified: 35180001			College	15,854	
Signatures for: Budget approval/ Date	**Budget closure/ Date**		Department	89,838	
DCE Budget Office:	DCE Budget Office:				
Dept.Chair	Dept.Chair				
College Dean or Designee	College Dean or Designee				
DCE Coordinator	DCE Coordinator				
DCE Director	DCE Director				

UNIVERSITY OF CENTRAL FLORIDA
Division of Continuing Education

BUDGET FORM - YEAR 4

ACCT NO						Enrollment deadline date:	
Program Name:		e-MS Health Informatics					
Program Dates and times:		Su 2013, Fall 2013, Sp 2014					
LOCATION		On-line					
		MAX ENROLL	20	MIN ENROLL	20	EST ENR	20

Cancelation Policy: If program does not meet the projected student breakeven (minimun enrollment), the department/college will cancel the program or revise budget.

REFUND POLICY : Refunds subject to administrative fee of 25%. Minimum administrative fee is $25. Request must be made in writing to CE business office one week prior to class start date.

	OPENING BUDGET :			CLOSING BUDGET		REVISION	
				GROSS INCOME			
	(projected)			(actual)		Hours	Projected	Actual

	(projected)			(actual)			Hours	Projected	Actual
237.56	20	resident tuition -Su 2013- Group 2					3	14,254	
237.56	20	resident tuition -Su 2013, Fall 2013, Spr 2014- Group 3					24	114,029	
237.56	20	resident tuition Fall 2013, Spr 2014- Group 4					18	85,522	
73.00	20	additional fees (building fee, capital improvement, financial aid fee)- Group 2					2	2,920	
73.00	20	additional fees (building fee, capital improvement, financial aid fee)- Group 3					24	35,040	
73.00	20	additional fees (building fee, capital improvement, financial aid fee)- Group 4					18	26,280	
467.07	20	fees - Group 2					3	28,024	
467.07	20	fees - Group 3					24	224,194	
467.07	20	fees - Group 4					18	168,145	
				TOTAL ALL INCOME				684,153	

EXPENSES

EXPENSES				no expense budgeted to E/G			
	Instructional Cost:						
	Faculty	Current Faculty				133,043	
	New faculty					8,880	
	UCF Employee	A&P Program coordinator				25,000	
	Fringe Benefits					6,500	-
	OPS Personnel	Adjuncts $5250/course x 1 courses				5,250	
	Professional Development					9,000	
	Assistantships: Graduate Assistant					15,000	
	Tuition					278,044	
	Marketing					10,000	
	Postage/Mailing Lists/Mail House					3,000	
	Food					6,000	
	Library					-	
	Computer equipment					-	
	Customized curriculum design/applications	400 x 20 students				-	
	DN Formatics Lab Usage	400 x 20 students				-	
	Tech Support					-	
	A.V. Equipment, Taping	video stream (adobe)				-	
	Licenses for data sets	5000 x 2 sets				-	
	Credit card fees 3% Visa, MC, Discover, Amex (*estimated)						
	Other- Adobe Connect licenses $250 per year per faculty					2,000	
	Subtotal Expenses	(subject to UCF overhead)				501,717	-
UCF DIRECT ANNUAL CHARGE	8% of total expenses * estimate tuition exempt					17,894	-
Continuing Education Administrative Fee	15% of gross fees					58,851	
	TOTAL ALL EXPENSES					578,462	-
				NET INCOME		105,691	-
Any loss to be covered by the auxiliary account specified: 35180001					College	15,854	
Signatures for: Budget approval/ Date		**Budget closure/ Date**			Depart	89,838	
DCE Budget Office:		DCE Budget Office:					
Dept.Chair		Dept.Chair					
College Dean or Designee		College Dean or Designee					
DCE Coordinator		DCE Coordinator					
DCE Director		DCE Director					

UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF GRADUATE STUDIES

Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs.

College/Unit(s) Submitting Proposal: Arts and Humanities

Proposed Effective Term/Year: ~~Spring~~ *Fall* 2010

Unit(s) Housing Program: Digital Media

Name of Program and/or track: MFA in Film and Digital Media Visual Language and Interactive Media Track

Brief Statement of Program Change: (for suspensions or deletions of degree programs, tracks or certificates, please attach on a separate sheet the rationale for this action, including statement of how this action impacts faculty teaching in and students enrolled in the program, track or certificate. Please note the units that have been consulted if duplication of programs or conflict of interest with other units has occurred.)

Please check one: this action affects a: ☐ Program ■ Track ☐ Certificate

Please check one: this action is a(n): ☐ Addition ☐ Inactivation ■ Revision
☐ Temporary Suspension of Admissions: Length of Suspension _____

Temporary suspension of admissions: the program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

For program, track, or certificate additions or revisions:

1. **Will students be moved from an existing program or track into this new program or track?** ☐ Yes ■ No

   If yes, state the name of the program or track where students are currently enrolled: _____

2. **Are you changing the name of an existing program or track?** ☐ Yes ■ No

   If yes, provide the new name of the program or track: _____

   Provide the name of the current program or track: _____

   When is the name change effective? _____
   Please Note: A name change will be effective on all diplomas on the effective date of change. This may affect students currently enrolled or those newly admitted.

3. **Are you requesting a CIP Code change?** ☐ Yes ■ No

   If yes, old CIP _____ new CIP _____

4. **A "marked up" catalog copy MUST be included showing the changes for the existing description.**

For program, track, and certificate inactivation:

1. **Are students currently enrolled in the program?** ☐ Yes ☐ No

2. **If yes, attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if being moved to another program. The " teach out" plan should specify when courses will be offered to enable students to finish.**

3. **Please specify the intended time period of inactivation** _____

RECOMMENDATIONS

■ Yes ☐ No   **José M. Maunez-Cuadra**   **March 3, 2010**
Department Chair: _____   Date: _____

☑ Yes ☐ No
College Curriculum Committee Chair: _____   Date: 3/17/10

☑ Yes ☐ No
College Dean or Unit Head: _____   Date: 3/17/10

☐ Yes ☐ No
Chair, UPCC or GSC: _____   Date: _____

☐ Yes ☐ No
Dean, Undergraduate Studies or Graduate Studies: _____   Date: _____

Approval:

Provost and Executive Vice President: _____   Date: _____

Distribution: After approval is received from the Provost, distribution will be to:

☐ Department(s)   ☐ Associate Registrar   ☐ Faculty Senate
☐ College   ☐ Institutional Research   ☐ Information, Analysis & Assessment
☐ Registrar   ☐ Academic Services

To: Graduate Council, Graduate Curriculum Committee

From: Lynn Hepner, Assistant Dean, College of Arts and Humanities

Date: March 10, 2010

Subject: Transfer the MFA in Film & Digital Media, Visual Language & Interactive Media track (only) to the MFA in Studio Art & the Computer

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The College of Arts and Humanities supports the attached request to 1) move the Visual Language & Interactive Media track from the MFA in Film & Digital Media to the MFA and Studio Art & the Computer and 2) reactivate the track (currently on temporary suspension) for fall 2010 admissions.
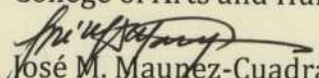
Background: Effective Academic Year 2010-2011, the Departments of Art and Digital Media will merge to form the new School of Visual Arts and Design (SVAD). The Visual Language track is part of the current MFA in Film & Digital Media degree which has been revised to the MFA in Film effective summer 2010. The Department of Film will not be part of the new school.

Rationale: The requested change will allow a streamlined transfer of Digital Media's degree offerings to the new administrative structure in place beginning fall 2010. The request is for "housekeeping" purposes only.

Thank you for your consideration.

MEMORANDUM

To: Dean Lynn M. Hepner
        College of Arts and Humanities

From: José M. Maunez-Cuadra
        Interim Chair

Date: March 3, 2010

Topic: Reactivation of the DM MFA

Attached is a Program Recommendation form where, on behalf of the Digital Media Department, I request the reactivation to accept admissions and the move of the of the MFA in Film and Digital Media Visual Language and Interactive Media Track to the Art MFA. This reactivation will allow us to continue the transition process to the new School of Visual Arts and Design.

Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs.

College/Unit(s) Submitting Proposal: College of Arts and Humanities   **Proposed Effective Term/Year:** Fall 2010

Unit(s) Housing Program: Department of English

Name of Program and/or track: Creative Writing MFA

Brief Statement of Program Change: (for suspensions or deletions of degree programs, tracks or certificates, please attach on a separate sheet the rationale for this action, including statement of how this action impacts faculty teaching in and students enrolled in the program, track or certificate. Please note the units that have been consulted if duplication of programs or conflict of interest with other units has occurred.)

Please check one: this action affects a: ☑ Program ☐ Track ☐ Certificate

Please check one: this action is a(n): ☐ Addition ☐ Inactivation ☑ Revision
☐ Temporary Suspension of Admissions: Length of Suspension _____

Temporary suspension of admissions: the program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

For program, track, or certificate additions or revisions:

1. Will students be moved from an existing program or track into this new program or track? ☐ Yes ☑ No

    If yes, state the name of the program or track where students are currently enrolled: _____

2. Are you changing the name of an existing program or track? ☐ Yes ☑ No

    If yes, provide the new name of the program or track: _____

    Provide the name of the current program or track: _____

    When is the name change effective? _____
    Please Note: A name change will be effective on all diplomas on the effective date of change. This may affect students currently enrolled or those newly admitted.

3. Are you requesting a CIP Code change? ☐ Yes ☑ No

    If yes, old CIP _____ new CIP _____

4. A "marked up" catalog copy MUST be included showing the changes for the existing description.

For program, track, and certificate inactivation:

1. Are students currently enrolled in the program? ☐ Yes ☐ No

2. If yes, attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if being moved to another program. The "teach out" plan should specify when courses will be offered to enable students to finish.

3. Please specify the intended time period of inactivation _____

RECOMMENDATIONS

☒ Yes ☐ No
Department Chair: _____ Date: 3/16/10

☒ Yes ☐ No
College Curriculum Committee Chair: _____ Date: 3/17/10

☒ Yes ☐ No
College Dean or Unit Head: _____ Date: 3/17/10

☐ Yes ☐ No
Chair, UPCC or GSC: _____ Date: _____

☐ Yes ☐ No
Dean, Undergraduate Studies or Graduate Studies: _____ Date: _____

Approval:

Provost and Executive Vice President: _____ Date: _____

Distribution: After approval is received from the Provost, distribution will be to:

☐ Department(s)   ☐ Associate Registrar   ☐ Faculty Senate
☐ College   ☐ Institutional Research   ☐ Information, Analysis & Assessment
☐ Registrar   ☐ Academic Services

Creative Writing MFA Program of Study Update, March 18, 2010
Revised Rationale Memo
Submitted by Jocelyn Bartkevicius, MFA Program Coordinator

Overview:

For the past year, the MFA faculty has been considering updating our program of study to better reflect the mission of the program, the current course offerings in the department, and needs of our graduating students. We are proposing the revision at this time for three main reasons:

1. Not only has the recent revision of the English Department's MA in Literary, Cultural, and Textual Studies Program resulted in the deletion of the four courses that once comprised our entire Unrestricted Elective category, but several of the courses central to our program are not recognized on our current Program of Study. (These courses include The Capstone Course, Gender and Fiction Writing, and Theory and Practice in Composition).

2. The MFA mission statement focuses on preparing students for both creative production and professional development, and yet only a few of the English Department courses that emphasize professional development are recognized for credit on our current program of study.

3. The graduating student exit interviews we conduct for our annual program assessment have revealed that while students think the program contributes to their development as artists, they would like to see more options available for both focused study of the art and craft of writing and entering the profession.

What we do not plan to change: the total number of credit hours required for the program as a whole, and the credit hour requirement of each aspect of the program (e.g. core, specialization, and restricted and unrestricted electives).

Rationale 1. Creative Core, Literary and Critical Foundation: Unrestricted Electives.

When the MFA Program was first instituted, the department designed a program of study that emphasized the core creative workshop classes and also a strong foundation in literary and critical studies. Our mission statement reflects this goal. Traditionally, we have offered MFA students the option to study with the scholars in our Literary, Cultural, and Textual Studies Program as well as scholars in the MFA program. Four such literary-based courses comprised our "Unrestricted Elective" category until the Literary, Cultural, and Textual studies M.A. program was revised. Thus, we need to replace the four courses with current English Department offerings that meet the same goals.

In consultation with Dr. Anna Jones, the Graduate Coordinator for the English Department (and member of Literary, Cultural, and Textual Studies faculty), we have selected the following two new courses to add in this category:

- LIT 6216 Issues in Literary Study
- LIT 6936 Studies in Literary, Cultural, and Textual Theory

These two courses vary from semester to semester, according to the scholarly interests of the faculty member teaching them, and thus offer our students a variety of critical, theoretical, and pedagogical approaches and areas of studies.

In addition, we propose the addition in this category of two courses with a literary emphasis that have long been taught by our MFA in creative writing faculty, and yet never added to the Program of Study document:

- LIT 5389 Studies in Gender and Fiction Writing

- CRW 5130 Form/Theory of CRW.

While this Form and Theory course can also be used as a Restricted Elective, we propose offering it as a possible Unrestricted Elective as well for three reasons: 1) It is offered under this title as essentially three different courses, one focused on fiction, another on nonfiction, and a third on poetry, and thus, our students can repeat it for credit as a way to add breadth and depth to their studies (each time essentially taking a completely different course); 2) Increasingly, individual students elect to balance studies in teaching and/or editing with writing and literary work, and such students exhaust the Restricted Elective category with courses such as Teaching CRW, Service Learning, and The Florida Review; and 3) We want to offer our students flexibility in designing programs of study that suit their creative, professional, and academic goals.

Rationale 2. Professional Development: Further changes in Unrestricted Electives.

In our annual MFA assessment, we describe the program's mission as providing MFA in Creative Writing graduate students with workshop and literature studies that will lead them to the production of full-length literary works of publishable length, depth, and breadth, and to prepare them for a variety of careers in the creative writing discipline, including editing, teaching, arts administration, and professional publication.

However, upon reflection, in part from reading the exit interviews conducted with each graduating MFA student, we have discovered that our Program of Study emphasizes the production of literary works, but offers only scattered opportunities for the kind of professional development described in the mission statement. We do offer professional workshop sessions from time to time (on conferences and conference papers as well as "the nuts and bolts" of the job market), but believe that we would strengthen our program by formalizing the professional development opportunities for students.

To that end, we propose to *continue* offering Teaching CRW, Service Learning, and The Florida Review as restricted electives, and to add the following two courses as unrestricted electives:

- ENC 5705, Theory and Practice in Composition
- LIT 6276, Teaching College Literature

These courses will fit especially well in the unrestricted elective category because, like the four courses listed in Rationale 1, they offer broad, yet concentrated study in theoretical and pedagogical studies. In addition, they are essential courses for students in a terminal degree program like ours who are planning for careers as faculty.

Rationale 3. Professional and Creative Development: The Capstone as Specialization.

For a number of years, the CRW 6976-Captstone: Scholarly/Publication Methods has been a course listed in the catalog, and yet neither offered for students to take, nor counted toward the program of study. The Capstone course is a synthesis of creative and professional study, emphasizing as it does delivering and publishing one's own creative, pedagogical, and theoretical work at professional conferences and professional journals. We propose adding the capstone course as an option in Specialization, to augment students' studies in the contemporary genre they have focused upon in their creative work.

PROGRAM DESCRIPTION

The Creative Writing MFA offers a workshop-intensive program in fiction, creative nonfiction, scriptwriting and poetry, emphasizing the art and craft of literary writing and concentrating on the student's written work.

Read More ▼▲

CURRICULUM

The minimum total hours required for the Creative Writing MFA is 36 credit hours, including nine required credit hours of writing workshops. Near the end of the degree program, each candidate will write a book-length creative thesis.

Total Credit Hours Required:
36 Credit Hours Minimum beyond the Bachelor's Degree

Prerequisites

A student with a baccalaureate degree in a subject other than English may be required to take graduate survey courses in British and American literature before their thesis defense. Students must also prove proficiency in a foreign language at the first-year level prior to completing the degree program.

Required Courses—15 Credit Hours

Core–9 Credit Hours

- CRW 6025 Advanced Graduate Writing Workshop. May be repeated for credit. (3 credit hours)

Note: CRW 5020 Graduate Writing Workshop may be substituted by the program director.

Specialization—6 Credit Hours

- LIT 6039 Studies in Contemporary Poetry (3 credit hours)
- LIT 6097 Studies in Contemporary Fiction (3 credit hours)
- LIT 6076 Studies in Contemporary Nonfiction (3 credit hours)
- CRW 6976 Capstone Course: Scholarship and Publication Models (3 credit hours)

Comment [UoCF1]: Specialization is adding one additional course, CRW 6976

Research Methods

Additional credits in CRW 6025 Advanced Graduate Writing Workshop are recommended, but not required.

Co-requisites

Only for those without prerequisites in American and British Literature Surveys and foreign language. (See prerequisites above.)

Elective Courses—15 Credit Hours

Restricted Electives—6 Credit Hours

- CRW 5130 Form and Theory in Creative Writing (3 credit hours). May be repeated for credit if taken in different genres.
- CRW 6806C Teaching Creative Writing (3 credit hours). Required for teaching assistants who wish to be considered for teaching Creative Writing courses in our undergraduate program.
- CRW 5938 Special Topics Seminar (3 credit hours)
- CRW 5948C Creative Writing Service Learning (3 credit hours)
- CRW 6946 Florida Review Internship (3 credit hours)

Unrestricted Electives—6 Credit Hours

- LIT 6009 Literary Genres (3 credit hours)
- LIT 6105 World Literature (3 credit hours)
- LIT 6246 Major Authors (3 credit hours)
- LIT 6365 Movements in Literature (3 credit hours)
- LIT 5389 Studies in Gender and Fiction Writing
- CRW 5130 Form and Theory of Creative Writing
- LIT 6216 Issues in Literary Study
- LIT 6936 Studies in Literary, Cultural, and Textual Theory
- ENC 5705 Theory and Practice in Composition
- LIT 6276 Teaching College Literature

> **Comment [UoCF2]:** English is deleting the current "unrestricted electives"

> **Comment [UoCF3]:** English will add six courses to replace the deleted courses in "unrestricted electives"

Additional Electives—3 Credit Hours

Thesis—6 Credit Hours

- CRW 6971 Thesis (3 credit hours)

The candidate will complete a book-length manuscript of publishable quality, written and revised in CRW 6971 Thesis, that meets both departmental and university requirements for the thesis. There is no nonthesis option in Creative Writing.

Practicum and Internship

Practicum or internship is not currently a requirement, but encouraged. These courses fulfill the 6-hour requirement in restricted electives, and are also listed in that category.

- CRW 5948C Service Learning in Creative Writing (3 credit hours)
- CRW 6946 Florida Review Internship (3 credit hours)

INDEPENDENT LEARNING

The requirement of producing a book-length manuscript to satisfy the thesis requirement is the independent learning experience.

Application Requirements

For information on general UCF graduate admissions requirements that apply to all prospective students, please visit the Admissions section of the Graduate Catalog. Applicants must apply online. All requested materials must be submitted by the established   deadline(s).

In addition to the general UCF graduate application requirements, applicants to this program must provide:

- One official transcript (in a sealed envelope) from each college/university attended.
- Official, competitive GRE score taken within the last five years.
- Three letters of recommendation.
- Statement of background and goals. If you were not an English major, we recommend you include a list (5-7 titles) of recently read contemporary books in the genre in which you are applying.
- Résumé.
- A portfolio of fiction, poetry, or creative nonfiction. The portfolio must be in English and in the applicant's primary genre (15 pages of poetry, 30 pages of fiction, or 30 pages of creative nonfiction). This manuscript is the most important element of a candidate's application. It will be evaluated by a committee of Creative Writing faculty to assess the candidate's readiness for graduate study. The committee's decision is based upon its qualitative assessment for the manuscript's competence in standard English and originality, and the author's demonstrated potential to succeed as a creative writer.
- One year of a foreign language at the university level (may be taken while in graduate residence).

Meeting minimum UCF admission criteria does not guarantee program admission. Final admission is based on evaluation of the applicant's abilities, past performance, recommendations, match of this program and faculty expertise to the applicant's career/academic goals, and the applicant's potential for completing the degree.

Application Deadlines

All application materials must be submitted by the appropriate deadline listed below.

Creative Writing MFA	Fall Priority	Fall	Spring	Summer
Domestic Applicants	Jan 15	Jan 15	-	-

International Applicants	Jan 15	Jan 15	-	-
International Transfer Applicants	Jan 15	Jan 15	-	-

FINANCIALS

Graduate students may receive financial assistance through fellowships, assistantships, tuition support, or loans. For more information, see Student Finances, which describes the types of financial assistance available at UCF and provides general guidance in planning your graduate finances. The Financial Information section of the Graduate Catalog is another key resource.

Fellowships

Fellowships are awarded based on academic merit to highly qualified students. They are paid to students through the Office of Student Financial Assistance, based on instructions provided by the College of Graduate Studies. Fellowships are given to support a student's graduate study and do not have a work obligation. For more information, see Fellowships, which includes descriptions of UCF fellowships and what you should do to be considered for a fellowship.

UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF GRADUATE STUDIES

Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs.

College/Unit(s) Submitting Proposal: _____ **Proposed Effective Term/Year:** _____

Unit(s) Housing Program: _____

Name of Program and/or track: _____

Brief Statement of Program Change: (for suspensions or deletions of degree programs, tracks or certificates, please attach on a separate sheet the rationale for this action, including statement of how this action impacts faculty teaching in and students enrolled in the program, track or certificate. Please note the units that have been consulted if duplication of programs or conflict of interest with other units has occurred.)

Please check one: this action affects a: ☐ Program   ☐ Track   ☐ Certificate

Please check one: this action is a(n): ☐ Addition   ☐ Inactivation   ☐ Deletion   ☐ Revision
☐ Temporary Suspension of Admissions: Length of Suspension _____

Temporary suspension of admissions: the program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions.

Inactivation: the program will be removed from the online application. Admissions will be suspended to new students. A notation will be entered in the catalog to indicate that the program is being deleted. If students are currently in the program, the program will remain in the graduate catalog. Once the last students have graduated, the program will be removed from the catalog.

Deletions: the program will be removed from the online application. Admissions will be suspended to new students. A notation will be entered in the catalog to indicate that the program is being deleted. If students are currently in the program, the program will remain in the graduate catalog. Once the last students have graduated, the program will be removed from the catalog and deleted in all university records.

For program, track, or certificate additions or revisions:

1. **Will students be moved from an existing program or track into this new program or track?** ☐ Yes ☐ No

   If yes, state the name of the program or track where students are currently enrolled: _____

2. **Are you changing the name of an existing program or track?** ☐ Yes ☐ No

   If yes, provide the new name of the program or track: _____

   Provide the name of the current program or track: _____

   When is the name change effective? _____
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3. **Are you requesting a CIP Code change?** ☐ Yes ☐ No

   If yes, old CIP _____   new CIP _____

4. **A "marked up" catalog copy MUST be included showing the changes for the existing description.**

For program, track, and certificate inactivation or deletions:

1. **Are students currently enrolled in the program?** ☐ Yes ☐ No

2. **If yes, attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if being moved to another program. The " teach out" plan should specify when courses will be offered to enable students to finish.**

RECOMMENDATIONS

☐ Yes ☐ No

Department Chair: _____ **Date:** _____

☐ Yes ☐ No

College Curriculum Committee Chair: _____ **Date:** _____

☐ Yes ☐ No

College Dean or Unit Head: _____ **Date:** _____

☐ Yes ☐ No

Chair, UPCC or GSC: _____ **Date:** _____

☐ Yes ☐ No

Dean, Undergraduate Studies or Graduate Studies: _____ **Date:** _____

Approval:

Provost and Executive Vice President: _____ **Date:** _____

Distribution: After approval is received from the Provost, distribution will be to:

☐ Department(s)   ☐ Associate Registrar   ☐ Faculty Senate

☐ College   ☐ Institutional Research   ☐ Information, Analysis & Assessment

☐ Registrar   ☐ Academic Services

University of
**Central
Florida**

February 2, 2010

TO: Graduate Studies Curriculum Committee

FROM: Kerry Purmensky, Graduate Coordinator
        MATESOL Program

RE: Program Revisions beginning **Fall 2010**

Rationale for the changes

We are currently updating our program to delete and add electives to keep our program up-to-date and pedagogically sound. These changes will not affect the ability of any student to graduate in a timely manner, will not change the Credit Hour requirements, will not alter the Core Courses in the program, and will not affect students in the ESOL Endorsement or TEFL Certificate programs. It will only affect the MATESOL graduate program, and our course offerings are sufficient to meet their needs with these changes.

Change #1 – Course Deletions with Rationale

Core Course alternatives

~~EDF 6886 Multicultural Education (3 credit hours).~~ **Rationale: This course is already listed as an Elective and should not also be listed as a Core Alternative**

~~EDF 6481 Fundamentals of Graduate Research in Education (3 credit hours~~). **Rationale: We now offer a TSL6640 Research in Second Language. It is focused on Second Language Research which students need to take our Comprehensive Exam and for future studies in TESOL**

Electives

Rationale: After extensive review by our faculty, we have determined that these elective course no longer meet the pedagogical and professional needs of our students in the MATESOL program. We also now offer alternatives to these courses within our TSL program. Because only a few of our students take these electives, it will not significantly affect any program. Further, many of these courses were filled with the majors in that particular area, and our students could not take them because they were full.

Multicultural Education and Pedagogy

   ~~EDF 6155 Lifespan Human Development and Learning (3 credit hours)~~

~~EDF 6216 Motivation in Learning and Performance (3 credit hours)~~

~~FLE 5875 Computer Application in Teaching Foreign Languages (3 credit hours)~~

~~SPN 5502 Hispanic Culture of the United States (3 credit hours)~~

~~RED 5147 Developmental Reading (3 credit hours)~~

Research

EDF 6401 Statistics for Educational Data (3 credit hours)

~~EDF 6481 Fundamentals of Graduate Research in Education (3 credit hours)~~

~~EDF 6486 Research Design in Education (3 credit hours)~~

~~TSL 6640 Research in Second Language (3 credit hours)~~

Change #2 Course Additions with Rationale

Electives

Multicultural Education and Pedagogy

ADD: EDH6305 Teaching and Learning in the Community College. **Rationale: After review of the syllabus and discussion with the instructor, this course is an important addition to our program elective offerings. Approximately 30% of our students go on to teach ESOL in the community college setting, and this course will help prepare them for that career path.**

CATALOG COPY MATESOL PROGRAM 2008-2009

Degree : MA

College : Arts and Humanities

Department : Modern Languages and Literatures   Option : Thesis, Nonthesis

Program Websites : http://mll.cah.ucf.edu/

PROGRAM DESCRIPTION

The Master of Arts in Teaching English to Speakers of Other Languages (TESOL) provides students a strong foundation in language acquisition, use, and pedagogy.

Read More ▼▲

CURRICULUM

The Teaching English to Speakers of Other Languages MA program requires a minimum of 30 credit hours beyond the bachelor's degree. Students may elect to follow the thesis (30 semester hours) or nonthesis (36 semester hours) plan of study. The thesis plan of study consists of 30 credit hours: 24 credit hours of core courses, 3 credit hours of electives, and 3 credit hours of TSL 6971 Thesis. The nonthesis plan of study requires 36 semester hours: 24 semester hours of core courses and 12 semester hours of electives. All students must take a written final comprehensive examination covering the core TSL courses.

Total Credit Hours Required:

30-36 Credit Hours Minimum beyond the Bachelor's Degree

The thesis option is appropriate for those students wishing to research current issues in the discipline or eventually pursue a doctoral program in TESOL or related language field. By the end of the second semester, students wishing to pursue the thesis option should speak with the program director to seek approval and a recommendation for a thesis committee chairperson. Most students complete the nonthesis course of study so that they can focus more on course work related to specific aspects of TESOL, pedagogy, or education.

All courses require a final research project that allows students to propose, plan, research, develop, write, and present their research study. One research course, either TSL 6640 Research in Second Language or EDF 6481 Fundamentals of Graduate Research in Education, is required and should be taken in the first semester of study. A final cumulative course, TSL 6540 Issues in Second Language Acquisition, is required.

All students must take a comprehensive written examination covering the core TSL courses. This examination is normally taken in the last semester of graduate work and will be reviewed by members of the TESOL Graduate Committee. A student may take the comprehensive examination only twice, and a second examination will not be given in the same semester in which the first attempt occurred.

Required Courses—24 Credit Hours

Core

Eight required core courses provide a strong foundation in the content of the discipline.

- TSL 5525 ESOL Cultural Diversity or ~~EDF 6886 Multicultural Education (3 credit hours)~~
- TSL 6142 Critical Approaches to ESOL (3 credit hours)
- TSL 6250 Applied Linguistics in ESOL (3 credit hours)
- TSL 6350 Grammar for ESOL Teachers (3 credit hours)
- TSL 6440 Problems in Evaluation in ESOL (3 credit hours)
- TSL 6642 Issues in Second Language Acquisition (3 credit hours)
- TSL 6640 Research in Second Language or ~~EDF 6481 Fundamentals of Graduate Research in Education (3 credit hours)~~
- TSL 5345 Methods of ESOL Teaching or TSL 6940 ESOL Practicum (3 credit hours)

Elective Courses

Electives provide for three distinct areas of interest: linguistics, multicultural education, and research. Students may opt to take their elective credit in one of these areas depending on their interests. A strong research base is available for students pursuing the thesis option and advanced graduate degrees. Nonthesis students must take 12 credit hours of electives. Thesis students must take 3 credit hours of electives.

TESOL

- TSL 5143 ESOL Strategies (3 credit hours) **(changed to TSL5325)**
- TSL 5380 Computers and Technology for ESOL (3 credit hours)
- TSL 5376 Reading and Writing in a Second Language (3 credit hours)
- TSL 5940 Issues in TEFL (3 credit hours)
- TSL 6252 Sociolinguistics for ESOL (3 credit hours)

Linguistics

- LIN 5137 Linguistics (3 credit hours)
- LIN 6932 Problems in Linguistics (3 credit hours)

Multicultural Education and Pedagogy

- ~~EDF 6155 Lifespan Human Development and Learning (3 credit hours)~~
- ~~EDF 6216 Motivation in Learning and Performance (3 credit hours)~~
- EDF 6886 Multicultural Education (3 credit hours)
- ~~FLE 5875 Computer Application in Teaching Foreign Languages (3 credit hours)~~
- ~~SPN 5502 Hispanic Culture of the United States (3 credit hours)~~
- TSL 6940 ESOL Practicum (3 credit hours)
- ~~RED 5147 Developmental Reading (3 credit hours)~~
- SPA 6474 Assessment of Culturally and Linguistically Populations (3 credit hours)

    ADD: **EDH6305 Teaching and Learning in the Community College** (3 credit hours)

Research

- ~~EDF 6401 Statistics for Educational Data (3 credit hours)~~
- ~~EDF 6481 Fundamentals of Graduate Research in Education (3 credit hours)~~
- ~~EDF 6486 Research Design in Education (3 credit hours)~~
- ~~TSL 6640 Research in Second Language (3 credit hours)~~

Thesis—3 Credit Hours

- TSL 6971 Thesis (3 credit hours)

INDEPENDENT LEARNING

All students in the program are required to take TSL 6640 Research in Second Language and TSL 6642 Issues in Second Language Acquisition. Both classes have as a final project a research paper that organizes and summarizes knowledge in a chosen area of study. All classes in the program require a research paper/project allowing students to engage in independent learning.

Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs.

College/Unit(s) Submitting Proposal: College of Nursing   Proposed Effective Term/Year: Fall 2010

Unit(s) Housing Program: Graduate Department

Name of Program and/or track: MSN Nurse Educator

Brief Statement of Program Change: (for suspensions or deletions of degree programs, tracks or certificates, please attach on a separate sheet the rationale for this action, including statement of how this action impacts faculty teaching in and students enrolled in the program, track or certificate. Please note the units that have been consulted if duplication of programs or conflict of interest with other units has occurred.)

Please check one: this action affects a: ☐ Program   ■ Track   ☐ Certificate

Please check one: this action is a(n):   ☐ Addition   ☐ Inactivation   ■ Revision
☐ Temporary Suspension of Admissions: Length of Suspension _____

Temporary suspension of admissions: the program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

For program, track, or certificate additions or revisions:

1. Will students be moved from an existing program or track into this new program or track?   ☐ Yes   ■ No

    If yes, state the name of the program or track where students are currently enrolled: _____

2. Are you changing the name of an existing program or track?   ☐ Yes   ■ No

    If yes, provide the new name of the program or track: _____

    Provide the name of the current program or track: _____

    When is the name change effective? _____
    Please Note: A name change will be effective on all diplomas on the effective date of change. This may affect students currently enrolled or those newly admitted.

3. Are you requesting a CIP Code change?   ☐ Yes   ■ No

    If yes, old CIP _____ . new CIP _____

4. A "marked up" catalog copy MUST be included showing the changes for the existing description.

For program, track, and certificate inactivation:

1. Are students currently enrolled in the program?   ☐ Yes   ☐ No

2. If yes, attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if being moved to another program. The "teach out" plan should specify when courses will be offered to enable students to finish.

3. Please specify the intended time period of inactivation _____

RECOMMENDATIONS

☒ Yes ☐ No
Department Chair: _Susan Kleen_   Date: _3/5-/10_

☒ Yes ☐ No
College Curriculum Committee Chair: _Diane M Wink_   Date: _3/5/10_

☒ Yes ☐ No
College Dean or Unit Head: _Jean Sheumer_   Date: _3/5/10_

☐ Yes ☐ No
Chair, UPCC or GSC: _____   Date: _____

☐ Yes ☐ No
Dean, Undergraduate Studies or Graduate Studies: _____   Date: _____

Approval:

Provost and Executive Vice President: _____   Date: _____

Distribution: After approval is received from the Provost, distribution will be to:

☐ Department(s)   ☐ Associate Registrar   ☐ Faculty Senate
☐ College   ☐ Institutional Research   ☐ Information, Analysis & Assessment
☐ Registrar   ☐ Academic Services

MEMORANDUM

To: Graduate Curriculum Committee

From: Susan K. Chase, Associate Dean for Graduate Programs *SKC*

Date: March 12, 2010

Re: Changes to MSN Nurse Educator Track

Based on requirements of the accrediting body for nursing programs, the Commission on Collegiate Nursing Education (CCNE), on a national survey of nurse educator curricula, and on program evaluation data from our own program, we are requesting the following changes to the Nurse Educator Track

- Add a course in Evaluation for Nursing Education
- Add one additional credit to the Nurse Educator Internship to allow for Web-based processing and discussion of practicum experiences.
- Add courses in Advanced Nursing Specialty content. These will be one 3-credit content course and one 1-credit practicum course
- Add Legal and Professional Behaviors Course
- Make Clinical Teaching course required (had been an elective)
- Drop Advanced Pharmacology Course as a requirement
- Drop Health Promotion Course
- Drop a requirement for an elective

These changes will result in total track requirements of 41 credits, up from 36.

The comparison of courses and credits for the old and the proposed required courses is represented in the attached table

Rationales for each of the changes are attached.

Current Curriculum	Proposed Curriculum
Nursing Core	**Nursing Core**
NGR 5800 Theory for APN (3)	NGR 5800 Theory for APN (3)
NGR 6801 Research Methods for APN (3)	NGR 6801 Research Methods for APN (3)
NGR 6813 Evidence Based Practice (3)	NGR 6813 Evidence Based Practice (3)
NGR 5141 Pathophysiological Basis for APN (3)	NGR 5141 Pathophysiological Basis for APN (3)
NGR 5003 Adv Health Assessment and Diagnostic Reasoning (2)	NGR 5003 Adv Health Assessment and Diagnostic Reasoning (2)
NGR 5003L Adv Health Assessment Clinical (1)	NGR 5003L Adv Health Assessment Clinical (1)
NGR 5638 Health Promotion (3)	NGR XXXX Legal and Professional Behaviors (3)
NGR 6192 Pharmacology for APN (3)	
Total core 21 credits	**Total core 18 credits**
Nurse Educator	**Nurse Educator**
NGR 6713 Curriculum Development in Nurs. Ed. (3)	NGR 6713 Curriculum Development in Nurs. Ed. (3)
NGR 6791 Teaching Strategies for Nurs. Ed. (3)	NGR 6791 Teaching Strategies for Nurs. Ed. (3)
NGR 6715 Instructional Tech. Resources for Health Prof Ed. (3)	NGR 6715 Instructional Tech. Resources for Health Prof Ed. (3)
NGR 6946 Nursing Education Internship **(3)** (300 hours)	NGR 6946 Nursing Education Internship **(4)** (300 hours)
Elective (3) (NGR 6714 Clinical Teaching Strategies is elective most often taken)	NGR 6714 Clinical Teaching Strategies (3)
	NGR XXXX Evaluation for Nursing Education (3)
	NGR XXXX Advanced Nursing Specialty (Family, Adult or Community) for Nurse Educators (3)
	NGRL XXXX Advanced Nursing Specialty Practicum (Family, Adult or Community) for Nurse Educators (1)
Total Nurse Educator credits 15	**Total Nurse Educator credits 23**
Total Track Credits 36	**Total Track Credits 41**

Proposed Change	Rationale
	Core Content
Drop Pharmacology as core course	While pharmacologic information is seen as important for the nurse educator, this course is necessarily focused strongly on the needs of the NP student in terms of prescriptive authority and pharmacological primary care interventions. The proposed advanced specialty course will integrate pharmacology concepts with the specialty content.
Drop Health Promotion as core course	Again, health promotion is an important concept for nursing education. However we believe that the proposed advanced specialty course will effectively integrate health promotion concepts with the specialty content.
Add Legal and Professional Behaviors Course	These concepts have been sorely needed in the nurse educator track since its inception. This new course has been designed (and will specifically focus broadly on ALL specialties not just NP) perspectives of Advanced practice roles, ethical dimensions, Fiscal issues, Caring for Diverse populations, Political activism, professional contracts, professional liability.
	Nurse Educator Content
Add Evaluation for Nursing Education (3) credits	Currently a small amount of this content is included in curriculum development in terms of program evaluation and some testing and measurement is included in teaching strategies, but neither course has enough room or time to really give this important area enough focus. This separate course will do that, and will strengthen the other two courses by allowing more depth of discussion in other important now uncovered areas.
Add Advanced Nursing Specialty Courses 4 cr. (3 lecture/1practicum)	When students graduate from our Nurse Educator program currently the last time they had any theory in their area of specialty was in their basic nursing program. For many of these students that may have been at the Associate degree level and it may have been 15-20 years earlier. This theory course will discuss advance nursing issues in the areas of adult, family, or community health. Three separate courses are proposed. In the practicum courses, students will spend 45 clinical hours working with an expert nurse in their area of specialty (Adult, Family, Community) who is practicing in acute care or community. Three separate courses are proposed. Students in CNL track will also use these courses.
Add 1 credit to Nurse Educator Internship	Currently the nurse educator internship has no theory components in the web discussion. This will allow the course to focus on faculty role development specific issues in a more in-depth manner. It will also allow us to break the internship into two semesters if students desire to take the course in two two-credit terms. This is a frequent request from students who work full time and find the 300 hours to be difficult, this will allow them more flexibility it they choose to split it in that manner.
NGR 6714 Clinical teaching move from elective to required	This is really just formalizing what is currently occurring in the Nurse Educator track, and will allow the Teaching Strategies course to NOT focus on clinical teaching. Currently we need to have a module on this, because we are not sure all students will take this elective. However about 95% of the students have historically taken this course, so this would allow us to then make that area of Teaching Strategies not needed.

Requirements for Nurse Educator Track—41 Credit Hours

Required Nursing Courses—18 Credit Hours

- NGR 5800 Theory for Advanced Practice Nursing (3 credit hours)
- NGR 6801 Research Methodology for Advanced Practice Nursing(3 credit hours)
- NGR 6813 Evidence Based Nursing Practice (Scholarly Project) (3 credit hours)
- NGR 5003 Advanced Health Assessment and Diagnostic Reasoning (2 credit hours)
- NGR 5003L Advanced Health Assessment and Diagnostic Reasoning Lab (1 credit hour)
- NGR 5141 Pathophysiological Bases for ANP (3 credit hours)
-
-
- NGR XXXX Legal and Professional Behaviors (3 credit hours)

Required Education Courses—23 Credit Hours

- NGR 6715 Application of Instructional Technology for Nursing Education (3 credit hours)
- NGR 6791 Teaching Strategies for Nurse Educators (3 credit hours)
- NGR 6713 Curriculum Development in Nursing Education (3 credit hours)
- NGR 6946 Internship/Residency in Nursing Education (4 credit hours)
- NGR 6714 Clinical Teaching Strategies for Nursing Education (3 credit hours)
- NGR XXXX Evaluation for Nursing Education (3 credit hours)
- NGR XXXX Advanced Nursing Specialty (Family, Adult or Community) for Nurse Educators (3 credit hours)
- NGR XXXX Advanced Nursing Specialty Practicum (Family, Adult or Community) for Nurse Education (1 credit hour)

-
-
-
-

Keep

Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs.

College/Unit(s) Submitting Proposal: Nursing   Proposed Effective Term/Year: Fall 2010

Unit(s) Housing Program: Nursing

Name of Program and/or track: MSN Clinical Nurse Leader

Brief Statement of Program Change: (for suspensions or deletions of degree programs, tracks or certificates, please attach on a separate sheet the rationale for this action, including statement of how this action impacts faculty teaching in and students enrolled in the program, track or certificate. Please note the units that have been consulted if duplication of programs or conflict of interest with other units has occurred.)

Please check one: this action affects a: ☐ Program   ■ Track   ☐ Certificate

Please check one: this action is a(n): ☐ Addition   ☐ Inactivation   ■ Revision
☐ Temporary Suspension of Admissions: Length of Suspension _____

Temporary suspension of admissions: the program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

For program, track, or certificate additions or revisions:

1. **Will students be moved from an existing program or track into this new program or track?** ☐ Yes ■ No

   If yes, state the name of the program or track where students are currently enrolled: _____

2. **Are you changing the name of an existing program or track?** ☐ Yes ■ No

   If yes, provide the new name of the program or track: _____

   Provide the name of the current program or track: _____

   When is the name change effective? _____
   Please Note: A name change will be effective on all diplomas on the effective date of change. This may affect students currently enrolled or those newly admitted.

3. **Are you requesting a CIP Code change?** ☐ Yes ■ No

   If yes, old CIP _____ new CIP _____

4. **A "marked up" catalog copy MUST be included showing the changes for the existing description.**

For program, track, and certificate inactivation:

1. **Are students currently enrolled in the program?** ■ Yes ☐ No

2. **If yes, attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if being moved to another program. The " teach out" plan should specify when courses will be offered to enable students to finish.**

3. **Please specify the intended time period of inactivation** _____

RECOMMENDATIONS

☒ Yes ☐ No
Department Chair: _Aevan KCleese_   Date: _3/4/10_

☒ Yes ☐ No
College Curriculum Committee Chair: _Diane M Wink_   Date: _3/5/10_

☒ Yes ☐ No
College Dean or Unit Head: _Jean Dhendere_   Date: _3/4/10_

☐ Yes ☐ No
Chair, UPCC or GSC: _____   Date: _____

☐ Yes ☐ No
Dean, Undergraduate Studies or Graduate Studies: _____   Date: _____

Approval:

Provost and Executive Vice President: _____   Date: _____

Distribution: After approval is received from the Provost, distribution will be to:

☐ Department(s)   ☐ Associate Registrar   ☐ Faculty Senate
☐ College   ☐ Institutional Research   ☐ Information, Analysis & Assessment
☐ Registrar   ☐ Academic Services

University of
Central Florida

MEMORANDUM

To: Graduate Curriculum Committee

From: Susan K. Chase, Associate Dean for Graduate Programs

Date: March 12, 2010

Re: Changes to MSN Clinical Nurse Leader Track

We request the addition of a new course to the required curriculum for the MSN Clinical Nurse Leader Track. The course to be added is Legal and Professional Behaviors (Number to be assigned).

The addition of this material is required to meet standards set by our accrediting body, the Commission on Collegiate Nursing Education (CCNE). The addition of this course increases overall credit from 39 to 42. Catalog changes are attached.

Requirements for Clinical Nurse Leader Track—42 Credit Hours

- NGR 5800 Theory for Advanced Practice Nursing (3 credit hours)
- NGR 6801 Research Methodology for Advanced Practice Nursing (3 credit hours)
- NGR 6813 Evidence Based Practice (Scholarly Project) (3 credit hours)
- NGR 5003 Advanced Health Assessment (2 credit hours)
- NGR 5004L Advanced Health Assessment Lab (1 credit hour)
- NGR 5141 Pathophysiological Bases for ANP (3 credit hours)
- NGR 6192 Pharmacology for ANP (3 credit hours)
- NGR 5638 Health Promotion (3 credit hours)
- NGR 6105 Management of Symptoms and Outcome (3 credit hours)
- NGR 5720 Organizational Dynamics (3 credit hours)
- NGR 6722 Financial Management and Resource Development (3 credit hours)
- NGR 6XXXL CNL Resources and Outcomes (1 credit hour)
- NGR 6874 Nursing Environment Management (3 credit hours)
- NGR 6XXXL CNL Quality and Safety (1 credit hour)
- NGR 6XXXL CNL Advocacy and Education (1 credit hour)
- NGR 6XXXL CNL Internship/Residency (3 credit hours)
- **NGR XXXX Legal and Professional Behavior**

MASTER OF SCIENCE IN NURSING

Degree Requirements

- Nursing Leadership and Management—36 Credit Hours
- Adult or Pediatric Nurse Practitioner—47 Credit Hours
- Family Nurse Practitioner—49 Credit Hours
- Clinical Nurse Specialist—46 Credit Hours
- Clinical Nurse Leader—42 Credit Hours
- Nurse Educator—36 Credit Hours

Deleted: 39

Deleted: 6

UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF GRADUATE STUDIES

Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs.

College/Unit(s) Submitting Proposal: Nursing _____ Proposed Effective Term/Year: Fall 2010 _____

Unit(s) Housing Program: Nursing _____

Name of Program and/or track: MSN Adult Nurse Practitioner _____

Brief Statement of Program Change: (for suspensions or deletions of degree programs, tracks or certificates, please attach on a separate sheet the rationale for this action, including statement of how this action impacts faculty teaching in and students enrolled in the program, track or certificate. Please note the units that have been consulted if duplication of programs or conflict of interest with other units has occurred.)

Please check one: this action affects a: ☐ Program ■ Track ☐ Certificate

Please check one: this action is a(n): ☐ Addition ☐ Inactivation ☐ Revision
■ Temporary Suspension of Admissions: Length of Suspension Indefinitely _____

Temporary suspension of admissions: the program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

For program, track, or certificate additions or revisions:

1. **Will students be moved from an existing program or track into this new program or track?** ☐ Yes ☐ No

    If yes, state the name of the program or track where students are currently enrolled: _____

2. **Are you changing the name of an existing program or track?** ☐ Yes ☐ No

    If yes, provide the new name of the program or track: _____

    Provide the name of the current program or track: _____

    When is the name change effective? _____
    Please Note: A name change will be effective on all diplomas on the effective date of change. This may affect students currently enrolled or those newly admitted.

3. **Are you requesting a CIP Code change?** ☐ Yes ☐ No

    If yes, old CIP _____ new CIP _____

4. **A "marked up" catalog copy MUST be included showing the changes for the existing description.**

For program, track, and certificate inactivation:

1. **Are students currently enrolled in the program?** ■ Yes ☐ No

2. **If yes, attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if being moved to another program. The " teach out" plan should specify when courses will be offered to enable students to finish.**

3. **Please specify the intended time period of inactivation** Indefinitely _____

VP09 Rev. 12/01/2009

RECOMMENDATIONS

☒ Yes ☐ No
Department Chair: _Susen K Class_   Date: _2/22/10_

☒ Yes ☐ No
College Curriculum Committee Chair: _Diane M Wink_   Date: _2/22/10_

☒ Yes ☐ No
College Dean or Unit Head: _Jean Kremer_   Date: _2/22/10_

☐ Yes ☐ No
Chair, UPCC or GSC: _____   Date: _____

☐ Yes ☐ No
Dean, Undergraduate Studies or Graduate Studies: _____   Date: _____

Approval:

Provost and Executive Vice President: _____ Date: _____

Distribution: After approval is received from the Provost, distribution will be to:

☐ Department(s)   ☐ Associate Registrar   ☐ Faculty Senate
☐ College   ☐ Institutional Research   ☐ Information, Analysis & Assessment
☐ Registrar   ☐ Academic Services

MEMORANDUM

To: Graduate Curriculum Committee

From: Susan K. Chase, Associate Dean for Graduate Programs

Date: March 12, 2010

Re: Changes to MSN Nurse Practitioner Tracks

Because of national changes in the preparation of Nurse Practitioners at the Doctor of Nursing Practice level the College of Nursing proposes Suspend Admission directly to the following tracks:

Adult Nurse Practitioner
Family Nurse Practitioner

Students interested in these tracks will apply directly to the Post BSN DNP program which was approved Fall 2009.

Teachout:
There are current students in the MSN program, and their program will not be affected by the suspension of new admissions to these tracks. Current MS students will complete their programs by Fall 2011. They have active Plans of Study and have been notified that they must stay on their plans because of program changes.

Because Nurse Practitioners prepared at the MSN level are still allowed to sit for Certification, as Nurse Practitioners we will offer the MSN for Adult Nurse Practitioner and Family Nurse Practitioner at the completion of requisite courses. This was described in the DNP proposal. Until Certification bodies require the DNP we will continue to award the MSN to the DNP students as they work through the program. When the MSN no longer allows certification, we will submit program Inactivation request.

Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs.

College/Unit(s) Submitting Proposal: _Nursing_   Proposed Effective Term/Year: _Fall 2010_

Unit(s) Housing Program: _Nursing_

Name of Program and/or track: _MSN Family Nurse Practitioner_

Brief Statement of Program Change: (for suspensions or deletions of degree programs, tracks or certificates, please attach on a separate sheet the rationale for this action, including statement of how this action impacts faculty teaching in and students enrolled in the program, track or certificate. Please note the units that have been consulted if duplication of programs or conflict of interest with other units has occurred.)

Please check one: this action affects a: ☐ Program   ■ Track   ☐ Certificate

Please check one: this action is a(n):   ☐ Addition   ☐ Inactivation   ☐ Revision
                                          ■ Temporary Suspension of Admissions: Length of Suspension _Indefinitely_

Temporary suspension of admissions: the program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

For program, track, or certificate additions or revisions:

1. Will students be moved from an existing program or track into this new program or track?   ☐ Yes   ☐ No

    If yes, state the name of the program or track where students are currently enrolled: _____

2. Are you changing the name of an existing program or track?   ☐ Yes   ☐ No

    If yes, provide the new name of the program or track: _____

    Provide the name of the current program or track: _____

    When is the name change effective? _____
    Please Note: A name change will be effective on all diplomas on the effective date of change. This may affect students currently enrolled or those newly admitted.

3. Are you requesting a CIP Code change?   ☐ Yes   ☐ No

    If yes, old CIP _____   new CIP _____

4. A "marked up" catalog copy MUST be included showing the changes for the existing description.

For program, track, and certificate inactivation:

1. Are students currently enrolled in the program?   ■ Yes   ☐ No

2. If yes, attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if being moved to another program. The "teach out" plan should specify when courses will be offered to enable students to finish.

3. Please specify the intended time period of inactivation _Indefinitely_

RECOMMENDATIONS

☒ Yes ☐ No
Department Chair: _Susan K Olsen_   Date: _2/22/10_

☒ Yes ☐ No
College Curriculum Committee Chair: _Diane Wink_   Date: _2/22/10_

☒ Yes ☐ No
College Dean or Unit Head: _Jean Sherman_   Date: _2/22/10_

☐ Yes ☐ No
Chair, UPCC or GSC: _____   Date: _____

☐ Yes ☐ No
Dean, Undergraduate Studies or Graduate Studies: _____   Date: _____

Approval:

Provost and Executive Vice President: _____   Date: _____

Distribution: After approval is received from the Provost, distribution will be to:

☐ Department(s)   ☐ Associate Registrar   ☐ Faculty Senate

☐ College   ☐ Institutional Research   ☐ Information, Analysis & Assessment

☐ Registrar   ☐ Academic Services

University of
Central Florida

MEMORANDUM

To: Graduate Curriculum Committee

From: Susan K. Chase, Associate Dean for Graduate Programs

Date: March 12, 2010

Re: Changes to MSN Nurse Practitioner Tracks

Because of national changes in the preparation of Nurse Practitioners at the Doctor of Nursing Practice level the College of Nursing proposes Suspend Admission directly to the following tracks:

Adult Nurse Practitioner
Family Nurse Practitioner

Students interested in these tracks will apply directly to the Post BSN DNP program which was approved Fall 2009.

Teachout:
There are current students in the MSN program, and their program will not be affected by the suspension of new admissions to these tracks. Current MS students will complete their programs by Fall 2011. They have active Plans of Study and have been notified that they must stay on their plans because of program changes.

Because Nurse Practitioners prepared at the MSN level are still allowed to sit for Certification, as Nurse Practitioners we will offer the MSN for Adult Nurse Practitioner and Family Nurse Practitioner at the completion of requisite courses. This was described in the DNP proposal. Until Certification bodies require the DNP we will continue to award the MSN to the DNP students as they work through the program. When the MSN no longer allows certification, we will submit program Inactivation request.

Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs.

College/Unit(s) Submitting Proposal: Nursing   Proposed Effective Term/Year: Fall 2010

Unit(s) Housing Program: Nursing

Name of Program and/or track: ~~Certificate~~ Pediatric Nurse Practitioner ~~Cert~~

Brief Statement of Program Change: (for suspensions or deletions of degree programs, tracks or certificates, please attach on a separate sheet the rationale for this action, including statement of how this action impacts faculty teaching in and students enrolled in the program, track or certificate. Please note the units that have been consulted if duplication of programs or conflict of interest with other units has occurred.)

Please check one: this action affects a: ☐ Program   ■ Track   ☐ Certificate

Please check one: this action is a(n):   ☐ Addition   ■ Inactivation   ☐ Revision
                               ☐ Temporary Suspension of Admissions: Length of Suspension _____

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Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

For program, track, or certificate additions or revisions:

1. Will students be moved from an existing program or track into this new program or track?   ☐ Yes   ☐ No

    If yes, state the name of the program or track where students are currently enrolled: _____

2. Are you changing the name of an existing program or track?   ☐ Yes   ☐ No

    If yes, provide the new name of the program or track: _____

    Provide the name of the current program or track: _____

    When is the name change effective? _____
    Please Note: A name change will be effective on all diplomas on the effective date of change. This may affect students currently enrolled or those newly admitted.

3. Are you requesting a CIP Code change?   ☐ Yes   ☐ No

    If yes, old CIP _____ new CIP _____

4. A "marked up" catalog copy MUST be included showing the changes for the existing description.

For program, track, and certificate inactivation:

1. Are students currently enrolled in the program?   ■ Yes   ☐ No

2. If yes, attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if being moved to another program. The " teach out" plan should specify when courses will be offered to enable students to finish.

3. Please specify the intended time period of inactivation   Courses will be maintained until current students complete Plans of Study: 2011

RECOMMENDATIONS

☒ Yes ☐ No
Department Chair: _Susan K Clemp_   **Date:** _3/8/10_

☒ Yes ☐ No
College Curriculum Committee Chair: _Diane M Wink_   **Date:** _3/10/6_

☒ Yes ☐ No
College Dean or Unit Head: _Jean Brueuce_   **Date:** _3/8/10_

☐ Yes ☐ No
Chair, UPCC or GSC: _____   **Date:** _____

☐ Yes ☐ No
Dean, Undergraduate Studies or Graduate Studies: _____   **Date:** _____

Approval:

Provost and Executive Vice President: _____   **Date:** _____

Distribution: After approval is received from the Provost, distribution will be to:

☐ Department(s)   ☐ Associate Registrar   ☐ Faculty Senate

☐ College   ☐ Institutional Research   ☐ Information, Analysis & Assessment

☐ Registrar   ☐ Academic Services

MEMORANDUM

To: Graduate Curriculum Committee

From: Susan K. Chase, Associate Dean for Graduate Programs

Date: March 12, 2010

Re: Changes to MSN Pediatric Nurse Practitioner Track

Over the last several years, the Pediatric Nurse Practitioner Program has had lower enrollments than the Adult or Family Nurse Practitioner Tracks. In Spring 2010 we had 36 enrolled PNP students as compared with 122 Family Nurse Practitioners and 47 Adult Nurse Practitioners, and 104 Nurse Educators. Pediatric practice is a component of the Family Nurse Practitioner curriculum so applicants interested in pediatric care have the option of applying for the FNP program at the DNP level. We propose Inactivating the MSN PNP program.

Teachout:
There are currently 37 students in the MSN PNP program, and their program will not be affected by the suspension of new admissions to these tracks. Current MS students will complete their programs by Fall 2011. They have active Plans of Study and have been notified that they must stay on their plans because of program changes.

Graduate Council Curriculum Committee
Course Agenda for 04-01-2010
Revised

College of Business Adm Course Action Additions
MAR 7XXX   **BA-Marketing 1.5(1.5,0)**
Seminar in Marketing Strategy II: PR: ECO 7423 (or equivalent) and admission to Phd program and MAR 7807, or C.I. Overview of marketing literature with emphasis on marketing strategy topics, beyond those covered in MAR 7807. *Occasional.*
30 character abbreviation: **Seminar in Market Strategy II**

MAR 7YYY   **BA-Marketing 1.5(1.5,0)**
Seminar in Marketing Models II: PR: ECO 7423 (or equivalent) and MAR 7666 and admission to Phd program or C.I. Overview of marketing literature with emphasis on marketing topics, beyond those covered MAR 7666. *Occasional.*
30 character abbreviation: **Seminar in Marketing Models II**

College of Nursing Course Action Additions
NGR 6XXX   **CON-Nursing 3(3,0)**
Genetics and Genomics in Advanced Nursing Practice: PR: Baccalaureate degree in Nursing, NGR 5141 or approval of graduate coordinator or CI. Application of genetics and genomic principles to advanced clinical nursing practice. *Fall, Spring.*
30 character abbreviation: **Gen & Genomics in Adv Nurs Pr**

College of Sciences Course Action Additions
MMC 6XXX   **COS-Communication 3(3,0)**
Communications Convergence and Media Planning: PR: Admission to Communication MA or program consent. Communications convergence and organizational change: new paradigms and media management techniques in a digital age. *Occasional.*
30 character abbreviation: **Comm Converg & Media Planning**

Engineering & Computer Science Course Action Additions
EAS 5XXX   **ECS-Mechanical/Matrls/Aerosp**   **3(3,0)**
Aeroelasticity: PR: EAS 3101 or EML 3701 and EAS 4210 or EML 4220. Concerned with consequences and trade-offs created by interactions between aerodynamic forces and structural deformation. Static aeroelastic problems; control effectiveness; lift effectiveness; divergence. Dynamic aeroelasticity; flutter and vibration. *Occasional.*
30 character abbreviation: **Aeroelasticity**

College of Education Special Topics

PET 6938   Sect 01 ED-Child, Family & Comm Sci   3(3,0)
ST:Compliance in Coaching and Sport Leadership: PR: Students must have graduate-level standing to enroll in this course. No other prerequisites are required. This course provides coaches and sport administrators with a basic understanding of compliance procedures, rules, and regulations for prep and college sport. *Occasional.*
30 character abbreviation: **ST:Compliance Coaching & Sport**

EDH 6938   Sect 01 ED-Ed Research, Tech & Lead   1(1,0)
ST:On Course: Steering Students Toward Success: PR: C.I. Provides faculty with strategies, tacitcs, and tools to improve interactivity to distance learning. *Occasional.*
30 character abbreviation: **ST: Steering Stud To Success__**
AGENDA NOTES: Course Addition also being proposed.

College of Education Course Action Additions
EDH 6___   ED-Ed Research, Tech & Lead   1(1,0)
On Course: Steering Students Toward Success: PR: C.I. Provides faculty with strategies, tacitcs, and tools to improve interactivity to distance learning. *Even Fall.*
30 character abbreviation: **Steering Stud To Success_____**
AGENDA NOTES: Special Topic also being proposed.

EME 6XXX   ED-Ed Research, Tech & Lead   1(1,0)
Course Design for Hybrid and Online: PR: Angel Instructor Training (AIT) and CI. Participants will master techniques and best practices for hybrid course development and delivery using tools and methods to foster optimal learner engagement and achievement. *Even Spring.*
30 character abbreviation: **Course Dsgn Hybrid & Online**

Health & Public Affairs Special Topics
HIM 6938   Sect 01 HPA-Health Mangt & Informatic   2(2,0)
ST:Seminar on Current Issues in Health Care Informatics & Enterprise Management: PR: HIM 5118C; HIM 6119C; HIM 6122C; HIM 6123C. This course provides an overview of project management and will expose students to the principles of project management and health care information systems. *Occasional.*
30 character abbreviation: **ST:Issues HC Infor & Entpse Mg**

HIM 6938C   Sect 01 HPA-Health Mangt & Informatic 4(3,1)
ST:Health Care Data Architecture and Modeling: PR: HIM 5118C; HIM 6119C; HIM 6122C; HIM 6123C; HIM 6464C or CI. The course integrates the key issues and techniques surrounding data architecture, modeling and standards in health care informatics. *Fall.*
30 character abbreviation: **ST:HC Data Architecture & Mode**
AGENDA NOTES: Course Addition also being proposed.

SOW 6938   Sect 01 HPA-Social Work   3(3,0)

ST:Children Services in Social Work: PR: Graduate standing. Study of societal responses to children's needs. Critical Analysis of social and organizational systems as it relates to delivery of child welfare services. *Spring.*
30 character abbreviation: **ST:Child Services in Social Wo**

Health & Public Affairs Course Action Additions

HIM 6XXX   HPA-Health Mangt & Informatic   2(2,0)
Seminar on Current Issues in Health Care Informatics and Enterprise Management: PR: HIM 5118C; HIM 6119C; HIM 6122C; HIM 6123C. This course provides an overview of project management and will expose students to the principles of project management and health care information systems. *Occasional.*
30 character abbreviation: **Issues HC Infor & Entpse Mgmt**

HIM 6XXXC   HPA-Health Mangt & Informatic   4(3,1)
Health Care Data Architecture and Modeling: PR: HIM 5118C; HIM 6119C; HIM 6122C; HIM 6123C; HIM 6464C or CI. The course integrates the key issues and techniques surrounding data architecture, modeling and standards in health care informatics. *Fall.*
30 character abbreviation: **HC Data Architecture & Model**
AGENDA NOTES: Special Topic also being proposed.

IDS 6XXX   HPA-Public Administration   3(3,0)
Urban and Regional Planning Capstone I: PR: Completion of all required courses and concentration electives. This Capstone I course synthesizes previous planning coursework through the development of a service learning project proposal. *Even Fall.*
30 character abbreviation: **URP Capstone I**

IDS 6XXX   HPA-Public Administration   3(3,0)
Urban and Regional Planning Capstone II: PR: Completion URP Capstone I. This Capstone II course implements the service learning project proposal where students collect and analyze data and make planning recommendations. *Odd Spring.*
30 character abbreviation: **URP Capstone II**

PAD 6XXX   HPA-Public Administration   3(3,0)
Planning Healthy Communities: Addresses impact of community design on health and provision of health care to the population. Includes land use patterns, transportation, water/air quality, sanitation, mental health, provision of health care services and social capital in maintaining health. *Even Spring.*
30 character abbreviation: **Planning Healthy Communities**

PAD 6XXX   HPA-Public Administration   3(3,0)
Planning Methods: Encompasses two fundamental types of analyses in planning - population and economic analysis for localities and regions. Content covers data collection, analytical methods and techniques of report presentation for population and economic analysis. *Odd Fall.*
30 character abbreviation: **Planning Methods**

College of Business Adm Course Action Revisions

MAR 7666 ~~**Seminar in Marketing Models**~~ ~~**3(3,0)**~~
Seminar in Marketing Models I **1.5(1.5,0)**
PR: ECO 7423 ~~program.~~ <u>(or equivalent)</u> and admission to the PhD <u>program,or C.I.</u>
~~Course provides an overview of mathematical models utilized in Marketing contexts.~~
<u>Overview of marketing literature with emphasis on marketing models topics.</u>

30 character abbreviation: **<u>Seminar in Marketing Models I</u>**

MAR 7807 ~~**Seminar in Marketing Strategy**~~ ~~**3(3,0)**~~
Seminar in Marketing Strategy I **1.5(1.5,0)**
PR: ECO 7423 ~~program.~~ <u>(or equivalent)</u> and admission to the PhD <u>program, or CI.</u>
~~Provide doctoral students with a broad exposure to the literature surrounding marketing strategy and~~
~~management issues.~~
<u>Overview of Marketing literature with emphasis on marketing strategy topics.</u>

30 character abbreviation: **<u>Sem in Marketing Strategy I</u>**

College of Nursing Course Action Revisions

NGR 6723 **Nursing Leadership and Management** **3(3,0)**
~~PR: Admission to MSN, DNP or PhD program, or C.I. Co:requisite: For MSN students completing~~
~~Core Requirements for Nursing Leadership and Management: NGR 6723 and NGR 6723L: Role~~
~~Specialization in Nursing Leadership and Management must be taken concurrently.~~
<u>PR: Admission to MSN, DNP or PhD program, or C.I. Co:requisite: NGR 6723 is a requisite for</u>
<u>successful participation in Internship (NGR 6946) . May be taken concurrently but not ncessary. This</u>
<u>course may be a prerequisite to the Internship (NGR 6946).</u>

Analysis, synthesis and application of health care leadership principles including health and patient care, delivery systems, personnel management and finance, ethical, legal and regulatory requirements.

College of Sciences Course Action Revisions

~~**AST 5765**~~ **Advanced Astronomical Data Analysis** ~~**3(3,0)**~~
<u>AST 5765C</u> **<u>3(3,1)</u>**
PR: MAC 2313, a 3000-level or higher course in astronomy or planetary science, <u>ability to write</u>
<u>simple computer programs,</u> or C.I.
Advanced astronomical data formation and acquisition, detector physics, measurement extraction, error analysis, modeling, computer programming, statistics, interpretation, and written and oral presentation of results.

Health & Public Affairs Course Action Revisions

~~**SOW 5652**~~ **Children Services in Social Work** **3(3,0)**
<u>SOW 6XXX</u>

PR: Graduate standing.

~~Study of societel responses to children's needs. Development of skills for preventing family breakdown, placing children in alternative care, and reuniting children with their families.~~

<u>Study of societal responses to children's needs. Critical Analysis of social and organizational systems as it relates to delivery of child welfare services.</u>