

LONG SIGNATURE SHEET



UNC CHARLOTTE

Proposal Number: CCI12011666 _____

Proposal Title: **Transfer of the Healthcare Information Technology Graduate Certificate Program to The Graduate School**

Originating Department: **College of Computing and Informatics**

TYPE OF PROPOSAL: UNDERGRADUATE _____ GRADUATE X UNDERGRADUATE & GRADUATE _____
 (Separate proposals sent to UCCC and Grad. Council)

DATE RECEIVED	DATE CONSIDERED	DATE FORWARDED	ACTION	SIGNATURES
		11/21/2011	Approved	<u>COLLEGE OF CCI CURRICULUM COMMITTEE CHAIR</u> Anthony Fodor:
		11/21/2011	Approved	<u>COLLEGE OF CCI FACULTY CHAIR</u> Barry Wilkinson:
		11/21/2011	Approved	<u>COLLEGE OF CCI DEAN</u> Yi Deng:
23 NOV 11	17 Dec 11	12 Dec 11	Approved	<u>COLLEGE OF CHHS CURRICULUM COMMITTEE CHAIR</u>
	1/5/12	1/25/12	Approved	<u>COLLEGE OF CHHS FACULTY CHAIR</u>
		1.29.12	Approved	<u>COLLEGE OF CHHS DEAN</u>
2-1-12	3-13-12	3-14-12	Approved	<u>GRADUATE COUNCIL CHAIR</u> (for graduate courses)
			Approved	<u>FACULTY GOVERNANCE ASSISTANT</u> (Faculty Council approval on Consent Calendar)
				<u>FACULTY EXECUTIVE COMMITTEE</u> (if decision is appealed)

University of North Carolina at Charlotte

Revision to the Healthcare **Information Technology** Graduate Certificate Program

College of Health and Human Services (CHHS)
College of Computing and Informatics (CCI)
The Graduate School (GS)

TITLE: Transfer of the Healthcare Information Technology Graduate Certificate Program to The Graduate School

II.A Summary

By agreement, participating units (CHHS, CCI, GS) propose to transfer responsibility of the Healthcare Information Technology Graduate Certificate program (HIT) from CHHS and CCI, to The Graduate School.

II.B Justification

No curricular changes are proposed, only management changes.

The HIT Graduate Certificate program was established in Fall 2009 as a pilot program for a strategic curricular initiative in health informatics. It was developed as an inter-college program involving CHHS and CCI. Experience with the HIT program led to the development and recent establishment by the Board of Governors in Fall 2011 of a new degree program, the Professional Science Master's in Health Informatics (PSM HI). The PSM in HI is a complex degree program, and balanced coordination between the participating colleges was a key design consideration for implementation of the program. The PSM in HI was established within the Graduate School, incorporating a more formal structure for program coordination. The proposed transfer of the Graduate Certificate brings the administration of both interrelated programs into alignment with a single, coordinated administrative structure.

The purpose of this proposal is (1) to transfer the administration of the HIT Graduate Certificate program from CHHS and CCI to the Graduate School, and (2) to adopt the existing Graduate School administrative structure that governs the PSM in HI for the Graduate Certificate in HIT. The result will serve both programs and students far better.

Section VII of the approved PSM in HI Request for Authorization to Establish a New Degree Program documents the administrative structure of the program and is reproduced at the end of this document for reference.

II.C.1 Impact

Graduate students in the HIT certificate program will be served by this proposal. Since no curricular change is proposed, the existing prospective and program student populations remain the same.

II.C.2

No curricular changes are proposed.

III Resources Required to Support Proposal

- A. Personnel: None.
- B. Physical Facility: None.
- C. Equipment and Supplies: None.
- D. Computer: None
- E. Audio-Visual: None
- F. Other Resources: None
- G. Source of Funding: none.

IV.A Library Consultation

NA (The Library Consultation was undertaken as part of the initial establishment of both the Healthcare Information Technology Graduate Certificate program (HIT) and the Professional Science Master's in Health Informatics (PSM HI)).

IV.B Consultation with Other Departments

This proposal, by agreement, has involved dialogue and contributions by the participating units (CHHS, CCI, GS) to transfer responsibility of the Healthcare Information Technology Graduate Certificate program (HIT) from CHHS and CCI, to The Graduate School.

V.B.4 Proposed Catalog Copy

Catalog copy for the HIT program remains the same, with only two contextual changes:

1. Catalog copy is moved to the Graduate School section of the catalog.
2. Program Director is updated to align with HIPSM.

Existing catalog copy is provided for reference as follows.

Healthcare Information Technology

- **Graduate Certificate in Healthcare Information Technology**

Graduate Certificate in Healthcare Information Technology Interdisciplinary Program

704-687-8763

<http://hit.uncc.edu>

Program Director

Joshua Hertel

Graduate Faculty

Computer Science

See graduate faculty listings under Computer Science in the College of Computing and Informatics section of this *Catalog*.

Public Health Sciences

See graduate faculty listings under Public Health Sciences in the College of Health and Human Services section of this *Catalog*.

Software and Information Systems

See graduate faculty listings under Software and Information Systems in the College of Computing and Informatics section of this *Catalog*.

GRADUATE CERTIFICATE IN HEALTHCARE INFORMATION TECHNOLOGY

The purpose of the Graduate Certificate in Healthcare Information Technology is to train individuals in the management of health and medical information and its secure exchange between consumers and providers. The certificate requires twelve (12) credit-hours of coursework and a three (3) credit-hour internship, for a total of fifteen (15) graduate credit hours. The certificate may be pursued concurrently with a related graduate degree program at UNC Charlotte.

Admission Requirements

For admission into the certificate program, applicants must meet the following requirements:

- 1) A bachelor's degree in related field, including, but not limited to, a life science, health science, health administration, business administration, or computing discipline.
- 2) Knowledge of applications of information technology, including an understanding of computers, data base management, and basic programming skills.

Program Requirements

The following two courses comprise the required core:

ITIS 6200 Principles of Information Security and Privacy (3)
HADM 6100 Introduction to the US Health Care System (3)

One additional informatics course from the following list of electives is required:

ITIS 5160 Applied Database (3)
ITIS 5166 Network-Based Application Development (3)
ITIS 5300 Advance Web Client Design (3)
ITIS 6400 Principles of Human-Computer Interaction (3)
ITIS 6410 Personalization and Recommender Systems
ITCS 6160 Database Systems (3)
ITCS 6163 Data Warehousing (3)
ITCS 6162 Knowledge Discovery in Databases (3)

One additional health administration course from the following list of electives is required:

HADM 6104 Health and Disease (3)
HADM 6108 Decision Analysis in Health Care (3)
HADM 6134 Quality and Outcomes Management in Health Care (3)
HADM 6146 Information Resources Management (3)
HADM 6150 Health Law and Ethics (3)

Students must complete an internship after the completion of all required coursework:

ITIS 6198 IT Internship Project (3)

--or--

HADM 6400 Internship (3)

Transfer credits cannot be applied to this certificate program.

COURSES IN HEALTHCARE INFORMATION TECHNOLOGY

Computer Science Courses

See descriptions of ITCS courses under Computer Science in the College of Computing and Informatics section of this *Catalog*.

Health Administration Courses

See descriptions of HADM courses under Health Administration in the College of Health and Human Services section of this *Catalog*.

Information Technology Courses

See descriptions of ITIS courses under Information Technology in the College of Computing and Informatics section of this *Catalog*.

ADMINISTRATION IN HEALTHCARE INFORMATION

Section VII of the approved **PSM in HI** request for authorization to establish a new degree program documents the administrative structure. Section VII is reproduced here for reference.

ADMINISTRATION

Describe how the proposed program will be administered, giving the responsibilities of each department, division, school, or college. Explain any inter-departmental or inter-unit administrative plans. Include an organizational chart showing the "location" of the proposed new program.

The interdisciplinary Health Informatics Professional Science Masters (PSM) program will be administrated jointly by three units at UNC Charlotte - The Graduate School (GS), the College of Health and Human Services (CHHS) and the College of Computing and Informatics (CCI). Because of its interdisciplinary nature and the fact that its scope goes beyond the ones of either CHHS or CCI, GS will be the home for this new degree and will be responsible for the oversight and administrative functions of the program. CHHS and CCI will jointly be responsible for the academic functions of the program. There will be a Health Informatics PSM Program Director, who will be responsible for the program's day-to-day operations. The Program Director reports to the Dean of the Graduate School, with dotted line reporting to the CHHS and CCI Deans.

A. Organizational Chart

The organization chart for the administration of the Health Informatics Professional Science Masters (PSM) Program is shown in Figure VII-1. Because the PSM is housed in the GS, the Dean of GS will have the overall administrative responsibility of the Program. The GS Dean appoints and directs the PSM Program Director, who will serve as the Dean's representative for the administration and operation of the Program. The Program Director has dotted reporting line responsibility to the offices of CHHS Dean and CCI Dean. The College of Health and Human Services (CHHS) and the College of Computing and Informatics (CCI) will be jointly responsible, in consultation with GS, for the academics and operations of the program, including curriculum design, course scheduling and instruction, student advising, mentoring, internship placement, etc.

To perform these functions, the CHHS and CCI Deans or their representative(s) will appoint appropriate number of graduate faculty members from their respective colleges to the joint CHHS/CCI PSM Program Committee. The Committee will be chaired by the PSM Program Director. Members of the Committee will serve for two-year terms. The Committee is responsible for defining admission requirements, curriculum design, program requirements, administrating student advising and mentoring, administrating student internships, and other relevant academic affairs of the PSM. It is expected that students for the PSM will come from two broader backgrounds – those with education and training in health and healthcare, and those in science and technology. Two subcommittees – the Health Track Committee and the IT Track Committee – will be established to provide mentoring, service and management of respective group of students.

The Offices of CHHS, CCI, and GS Deans will be responsible for allocating necessary faculty members and resources for the teaching and mentoring needs of the Program, as well as necessary teaching laboratories and facilities, technology infrastructure and support system for the PSM. When the Program enrollment warrants and resources become available, a dedicated PSM Program Staff team will be put in place to provide support functions for the Program. In the interim, staff members from CHHS, CCI and GS will be used for this role.

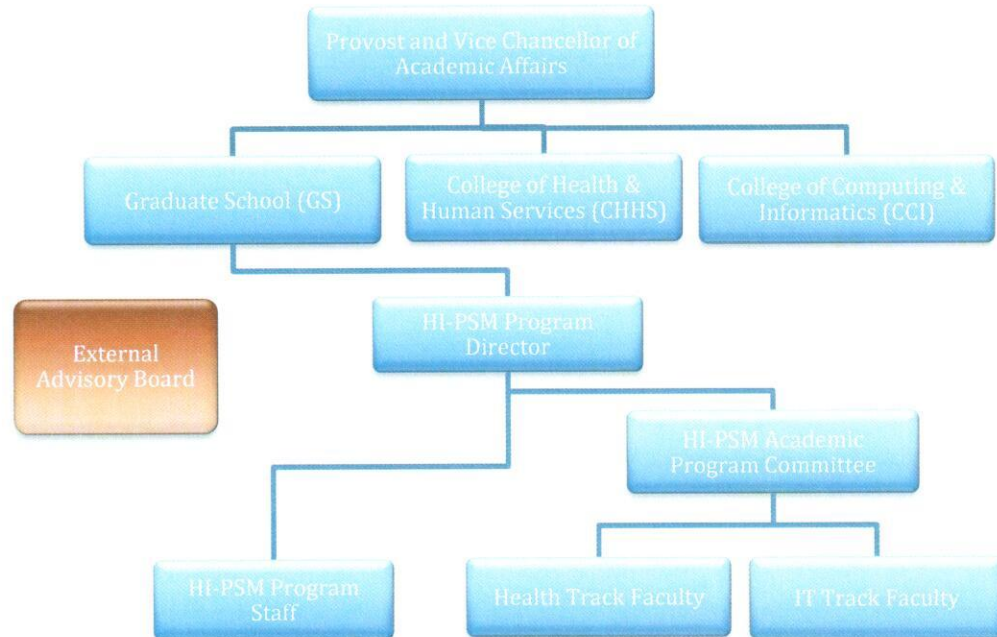


Figure VII-1 Organizational chart for the Health Informatics PSM

A Community Advisory Board, consisting of leaders, or experts, in the health, healthcare and technology industry and community has been established. The Board will provide advice in the direction of the PSM, industry needs and curriculum design. The Board also serves as an advocate for the Program to the industry and to the community. Companies represented on the Board also represent major employers for the PSM students and help to provide internship opportunities for the PSM students.

B. The Health Informatics Professional Science Masters Faculty

In accordance with the criteria developed for each program or unit and approved by the Graduate Council, and upon recommendation of the relevant department chairs, the Dean of GS appoints Graduate Faculty members for renewable five-year terms. Members of the Graduate Faculty offer courses and seminars and supervise research and dissertation at an advanced level of scholarship.

The PSM faculty will comprise the Graduate Faculty members, whose expertise is relevant to the PSM, from the College of Health and Human Services and the College of Computing and Informatics. Regarded industry experts with proper credentials will also be recruited to serve as Adjunct Faculty for the PSM. In addition, any member of the Graduate Faculty at the university with proper credentials and expertise, and interest to

teach and/or serve on committees of the PSM may apply to become a member of the PSM faculty. The PSM faculty will be appointed by the PSM Program Director in consultation with the Joint CHHS/CCI Program Committee. The appointments will be for five-year terms with re-appointments made according to guidelines established by the PSM Program Director, approved by the Deans of GS, CHHS and CCI.

C. The Joint CHHS/CCI Health Informatics PSM Program Committee

The Committee will be composed of an equal number of Graduate Faculty members from CHHS and CCI departments, respectively. The committee members are nominated by relevant department chairs in the CHHS and CCI departments, and approved by the Offices of CHHS and CCI Deans. The PSM Program Director and a representative of the GS Dean will have ex officio membership on the Committee, and the Program Director serves as the chairperson for the Committee. Membership on the Committee will be for a two-year period.

The Committee works with the PSM Program Chair to set policy and:

- Recommends to the Graduate School applications for admission to the program
- Approves the student's advisory committee and internship or project plan
- Recommends to the Graduate School qualified candidates for the degree
- Assures that all requirements are fulfilled by each candidate
- Recommends course additions and alternations as appropriate
- Recommends and approves faculty in the program
- Plans and evaluates the program

D. The Health Informatics PSM Program Director

With the approval of the GS Dean, in consultation with the CHHS and CCI Deans, the PSM Program Director has the authority for all aspects of the PSM program. The Program Director has the direct responsibility for day to day operations of the Program. The duties of the Program Director include:

- Curriculum and conduct of the program
- Chairing meetings of the PSM Program Committee
- Communicating assessment of the program and personnel to the chairs of relevant participating departments
- Report program operation status to the GS, CHHS and CCI Deans
- Overseeing recruitment efforts for the program
- Evaluating program outcomes and student employment
- Recommending operating budgets to the GS, CHHS and CCI Deans, and supervising expenditures
- Coordinating scheduling of courses among the participating units
- Assuring proper maintenance of student records
- Working with the Community Advisory Committee
- Representing the program to external constituencies
- Supervising the PSM Program Staff
- Seeking and maintain accreditation?

E. The College of Health and Human Services

CHHS comprises three academic departments (Kinesiology, Public Health Sciences and Social Work) and the School of Nursing. The Dean of the College has the administrative responsibility for supervision of all departments, school and programs housed within the College.

F. The College of Computing and Informatics

CCI has three academic departments, including Computer Science, Software and Information Systems, and Bioinformatics and Genomics. The Dean of the College has the administrative responsibility for supervision of all departments and programs housed within the College.

G. The Graduate School

At the University of North Carolina at Charlotte, the Dean of the Graduate School is the administrative officer with primary responsibility for the supervision of graduate programs. The Dean is responsible for the executive and administrative affairs of the Graduate School in accordance with policies determined by the UNC Charlotte Graduate Council, the Graduate Faculty, and the Faculty Council. The Graduate School is responsible for monitoring the quality of graduate programs, the final admission of graduate students, appointments to the Graduate Faculty, and the enhancement of research activities essential to the conduct of graduate programs.

H. Student's Advisory Committee

Upon admission to the Health Informatics PSM, the student is assigned an appropriate Faculty Advisor from the PSM Faculty from the participating departments, based on the student's prior training and stated interests. The Faculty Advisor will assist the student to develop a Plan of Study for his or her first year of enrollment in the Program, and assist the student in identification of an appropriate internship or research project. The student may choose a different PSM Faculty member as his/her Advisor after the first semester. Before the beginning of the third semester following admission to the Program, the student must form a three member Advisory Committee with members chosen from the PSM faculty. At least one member should be from CHHS and one from CCI, respectively. The assigned Faculty Advisor will chair the Committee. The PSM Program Director must approve the composition of the committee.

Subject to approval of the GS Dean, the functions of the committee are to:

- Approve the student's plan of study
- Evaluate the student's academic progress
- Evaluate the internship project or research project plan
- Certify the candidate's qualifications for the degree subject to the approval of the GS Dean.