# http://www.ric.edu/webcommunications/images/SealWithText_Small_Black.pngUNDERGRADUATE CURRICULUM COMMITTEE (UCC) PROPOSAL FORM

## **Cover page** scroll over blue text to see further important [instructions](#instructions): [if not working select “COMMents on rollover” in your Word preferences under view] **please read these.**

**N.B. ALL numbered categories in section (A) must be completed. Please do not use highlight to select choices within a category but simply delete the options that do not apply to your proposal (e.g. in A.2 if this is a course revision proposal, just delete the creation and deletion options and the various program ones, so it reads “course revision”) Do not delete any of the numbered categories—if they do not apply leave them blank. If there are no resources impacted, please put “none” in each A. 7 category.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A.1. [Course or program](#Proposal) | **B. S. Health care administration** | | | |  |
| [Replacing](#Ifapplicable) | **n/A** | | | |
| A. 1b. Academic unit | **School of Business** | | | |  |
| A.2. [Proposal type](#type) | **Course: revision**  **Program:** [**revision**](#revision) | | | |  |
| A.3. [Originator](#Originator) | Dr. Sankeerth Rampa  Dr. Marianne Raimondo | [Home department](#home_dept) | Health Care Administration Program (in Management & Marketing) | | |
| A.4. [Context and Rationale](#Rationale) Must include additional information listed in smart tip for all [new programs](#type). If **online** course or program, you need to explain what mode(s) you plan to use and why you need that specific delivery. | We propose two updates to the course requirements within the Health Care Administration (HCA) program. These updates aim to enhance student flexibility in academic pursuits and streamline administrative processes.   * **Acceptance of MATH 248 for cognate requirement:** Currently, the HCA program requires MATH 240 Statistical Methods I as part of the cognate requirement. However, we propose to expand this requirement to include MATH 248 Business Statistics as an alternative course option. MATH 248 covers mathematical concepts relevant to healthcare administration and offers students a broader selection of courses to align with their interests and career goals. Additionally, we currently handle course substitutions manually for students opting for MATH 248 over MATH 240. By officially accepting MATH 248 as part of the cognate requirement, we aim to streamline this process, providing students with a clearer path to meeting their degree requirements and reducing administrative burden. * **Acceptance of CIS 251 or CIS 252 for CIS requirement:** In the current HCA program catalog, CIS 252 Introduction to Information Systems is listed as a major requirement. However, older catalogs included CIS 251 Computers in Management instead, and when that course was deleted added a note to let Records know this was an acceptable substitute for the CIS 252. To address this inconsistency and better accommodate students who may fall under the old catalog, we propose accepting both CIS 252 or CIS 251 as valid options for fulfilling the CIS course requirement indicated by a note: “If CIS 251 has been taken, this satisfies the CIS  252 requirement.” By accepting both courses, we can simplify the administrative process and provide a more consistent experience for students across catalogs. | | | | |
| A.5. [Student impact](#student_impact)  Must include to explain why this change is being made? | These proposed updates to the course requirements in the HCA program aim to enhance student flexibility and streamline administrative processes. | | | | |
| A.6. [Impact on other programs](#impact) | **None** | | | | |
| A.7. [Resource impact](#Resource) | [*Faculty PT & FT*](#faculty): | **None** | | | |
| [*Library*:](#library) | **None** | | | |
| *Technology (for in person delivery)*  The VP of Information Services should be consulted prior to submission and their acknowledgement signature included. | **None** | | | |
| *Technology: (for online delivery. Must be RIC supported)*  The VP of Information Services should be consulted prior to submission and their approval signature included. | **None** | | | |
| [*Facilities*](#facilities): | None, will use existing classrooms and computer labs | | | |
| A.8. [Semester effective](#Semester_effective) | **Fall 2024** | A.9. [Rationale if sooner than next Fall](#Semester_effective) | | **N/A** | |
| A.10. INSTRUCTIONS FOR CATALOG COPY: Use the Word copy versions of the catalog sections found on the UCC Forms and Information page. Cut and paste into a single file **ALL the relevant pages from the college catalog that need to be changed.** Use tracked changes feature to show how the catalog will be revised as you type in the revisions. If totally new copy, indicate where it should go in the catalog. If making related proposals a single catalog copy that includes all changes is preferred. Send catalog copy as a separate single Word file along with this form. | | | | | |
| A.11. List here (with the relevant urls), any RIC website pages that will need to be updated (to which your department does not have access) if this proposal is approved, with an explanation as to what needs to be revised: | | | | | |
| A. 12 **Check to see if your proposal will impact any of our** [**transfer** **agreements,**](file:///Users/SAbbotson/Documents/Curriculum/ManualandWebsite/transfer%20agreements) **and if it does explain in what way. Please indicate clearly what will need to be updated, including any changes in prefix numbers/titles for TES.** | | | | | |
| A. 13 Check the section that lists “Possible NECHE considerations” on the UCC Forms and Information page and if any apply, indicate what that might be here and contact Institutional Research for further guidance. | | | | | |

### **E.** [**Program Proposals**](#program_proposals) **For IN-Person or mixed modalities (for fully online programs: see section F):**

### **Complete only what is relevant to your proposal. Delete section E. if not needed. PLease add in the 2020 CIP number for MAJOR revisions or new programs in E 2; these can be found at** [**https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56**](https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56) **consult with Institutional research to be sure you select the correct one.**

|  | [Old (for revisions only)](#old_program) | New/revised |
| --- | --- | --- |
| E.1. [Enrollments](#enrollments)  Must be completed. | **80** |  |
| E. 2. [2020 CIP number](#CIPnumber" \o "THESE CAN BE FOUND AT HTTPS://NCES.ED.GOV/IPEDS/CIPCODE/BROWSE.ASPX?Y=56 CONSULT WITH INSTITUTIONAL RESEARCH TO BE SURE YOU SELECT THE CORRECT ONE.) | **51.0701** | **No change** |
| E.3. [Admission requirements](#admissions) |  | **No change** |
| E.4. [Retention requirements](#retention) |  | **No change** |
| E.5. [Course requirements](#course_reqs) for each program option. Show the course requirements for the whole program here. | **HCA Major requirement:**  ACCT 201 - 3 credits  CIS 252 - 4 credits  ECON 214 - 3 credits  FIN 301 or HCA 330- 4 or 3 credits  HCA 201 - 3 credits  HCA 302 - 3 credits  HCA 303 - 3 credits  HCA 355 - 3 credits  HCA 401 - 3 credits  HCA 461 - 3 credits  HCA 467 - 4 credits  MGT 201 - 4 credits  MGT 320 - 4 credits  MKT 201 - 4 credits  **Cognates**  BIOL 108 - 4 credits  ENGL 230 - 4 credits  MATH 240 - 4 credits  PSYC 302 - 4 credits  **Restricted electives:** Three additional courses, recommendation is to take all three from one of the following categories: Gerontology, Human Resource Management, Informatics, Management Foundations, or Wellness. | **HCA Major requirement:**  ACCT 201 - 3 credits  CIS 252 4 credits  ECON 214 - 3 credits  FIN 301 or HCA 330- 4 or 3 credits  HCA 201 - 3 credits  HCA 302 - 3 credits  HCA 303 - 3 credits  HCA 355 - 3 credits  HCA 401 - 3 credits  HCA 461 - 3 credits  HCA 467 - 4 credits  MGT 201 - 4 credits  MGT 320 - 4 credits  MKT 201 - 4 credits  **Cognates**  BIOL 108 - 4 credits  ENGL 230 - 4 credits  MATH 240 - 4 credits  or  MATH 248 - 4 credits  PSYC 302 - 4 credits  **Restricted electives:** Three additional courses, recommendation is to take all three from one of the following categories: Gerontology, Human Resource Management, Informatics, Management Foundations, or Wellness.  Note: If CIS 251 has been taken, this satisfies the CIS  252 requirement. |
| E.6. [Credit count](#credit_count) for each program option | TOTAL CREDIT HOURS: 70-76 | **No change** |
| E.7. Note any needs for program accreditation (if relevant). | **None** |  |
| E.8 Program modality. Online percentage of delivery; calculate % within required hybrids and the total for the program cannot go over 49% | **Mixed courses types (20 to 30 % online)** | **Mixed course types ( 20 to 30 % online)** |
| E.9 Will any classes be offered at sites other than RIC campus or the RI Nursing Ed. Center?\* | **NO** | **NO** |
| E. 10. Do these revisions reflect more than 25% change to the [program?\*](file:///Users/sabbotson/Documents/Curriculum/Program%20goals) | **NO** | **NO** |
| E.11. [Program goals](file:///Users/sabbotson/Documents/Curriculum/Program%20goals)  Needed for all new programs |  | **No change** |
| E.12. Other changes if any | **No** | **No** |

\* If answered YES to either of these questions will need to inform Institutional Research and get their acknowledgement on the signature page.

**G. SIGNATURES**

* **Changes that affect General Education in any way MUST be approved by ALL Deans and COGE Chair**.
* Changes that directly impact more than one department/program MUST have the signatures of all relevant department chairs, program directors, and their relevant dean (e.g. when creating/revising a program using courses from other departments/programs). Check UCC manual 4.2 for further guidelines on whether the signatures need to be approval or acknowledgement.
* Proposals that do not have appropriate approval signatures will not be considered.
* Type in name of person signing and their position/affiliation.
* Send electronic files of this proposal and accompanying catalog copy to [curriculum@ric.edu](mailto:curriculum@ric.edu) to the current Chair of UCC. Check UCC website for due dates. **Do NOT convert to a .pdf.**

##### G.1. Approvals: required from programs/departments/deans who originate the proposal. THESE may include multiple departments, e.g., for joint/interdisciplinary proposals.

| Name | Position/affiliation | [Signature](#_Signature" \o "Insert electronic signature, if available, in this column) | Date |
| --- | --- | --- | --- |
| Dr. Marianne Raimondo | Program Director of Health Care Administration and Dean of School of Business | \*Approved by email | 4/22/24 |
| Dr. Justin Feeney | Chair of the Department of Management & Marketing | \*Approved by email | 4/22/24 |
| Dr. Rebecca Sparks | Chair of the Department of Mathematical Sciences | \*Approved by email | 4/25/24 |
| Dr. Quenby Hughes | Dean of the Faculty of Arts & Sciences | \*Approved by email | 4/22/24 |
| Suzanne Mello-Stark | Chair of Department of Computer Science and Information Systems | \*Approved by email | 4/22/24 |

##### G.2. [Acknowledgements](#acknowledge): REQUIRED from OTHER PROGRAMS/DEPARTMENTS (and their relevant deans if not already included above) that are IMPACTED BY THE PROPOSAL. SIGNATURE DOES NOT INDICATE APPROVAL, ONLY AWARENESS THAT THE PROPOSAL IS BEING SUBMITTED. CONCERNS SHOULD BE BROUGHT TO THE UCC COMMITTEE MEETING FOR DISCUSSION; all faculty are welcome to attend.

| Name | Position/affiliation | [Signature](#Signature_2) | Date |
| --- | --- | --- | --- |