

SOUTHERN *Board of Supervisors* UNIVERSITY



Meetings

9:00 a.m.

Friday, February 15, 2013

Board of Supervisors' Meeting Room
2nd, Floor J.S. Clark Administration Building
Southern University and A&M College
Baton Rouge, Louisiana

Academic Affairs Committee

9:00 a.m.

Friday, February 15, 2013

Board Room

2nd Floor, J.S. Clark Administration Building

Southern University and A & M College

Baton Rouge, Louisiana

Agenda

Swearing of new student Board Member, February – May 2013

1. Call to Order and Invocation
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
 - A. Authorization to submit to the Board of Regents requests for approved degree programs in an Online format, SUBR
 - B. Letter of Intent/Proposal for the new Certificate of Technical Studies (CTS) in Healthcare Access Associate Program, SUSLA
6. Informational Items
 - A. SACS Update
 - 1.) SUBR
 - 2.) SUSLA
7. Other Business
8. Adjournment

Members

Dr. Leon R. Tarver II, Chair; Mrs. Ann A. Smith, Vice Chair;
Atty. Antonio M. Clayton, Rev. Joe R. Gant, Jr., Mr. Willie E. Hendricks,
Dr. Eamon M. Kelly, Mr. Mike A. Small, Rev. Samuel C. Tolbert, Jr.
Atty. Bridget A. Dinvaux-Ex Officio

RECOMMENDED RESOLUTION

To authorize the President of the Southern University System to submit to the Board of Regents requests to offer approved degree programs in an online format. Any such submission must be recommended to the President by the Chancellor of the Baton Rouge campus and must be in the Board of Regents' current curriculum inventory of approved undergraduate and graduate degrees for Southern University - Baton Rouge.



SUSLA
SOUTHERN UNIVERSITY SHREVEPORT LOUISIANA
Excellence • Integrity • Accountability • Service
Office of the Chancellor

January 30, 2013

Dr. Ronald Mason Jr., President
Southern University System
4th Floor, J. S. Clark Administration Building
Baton Rouge, La 70813

RE: Letter of Intent/Proposal to Establish a Certificate of Technical
Studies-Healthcare Access Associate

Dear Dr. Mason:

As per attached, please find for your consideration SUSLA's request to initiate a new Certificate Program offering in Healthcare Access Associate. The program is driven by the healthcare industry and has been endorsed by the Curriculum Committee and the Office of Academic Affairs.

If you find merit in this action, a further request is submitted to direct this matter to the Southern University Board of Supervisors for their kind review.

Thank you in advance for your usual support.

Respectfully Submitted,


Ray L. Belton, Ph.D.
Chancellor

RLB/lw

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OFFICE OF ACADEMIC AFFAIRS

January 30, 2013

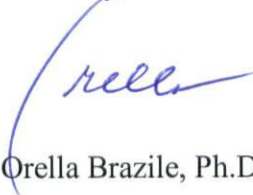
Dr. Ray L. Belton, Chancellor
Southern University at Shreveport
3050 Martin Luther King, Jr. Drive
Shreveport, Louisiana 71107

Dear Dr. Belton:

The Curriculum Committee and the Academic Council approved the Letter of Intent for the Certificate of Technical Studies (CTS) in Healthcare Access Associate. Once the program is completed the graduate will have skills to register patients in various health care facilities.

Your approval of this workforce focused program will be greatly appreciated. If approved please submit to the Board of Supervisors for their approval.

Sincerely,



Orella Brazile, Ph.D



Dr. Regina S. Robinson, Chair
Curriculum Committee

MEMORANDUM

TO: Dr. Orella Brazile
Vice Chancellor for Academic Affairs
Chair, Academic Council

FROM: Dr. Regina S. Robinson
Assistant Vice Chancellor for Academic Affairs
Chair, Curriculum Committee

DATE: January 15, 2013 *RS*

RE: **New Program Recommendation/Letter of Intent – Certificate of Technical Studies (CTS) - Healthcare Access Associate**

The Curriculum Committee met October 30, 2012 to consider the recommendation made by Kimberly Newlen (Program Director, Health Information Technology) and presented by Jo Ann Brown (Division Chair of Allied Health), to consider the proposal to develop a new CTS program entitled “**Healthcare Access Associate.**” The program was unanimously approved, pending submission of the *Letter of Intent* and with changing SPCH 200 Public Speaking to MGMT 260 Business Communication, as suggested by the Division Chair of Business Studies (Cynthia Hester). The Letter of Intent has been submitted with the suggested curriculum change. {See the attachments}

Present at the meeting were:

Mahailier Broom
Rosalyn Holt
Cynthia Hester
Vanessa Leggett
Wanda Waller

David Fogleman
Jo Ann Brown
Regina Robinson

Academic Council Meeting

January 18, 2013

Dr. Belton, Chancellor
Dr. Orella Brazile, Vice-Chancellor of Academic Affairs, Chairperson
Dr. Regina Robinson, Asst. Vice-Chancellor of Academic Affairs
Dr. Wanda M. Waller, Division Chairperson of Humanities
Rosalyn Holt, Division Chairperson of Behavioral Science
Jo Anne Brown, Division Chairperson of Allied Health
Cynthia Hester, Division Chairperson of Business Studies
Dr. Barry Hester, Division Chairperson of Science and Technology

I. Graduation Applications

Graduation applications are due January 25th.

II. BOR-Academic Program Reviews

Academic Programs Reviews need to be submitted February 10th.

- Review forms for program continuation, termination, consolidation, and collaboration, as attached in the previous email.
- Submit justifications for all changes in programs.
- Holt, R.— Human Services program; error in completion of graduates

III. Healthcare Access Associate Program

Program needs recommendation for approval from Academic Council. A motion for approval by Cynthia Hester and seconded by Rosalyn Holt was provided.

A letter from the Academic Council Committee will be sent to Dr. Brazile, Vice Chancellor of Academic Affairs.

IV. Course Choice

New Concepts for Louisiana: Course Choice, Believe, and A/P.

Course Choice will replace Dual Enrollment. All academic divisions should submit courses for Course Choice option. Submission for courses is due immediately.

A/P (Advanced Placement)—Students may exit out of courses

Believe—No further information provided at this time.



Curriculum Committee Meeting

Tuesday, 30 October 2012
Chancellor's Conference Room – A-23
11:30 a.m.

Agenda

- I. Call to Order
 - II. Meditation
 - III. Adoption of the Agenda
 - IV. Reading of the Minutes
 - V. New Business
 - a. LPN Curriculum Changes
 - b. New Program – Healthcare Access Associate (CTS)
 - c. Other
 - VI. Old Business & Concerns
 - VII. Adjournment
-

Today's Affirmations

*"When the power of love overcomes the love of power, the world will
be at peace."*

Bob Marley

Curriculum Committee
Minutes of October 30, 2012

Members Present

Regina Robinson, Chairperson
Jo Ann Brown
Mahailer Broom
David Fogelman

Cynthia Hester
Rosalyn Holt
Vanessa Leggett
Wanda Waller

The meeting was called to order by the Chairperson, Regina Robinson, followed by silent meditation. The agenda for the meeting was adopted; previous minutes were not available for reading.

New Business

- **LPN Curriculum Changes**

The committee did not address LPN curriculum changes. The proposed LPN program is not an approved program in the Board of Regents inventory for SUSLA. Therefore, the Curriculum Committee can not address any issues regarding this matter.

- **Healthcare Access Associate, Certificate of Technical Studies (CTS)**

As presented by Jo Ann Brown, Division Chair of Allied Health, a grant from the Workforce Initiative of North Louisiana (WINLA) afforded Health Information Technology (HIT) the opportunity to meet an identified need of the local healthcare community. The proposed program prepares students to register patients when they enter a healthcare facility and reflects changes in technology which is used in coding patients. If approved, Healthcare Access Associate will begin Spring 2013.

Cynthia Hester proposed a change in the course curriculum, from Public Speaking, SPCH 200 to Business Communication, MGMT 260. No further changes were proposed.

Rosalyn Holt made a motion to approve the program, pending submission of the Letter of Intent. Motion was seconded by Cynthia Hester. By unanimous vote, the committee approved the program.

- **Other**

Due to the absences of Barry Hester, Division Chairperson of Science and Technology and Sandra Tucker, Dean of Nursing, a motion was made to table discussions of the proposed General Studies in Science program and curriculum change for Certified Nursing Assistant program, respectively.

Review and update of the University's degrees, certificate, and diplomas was completed.

The meeting was adjourned.

LETTER OF INTENT to DEVELOP a NEW ACADEMIC PROGRAM [Sept 2011]

General Information

Date: 11/14/2012

Campus: Southern University at Shreveport	Program: Title, CIP, Degree/Certificate Awarded Healthcare Access Associate 510712 Certificate of Technical Studies (CTS)
Institutional Contact Person & Access Info (if clarification is needed): Kim Newlen –Health Information Technology, Department Chair – (318) 670-9644	

1. Program Objectives and Content

Describe the program concept: purpose and objectives; basic structure and components/concentrations; etc.

The proposed Certificate of Technical Studies in Healthcare Access Associate will be the first of its kind in North Louisiana and will provide students with the knowledge and skills necessary for entry into the patient registration profession. Graduates of the program will be eligible for employment in hospitals, outpatient health care facilities and clinics, ambulatory surgery centers, rehabilitation facilities, behavioral health facilities, and physicians' offices and clinics. The proposed certificate's 22-hour curriculum includes 12 hours general courses, and 10 hours of Health Access Associate professional courses. Students enrolled in the program will complete their clinical/professional course of study at an affiliated clinical site in the SUSLA service area. Students who complete the program will graduate with the Certificate of Technical Studies in Healthcare Access Associate, and will be eligible to sit for the national certification examinations inclusive of National Association of Health Access Management (NAHAM) and Healthcare Financial Managers Association (HFMA).

Objectives of the Program

The principal objective of the program is to equip students with the knowledge and skills that will make them eligible for employment as Healthcare Access Associates and Managers. The program will be especially useful for those students who seek entry level registration positions. Healthcare employers generally seek graduates who have earned a certificate in Healthcare Access Associate, or a closely related discipline. Or who have accumulated additional specialized training or on-the-job experience.

A second but very important objective of the program is to ensure that students have the kind of extensive knowledge and understanding that is expected of every graduate who has earned a certificate from the university, regardless of his or her particular major or

area of concentration. Currently, SUSLA does not require any general education requirements for certificate of technical studies program. However, the Healthcare Access Associate Certificate will address the fundamental skills necessary for employment in the field of registration but also fundamental skills in reading, communication, critical thinking, and problem solving. This broader educational preparation, in combination with the technical expertise provided by the program, will make graduates more valuable to prospective employers and allow them to adapt more quickly to the shifting demands of the 21st century knowledge technology driven society.

Finally, the program will ensure that its graduates have the kind of preparation that will allow them to pursue additional training in the healthcare profession, as well as enter a career pathway leading to the Associate of Applied Science Degree in Health Information Technology, a baccalaureate degree, and graduate or professional schools. Thus, the program will not only prepare students for entry-level positions in the field but also permit them to eventually seek employment in other areas within the health care arena or in research and higher education. The program will provide employers in the healthcare field, specifically in the information and reimbursement sectors, a unique opportunity to have access to a trained labor pool. Graduates of the program would have successfully earned a Healthcare Access Certificate of Technical Studies and nationally recognized credentials prior to employment.

Instructional delivery of courses offered will vary by methodology (i.e. classroom setting, online, web-enhanced, hybrid, and evening) to afford non-traditional students employed on a part-time or full-time basis the opportunity to earn a certificate and enhance their workforce marketability with skill sets that are in high demand.

BASIC PROGRAM STRUCTURE

Certificate of Technical Studies in Healthcare Access

(22 Hrs.)

I. REQUIRED RELATED / SUPPORT COURSES (3)

ALLH 210.....	3
MGMT 200.....	3
MGMT 260.....	3
SPCH 200.....	3

II. PROFESSIONAL COURSES

HITG 108.....	2
MREG 105.....	1
MREG 200.....	2
MREG 210.....	3

**Healthcare Access Associate
(Certificate of Technical Studies)**

SPRING SEMESTER

SUMMER SEMESTER

HITG 108	Intro. To Comp. Appl. for Healthcare Professionals	2	MGMT 260	Business Communications	3
ALLH 210	Medical Terminology	3	SPCH 200	Pubic Speaking	3
MGMT 200	Introd. to Business	3	MREG 200	Advanced Healthcare Access Procedures	3
MREG 105	Basic Healthcare Access Procedures	4	MREG 210	Healthcare Access Associate Exam Review & Internship	1
TOTAL HOURS		12			10

TOTAL CREDIT HOURS: 22

2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., accreditation, contribution to economic development; related to current or evolving needs within state or region). Cite data to support need: employment projections; supply/ demand data appropriate to the discipline and degree level, etc.

The future of healthcare management and healthcare delivery lies in the transition from paper-based to the electronic health record (EHR). The transition is a direct result of legislation such as the Health Information Accountability and Portability Act in 2003 by the Department of Health and more recently the Affordable Care passed by President Obama. President Obama has made the EHR a priority through monetary incentives, in an effort to facilitate healthcare reform.

The need for Certified Healthcare Access Associates means the potential for this program to articulate and collaborate with other universities in the future in Central Louisiana, which host three mid-sized acute care facilities and numerous physician practices and surgical centers.

The magnitude of the EHR in the delivery of quality healthcare will directly impact the status of our current and future economy. With the national implementation of the EHR even more emphasis is placed on registration activities which initiate the revenue cycle. The revenue cycle allows healthcare facilities to manage accounts receivable and account payable. Efficient registration processes insures the maximization of third party payer reimbursements, which is a essential part of fiscal solvency. Legislation in healthcare reform will dramatically increase the demand for professionals with a certificate from an approved program through the National Association of Health Access Managers (NAHAM) and Health Financial Management Association. From an educational perspective, a knowledgeable registration population supports quality healthcare delivery, research, reimbursements, and compliance. The Healthcare Access Associate Certificate program will focus on training graduates whose primary role is to conduct an accurate and complete registration interview which will reduce redundancy and delays in managing healthcare revenue.

Job prospects are very good. Employment of health information professionals

is expected to increase by 27% from 2008 to 2018 according to the U.S. Bureau of Labor Statistics. The Louisiana Workforce Commission shows a total annual demand of 70 positions which will increase with the implementation of the electronic health record.

Graduates may choose to apply for various job positions including Healthcare Access Associate, Patient Access Representative, Registration Admission Specialist, Medical Registration Clerk, Medical Admissions Clerk, Patient Admissions Clerk, and Medical Access Clerk. (Note: This is not a complete list of job titles. The positions are subject to vary by healthcare settings.)

3. Relevance

Explain why this program is an institutional priority at this time. How will it (a) further the mission of the institution and (b) increase the educational attainment of the state's adult population or foster innovation through research.

The proposed Certificate of Technical Studies in Healthcare Access Associate would represent an important addition to SUSLA's current set of certificate and degree programs and would increase its ability to fulfill a crucial aspect of its mission—fostering community growth through teaching, research, and service. If approved, the new certificate would provide health care providers in the region with graduates well-equipped with indispensable technical expertise and with the kind of broad educational preparation that would allow them to adapt to new circumstances and to acquire new knowledge and skills even after the completion of their formal education.

The benefits of offering the proposed certificate takes on even greater importance when one considers the need for postsecondary education is in high demand for residents in the Caddo parish target communities. According to the U.S. Census Bureau 2005 American Community Survey for Caddo parish alone, the employment status for the unemployed civilian individuals labor force, 16 years and over, was 17,360 unemployed individuals. The unemployment rate for this target area is 9.2%. In addition, layoffs, local business closures, cutbacks, and bankruptcies are almost always more devastating for the low income population to be served by SUSLA. Due to changes in family income, students often dropout and/or take a low paying job to help support their families.

To reiterate, in an effort to fulfill a crucial aspect of the University's mission which is fostering community growth through teaching, research, and service, the proposed Certificate of Technical Studies in Healthcare Access Associate would represent just one of the pipelines to accomplish this aspect of its mission.

4. Students

Summarize student interest/demand for the proposed program.

The program anticipates admitting a minimum of 10 students into its certificate program each year. With an expected retention rate of 80%, the program would produce a minimum of 40 graduates during the five year period 2013-2017. Our goal is to encourage our certificate graduates to continue life-long learning upon completion of the program by progressing into the Associate of Applied Science Degree in Health Information Technology. A Healthcare Access Associates' certificate would allow our students to enter the workforce within 8 months as well as supplement their income in the event they choose to progress into the two-year Health Information Technology Program.

5. Cost

Estimate costs for the projected program for the first five years. Indicate amounts to be adsorbed out of current sources of revenue and needs for additional appropriations (if any). Commit to provide adequate funding to initiate and sustain the program.

	FIRST YEAR		SECOND YEAR		THIRD YEAR		FOURTH YEAR		FIFTH YEAR	
	AMOUN	FTE	AMOUNT	FTE	AMOUN	FTE	AMOUNT	FTE	AMOUNT	
Faculty	\$1,800	0	\$3,600	0	\$3,600	0	\$3,600	0	\$3,600	
Administrative	\$1,200		\$1,200		\$1,200		\$1,200		\$1,200	
Support Personnel	0		0		0		0		0	
Fellowships & Scholarships	0		0		0		0		0	
SUB-TOTAL	\$3,000	0	\$4,800	0	\$4,800	0	\$4,800	0	\$4,800	
	AMOUNT		AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities		\$		\$		\$		\$		\$
Equipment		0		0		0		0		
Travel		0		0		0		0		

Supplies	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		
SUB-TOTAL	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		
GRAND TOTAL	\$4,000	\$5,800	\$5,800	\$5,800	\$5,800	\$5,800	\$5,800	\$5,800		
Amount & Percentage of Total Anticipated From:	AMOU NT	%	AMOUNT	%	AMOUNT	%	AMOUN T	%	AMOUNT	
State Appropriations		0		81		100		100	100	\$900
Federal Grants/Contracts	0	0	0	0	0	0	0	0	0	
State Grants/Contracts	0	0	0	0	0	0	0	0	0	
Private Grants/Contracts	\$4,00	0	\$5,800	0	\$5,800	0	\$5,800	0	\$5,800	
Other (tuition, fees, etc)	\$16,9	0	\$16,952	0	\$16,952	0	\$16,952	0	\$16,952	
TOTAL	\$	0	\$22,752	0	\$22,752	0	\$22,752	0	\$22,752	
DIFFERENCE	\$16,9		\$16,952		\$16,952		\$16,952		\$16,952	

NOTE: An adjunct faculty member will serve as instructor for the Healthcare Access Associate professional courses consisting of MREG 105, MREG 200, and MREG 210. In addition, this adjunct faculty member will serve as the program coordinator. Students in the program will enroll in the University's general education courses to fulfill the certificate requirements so there will be no need for any additional or full-time faculty.

First year

Costs: No cost will be incurred.

Second year

Costs: 8 credit hours will be taught by adjunct faculty at \$450 per credit hour = \$3,600

Revenue: Tuition for fall and spring semester = \$1159 and \$350 for summer

CTS in Registration Specialist = 2 summers, 1 fall, and 1 spring

Tuition for CTS = \$3018

Enrollment of 10 students = \$30, 180

*Revenue generated: \$30,180 (tuition) - \$7,800 (costs) = \$22,380

Note: Additional revenue will be generated the third, fourth, and fifth years as adjunct faculty costs decrease each year.

CERTIFICATION:

Chief Academic Officer

Date

Chancellor/President

Date

Management Board

Date