Southern Illinois University-Carbondale's renewal
application to operate as an out-of-state institution in
Maryland in accordance with COMAR 13B.02.01

MARYLAND HIGHER EDUCATION COMMISSION
Application for Renewal Approval for Out-of-State Degree-Granting Institutions to Operate in Maryland

Please Note: A separate application form must be completed and submitted with all supporting documentation for each proposed location in Maryland. If an additional, new location is being proposed, an *Application for Renewal of Approval* must be submitted for that location.

PREVIOSLY APPROVED LOCATION IN MARYLAND.
Please provide the complete mailing address.
 NSA BETHESDA
4650 TAYLOR ROAD
BUILDING 17B, SUITE 2D
BETHESDA, MARYLAND 20889

PROPOSED START DATE OF CONTINUED OPERATION. 27 Aug 2016
       Applications should be submitted at least 5 months prior to the proposed start date.

NAME AND ADDRESS OF INSITUTION APPLYING FOR APPROVAL.

Name of Institution:	**Southern Illinois University**
Web Address:	**extendedcampus.siu.edu**
OPEID Code:	**00175803**

U.S. Department of Education, Office of Postsecondary Education, ID Code -- Title IV eligibility.

Chief Executives Officer:	**W. Bradley Colwell, Interim Chancellor**
Mailing Address:	**1263 Lincoln Drive, Mail Code: 4304, Carbondale, IL 62901**
Telephone:	**618-453-2121**
Email:	**bcolwell@siu.edu**

Institutional Liaison: Name and title of the individual who will serve as liaison to the Maryland Higher Education Commission:
    Name: Mandara Savage
    Title: Executive Director, SIU Extended Campus
    Mailing Address: 850 Lincoln Drive, Mail Code: 6513, Carbondale, IL 62901

    Telephone: 618-453-4033

    Email: msavage@siu.edu

******************************** **CERTIFICATION** ****************************

I hereby affirm that the answers given in this application and its attachments are accurate and complete and further agree to comply with the *Annotated Code of Maryland* and State regulations governing the operation of out-of-State degree-granting institutions (COMAR 13B.02.01).

8/1/2016	B-d Colwell
Date	Signature of Chief Executive Officer

Please Submit All Information To:

> **Maryland Higher Education Commission**
> **Division of Planning and Academic Affairs**
> **6 N. Liberty Street, 10th Floor**
> **Baltimore, MD 21201**
> **410-767-3268**
> **acadprop@mhec.state.md.us**

SLU
APPROVED
AS TO
LEGAL FORM

8-1-2016

A copy of these regulations can be found at the Maryland Higher Education Commission's web site www.mhec.state.md.us (under Academic Approval Process) along with an on-line application form.

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I. DURATION OF APPROVAL

Approval to operate at a previously approved location in Maryland must be <u>renewed annually</u>. However, "during of after the fifth year of operation in Maryland and during any subsequent renewal cycle, an out-of-State institution may apply for approval to operate in Maryland for an extended period of time up to 5 years." COMAR 13B.02.01.08C(1)

> **If the location for which you are applying has been annually approved for at least five years, do you wish to seek approval to operate in the State for an extended period of time of up to 5 years?**
> ☒ **Yes, we wish to be approved for __5__ years.**

II. SUPPORTING DOCUMENTATION

Only a complete application can be acted upon. While separate application forms must be completed and submitted for each approved location, the following Supporting Documentation needs to be included only once for each entire package of applications. **CHECK EACH ITEM AS ATTACHED.**

☒ <u>Catalogs and Other Institutional Publications.</u> COMAR 13B.02.01.20A(1)

> **Have your catalogs, other institutional publications, or awards changed since they were last submitted? ☒ Yes ☐ No If yes, please submit new copies.**

✓☒ <u>Application Fee.</u> (Must accompany all renewals) COMAR 13B.02.01.08B(2)

The institution shall submit a non-refundable application fee in the amount of (a) $7,500 for up to two degree programs and (b) an additional $850 for each degree program over two programs. The institution's check should be made payable to: <u>Maryland Higher Education Commission</u>. The application renewal fee will be waived for renewals of out-of-state institutions operating at Regional Maryland Higher Education Center.

✓☒ <u>Accreditation</u>. (Must accompany all renewals) COMAR 13B.02.01.08B(4)(g)

Provide a copy of the most recent letter of approval (notification) from an organization recognized as an accrediting agency by the U.S. Department of Education. Along with your most recent notification of institutional accreditation, please provide evidence that you are in compliance with that organization's policies and procedures related to off-campus educational activities. If any of your proposed programs require <u>program accreditation</u> provide evidence of that accreditation.

√ ☒ <u>Registration as an Out-of-State Corporation</u>. (Must accompany all renewals)
        COMAR 13B.02.01.08B(4)(f)

To transact interstate business in Maryland, the institution must qualify with the State Department of Assessments and Taxation by making the certification required in the Corporations and Associations Article, §7-202, Annotated Code of Maryland. A public institution is not required to qualify as a foreign corporation. However, a business entity affiliated with a public institution or a private institution (profit or non-profit) must qualify as a foreign corporation. The Foreign Corporation Qualification Form may be obtained from the Maryland Department of Assessments and Taxation, Room 809, 301 West Preston Street, Baltimore, Maryland 21201 or on-line at: <u>www.dat.state.md.us</u>. Once qualified, the institution must provide a copy of the certificate of good standing issued by the State Department of Assessments and Taxation.

✓☒ <u>Certificate of Compliance With Fire and Safety Codes</u> (Must accompany all renewals)
        COMAR 13B.02.01.08B(4)(o)

Please provide a certificate for each approved location for indicating that the proposed facility has been inspected and is found in compliance with local and State ordinances pertaining to fire and safety.

✓☒ <u>Board of Trustees Resolution of Financial Solvency</u> (Must accompany all renewals)
        COMAR 13B.02.01.08B(4)(e)

Please provide a resolution from your Board of Trustees addressed to the Secretary of Higher Education stating that your institution is financially solvent.

✓☒ <u>Advertisements</u>   COMAR 13B.02.01.07D(3)(p)

| **Are there new advertisements in print format related to your programs in Maryland?** |
| ☒ **Yes** ☐ **No If yes, please provide copies of the new advertisements.** |

✓☒ <u>Enrollment Data as Prescribed by the Secretary</u>. (Must accompany all renewals)
        COMAR 13B.02.01.08B(4)(q)
        Please provide the information requested on the **Student Enrollment Data Form** found at the end of this application.

✓☒ <u>Teach-out Plan</u>   (Must accompany all renewals) COMAR 13B.02.01.08B(4)(j)(iv)

The institution must provide a copy of its teach-out plan allowing enrolled students to complete their programs if the institution decides to cease operation in Maryland.

II. APPLICATION QUESTIONAIRE

This questionnaire, properly completed with supporting documentation, shall serve as an application for approval to operate in Maryland under the *Code of Maryland Regulations* (COMAR) 13B.02.01. It must be completed for each proposed location.

1. Programs.

   ➢ **CURRENTLY OFFERED PROGRAMS.**

   > **INSTRUCTIONS. Please enter the requested information on your CURRENTLY OFFERED PROGRAMS in the spaces provided below, or create an attachment (labeled "A-1: Current Programs") to this application with the required information.**

   (a) Provide a list of your currently offered programs at this location. For each program provide the following information: (1) the full title of the program; (2) the degree or certificate to be awarded; (3) the mode of instructional delivery; (4) the number of credit hours (semester or quarter); and (5) whether they are offered at the parent campus.

Program Title	Degree	Mode of Instruction	Total Credit Hours	Offered on Main Campus Yes / No
Example: Organizational Management	M.S.	*Classroom*	*36 sem*	*Yes*
Example: Business Administration	B.S.B	*Distance Ed.*	*120 sem*	*Yes*
Health Care Management	BS	Classroom	120	Yes

   ➢ **NEW PROGRAMS**

   > **INSTRUCTIONS. Is the institution proposing any new programs at this location?** ☐ Yes ☒ No
   > **If yes, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-1: New Programs") to this information with your responses to the following for each new program:**

   (a) Provide a list of the new programs at this location. For each new program provide the following information: (1) the full title of the program; (2) the degree or certificate to be awarded; (3) the mode of instructional delivery; (4) the number of credit hours (semester or quarter); and (5) whether they are offered at the parent campus.

Program Title	Degree	Mode of Instruction	Total Credit Hours	Offered on Main Campus Yes / No
Example: Organizational Management	*M.S.*	*Classroom*	*36 sem*	*Yes*
Example: Business Administration	*B.S.B*	*Distance Ed.*	*120 sem*	*Yes*

(b) If the information does not appear in the catalog or publication you submitted provide (1) a description of the curriculum; (2) the objectives of each course; and (3) a course schedule for the proposed location

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(c) Please provide a brief description of the student population to be served by the proposed new programs.

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2. Educational Need. Before the Commission may evaluate the readiness of an out-of-State institution to operate or award new degrees in the State, including the offering of an instructional program or a degree level not previously approved, the institution shall present evidence demonstrating the educational need to establish operations, offer programs, and award the degrees in question in the State. In addition, the out-of-State institution shall demonstrate that the proposed program, for which the institution is making application, meets a critical and compelling regional or Statewide need and is consistent with the Maryland Postsecondary Education. COMAR 13B.02.01.06A&C

INSTRUCTIONS: Please enter the requested information in the spaces provided below, or create an attachment (labeled "A-2: Educational Need") to this application and respond to the following questions for each new program:

(a) What critical and compelling Regional or Statewide (Maryland) need and demand do your proposed programs meet? In responding to this question provide documentation as indicated below:

(1) If the programs serve underlined occupational needs, present data projecting market demand and the availability of openings in the job market to be served by the new programs for which the institution is making application. This information may include workforce and employment projections prepared by the federal and State governments, the availability of graduates in the State or region, marketing studies done by the institution or others, and material from professional and trade associations.

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(2) If the programs serve <u>societal needs</u> (include the traditional liberal arts education), provide a Description of how the proposed programs will enhance higher education in Maryland and contribute society

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(b) If similar programs exist in the State, what are the similarities or differences in your program in terms of the degrees to be awarded, the areas of specialization, and the specific academic content of the programs?

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(c) Is a Maryland employer sponsoring/supporting the application for the program(s) to be offered at this location?

☐ Yes ☐ No

If yes, please attach a letter of support from the employer addressed to the Assistant Secretary, Planning and Academic Affairs. The letter should outline the employer's reasons for selecting the institution and its programs and state the benefits to the employees who participate in the program

√**3. Administrative Staff.** The out-of-State institution shall provide for an on-site administrative staff responsible for overall administrative operation of educational activities including counseling, advising, testing orientation, financial aid services, and maintenance of academic records. In addition to being responsible for the administration of the policies and procedures of the parent institution, the designated administrators are responsible for meeting the expectations set forth in this chapter [of the Regulatory Standards of the State of Maryland for Out-of-State Institutions]. The duties and size of the staff shall be adequate for the size of the educational activities offered. COMAR 13B.02.01.15

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│ INSTRUCTIONS:  Has any previously reported Administrative Staff         │
│ information changed since your last approval at this location? ☒ Yes ☐ No │
│                                                                        │
│ If yes, please enter the requested information in the spaces provided   │
│ below, or create an attachment labeled (labeled "A-3: Administrative    │
│ Staff Changes") to this application with any changes to the            │
│ following questions:                                                    │
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(a) How are you planning to meet the above standard on Administrative Staff?

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(b) Who will be assigned to carry-out each of these duties? Please include a curriculum vitae/resume for each administrator.

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✓ **4. Faculty**

✓(a) List all faculty that are to teach in the first year (or cycle) of the programs at this location. For each faculty member provide the following information: COMAR 13B.02.01.08(4)(m)

       (1) the course(s) the faculty might soon teach;

       (2) the degrees the individual holds

       (3) the degrees areas of specialization; and

       (4) whether or not the faculty member is full-time or part-time (adjunct) at your parent institution

✓(b) Please include a curriculum vitae/resume for each potential faculty member. For those faculty who are yet to be hired include a job description and minimal qualifications.

5. Library Resources. Out-of-State Institutions offering programs or courses, or both, in Maryland, shall provide adequate and appropriate library resources within State boundaries and within reasonable distance of the instructional site. Usage statistics shall be kept to determine to what extent these resources are available and accessible. COMAR 13B.02.01.17A

(a) How are you planning to meet this standard on Library Resources? Briefly describe the types of materials and titles that you will make available to your students and how they will access them. Will there be provision for bibliographic instruction and/or library orientation?

✓ **6. Student Services.** COMAR 13B.02.01.18 concerns student services and activities. These shall realistically reflect the stated objectives, purposes, and philosophy of the out-of-State institution. Further, an out-of-State institution shall ensure that all students have access to a well developed program of counseling, testing, advisement, orientation, financial aid, career development, and placement. The institution may determine the specific organization of services, as well as the resources and staffing provided, as long as provision for these services are made. Student activities that complement the instructional program are particularly encouraged. COMAR Section .18 also requires that the out-of-State institutions keep complete and accurate records of admission, enrollment, grades, scholarships, transfer of

credits, transcripts, graduates, and other essentials in accordance with standard practice. This includes the physical security and confidentiality of such records. The Section requires as well, a published statement of student rights, privileges, and responsibilities and the school's adherence to its student grievance procedures.

✓

> **INSTRUCTIONS: Has any previously reported Student Services information changed since your last approval at this location?** ☐ Yes ☒ No
>
> **If yes, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-6: Student Services") to this application with <u>any changes</u> to the following questions.**

(a) How do you plan to implement the requirements for Student Services cited above?

(b) Regarding student records describe the security measures the institution takes to ensure the confidentiality, physical, and electronic security of your record-keeping system.

(c) Does the institution have a published statement of rights, privileges, and responsibilities of students? ☐ Yes ☐ No How will it make this available to its students at the proposed instructional site?_____
If this statement is in the Catalog you submitted with the application, please indicate the page number:____
If not in the Catalog you submitted, please provide us with a copy of the statement.

(d) Does the institution have a published student grievance procedure? ☐ Yes ☐ No If this procedure is in the Catalog you submitted with the application, please indicate the page number _____. If not in the Catalog you submitted, please provide us with a copy of the grievance procedure.

✓ **7. Facilities.** (See COMAR 13B.02.01.19).

> **INSTRUCTIONS: Has any previously reported Student Services information changed since your last approval at this location?** ☐ Yes ☒ No
>
> **If yes to either question, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-7: Facilities") to this application with <u>any changes</u> to the following questions.**

(a) Has a specific facility been inspected and approved for use as a classroom/laboratory space and been found in compliance with local and State ordinance pertaining to fire and safety? ☐ Yes ☐ No

   (1) If yes, please provide a copy of the Certificate of Compliance.

   (2) If no, the Certificate of Compliance must be submitted at least 30 days prior to the start of classes.

(b) Describe any special instructional facilities and equipment (computers, audio-visual equipment, etc.) that will be used and available to students in this location.

(c) Describe what provisions are being made for periodic repair and maintenance of buildings and grounds. What measures are being taken for campus security and fire protection? If dangerous or toxic materials are being handled, what provisions are being made for safe storage, handling and disposal?

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(d)Describe the office (and conference) space available to full and part-time faculty and administrators.

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8. Distance Education. "Distance education" means course work for academic credit delivered by telecommunicated instruction to a physical space specifically reserved for the purpose of receiving the instruction, for example, a teleclassroom, and requires the payment of tuition or fees for the instruction. "Distance education" does not include telecommunicated instruction at the student's initiation via an individual personal computer. COMAR 13B.02.01.03(8). An institution operating in Maryland and delivering instruction in Maryland by distance education shall provide evidence to the Secretary of compliance with the standards of good practice found in COMAR 13B.02.01.21.

INSTRUCTIONS. Is the institution providing distance education as defined above? ☐ Yes ☒ No
If yes, please contact the staff at the Maryland Higher Education Commission for a copy of the Standards of Good Practice and provide evidence of compliance as an attachment (labeled "A-8: Distance Education") to this application

Accreditation

Statement of Accreditation Status
as of September 20, 2016

Southern Illinois University Carbondale
Anthony Hall 116
1265 Lincoln Drive MC 4304
Carbondale, IL 62901
(618) 453-2341
http://www.siu.edu

Previous names: Southern Illinois State Normal University to Southern Illinois University at Carbondale

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The information on this page describes the accreditation relationship between this institution and the Higher Learning Commission. General information about the Commission and the accreditation process is provided at the end of this document. In addition, links to definitions are provided for many of the terms used.

Accreditation Information

Current status: Accredited

Accreditation granted: 01/01/1913

Most recent reaffirmation of accreditation: 2009 - 2010

Next reaffirmation of accreditation: 2019 - 2020

Upcoming or In-Progress Reviews

08/31/2017:   Interim Report   Other

2019 - 2020: Comprehensive Evaluation

Most Recent History with the Commission

08/13/2013:   Focused Visit

08/16/2010:   Approved for Continued Accreditation

General Institutional Information

This section provides brief, general information about the institution's organization and scope. The information is self-reported by the institution through the annual Institutional Update to the Commission. Additional information can be found at nces.ed.gov/collegenavigator/ or on the institution's web site noted above.

Control: Public

Degree programs (number in each category): Associates (3), Bachelors (95), Masters (81), Doctoral (36)

Certificate programs (number offered): 14

Off-Campus Activities (This listing was last updated: 08/23/2016; the information may not be current.) The institution's accreditation includes courses and programs at:

In-State:	Campuses:	School of Medicine - Springfield, IL;
	Additional Locations:	Lewis and Clark College - Alton, IL; Southwestern Illinois College - Belleville, IL; Franklin-Jefferson Special Education District - Benton, IL; John A. Logan College - Carterville, IL; Kaskaskia College - Centralia, IL; Parkland College - Champaign, IL; Harry S. Truman College - Chicago, IL; Chicago Fire Department - Chicago, IL; Jefferson Elementary School - Elk River, MN; Great Lakes NTS - Great Lakes, IL; Southeastern Illinois College - Harrisburg, IL; Joliet Junior College - Joliet, IL; Trinity Service, Inc. - Joliet, IL; Rend Lake College Market Place - Mt. Vernon, IL; Regional Office of Education - Mt. Vernon, IL; Illinois Central College - Peoria, IL; Southwestern Illinois College - Red Bud Campus - Red Bud, IL; Triton College - River Grove, IL; Scott Air Force Base - Scott AFB, IL; Illinois Association of Rehabilitation Facilities (IARF) - Springfield, IL; Shawnee Community College - Ullin, IL;
Out-of-State:	Campuses:	None.
	Additional Locations:	Community College of Beaver County - Beaver Falls, PA; Community College of Beaver County - Beaver Falls, PA; Walter Reed National Military Medical Center - Bethesda, MD; Camp Lejeune MCB - Camp Lejeune, NC; Dover Air Force Base - Dover, DE; University Center of Lake County - Grayslake, IL; Groton Naval - Groton, CT; CHERRY POINT MARINE CORPS AIR STATION - HAVELOCK, NC; Marine Corps Air Station New River - Jacksonville, NC; Joint Base McGuire-Dix-Lakehurst Air Force Base - JB McGuire-Dix-Lakehurst, NJ; Joint Base Charleston - Joint Base Charleston, SC; LITTLE ROCK AIR FORCE BASE - LITTLE ROCK AFB, AR; Mayport Naval Station - Mayport, FL; Naval Support Activity Mid-South - Millington, TN; Moreno Valley - Moreno Valley, CA; Jacksonville Naval Air Station - NAS Jacksonville, FL; Orange County Transportation Authority - Orange, CA; Naval Hospital Pensacola - Pensacola, FL; Naval Air Station Pensacola - Pensacola, FL; San Diego Naval Medical Center - San Diego, CA; North Island Naval Air Station - San Diego, CA; San Diego Naval Station - San Diego, CA; Palomar College - San Marcos, CA; Naval Base Kitsap - Bangor - Silverdale, WA; Siteman Cancer Center Barnes-Jewish Hospital - St. Louis, MO; NAS Oceana - Virginia Beach, VA; Mount San Antonio College - Walnut, CA;
Out-of-U.S.:	Campuses:	None.
	Additional Locations:	Taiwan - Taiwan, TAIWAN;

About HLC and Accreditation

Institutions of higher education in the United States seek accreditation through two types of accreditation agencies, institutional and specialized. Institutional accreditation agencies are classified as regional and national.

National accreditation associations focus on certain types of colleges such as trade and technical institutions, or religious colleges such as seminaries and bible colleges.

Regional accreditation agencies are recognized by the U.S. Department of Education to accredit degree granting colleges and universities. There are six regions of the U.S. in which regional agencies operate. The regional accreditation agencies have similar standards for accrediting colleges and universities.

Regional accreditation validates the quality of an institution as a whole and evaluates multiple aspects of an institution ranging from its academic offerings, governance and administration, mission, finances, and resources.

The Higher Learning Commission is a regional accreditation agency that accredits degree granting institutions of higher education that are based in the 19-state North Central region of the United States. Institutions that HLC accredits are evaluated against HLC's Criteria for Accreditation, a set of standards that institutions must meet to receive and/or maintain accredited status.

HLC's Criteria for Accreditation reflect a set of guiding values. The accreditation process is based on a system of peer review. Approximately 1,300 educators from institutions of higher education serve as peer reviewers conducting accreditation evaluations for other institutions. Peer reviewers also serve on committees that make up the decision-making bodies of the accreditation process.

Evaluation Process
HLC accreditation assures quality by verifying that an institution (1) meets standards and (2) is engaged in continuous improvement. In addition, all institution's are required to complete an annual filing of the Institutional Update, undergo annual monitoring of financial and non-financial indicators, and adhere to HLC policies and practices on institutional change.

Peer reviewers trained in HLC's standards evaluate institution's demonstration of whether they meet the Criteria for Accreditation and make recommendations to HLC's decision-making bodies.

Institutional Actions Council (Decision-Making Body)
The Board of Trustees appoints and authorizes members of the Institutional Actions Council (IAC) to conduct reviews and take actions on the

majority of accreditation recommendations. IAC members consist of representatives of academic institutions accredited by HLC, as well as members of the public. Detailed information on IAC processes is found in HLC's policies on decision-making.

Public Information

In the interest of being transparent, HLC is committed to providing information to the public regarding accreditation decisions made regarding individual institutions.

Actions that are taken by HLC regarding an institution's accreditation status are disclosed to the public. Beginning July 2013, in all cases of issuing continued accreditation, placing an institution on or resolving a sanction, or withdrawing accreditation, the Action Letter issued to the institution is made available for viewing and the institution's status in HLC's online directory is updated. Public Disclosure Notices are also issued in cases of sanction to provide the public more detail of the issues leading to sanction.

Complaints Against HLC Accredited Institutions

Each year, HLC receives a number of complaints about institutions from faculty, students, and other parties. HLC has established a clear distinction between individual grievances and complaints that appear to involve broad institutional practices. Where a complaint does raise issues regarding the institution's ongoing ability to meet the Criteria of Accreditation, HLC forwards the complaint to the institution and requests a formal response.

Complainants with specific claims related to the Americans with Disabilities Act or employment discrimination should seek prior review of such claims by the appropriate federal agencies. HLC may ask for the report or record of such review in determining whether it can proceed to consider the claim as a complaint related to compliance with the Criteria for Accreditation.

Course descriptions from the College's catalog

Health Care Management

Our graduates are poised to enter one of the fastest growing industries in the U.S. while also working to make a difference in the health and well-being of our communities.

Health Care Management at Southern

The Health Care Management (HCM) program provides coursework and experience across the spectrum of health care supervision and management.

By customizing our multidisciplinary curriculum to meet student interests, a program of study can lead to a career within various health and medical facilities such as hospitals, nursing homes, public health departments or health insurance companies.

With more than a decade of experience teaching undergraduates about health care, SIU's Health Care Management program is a leader in health administration education.

Making the Choice to Come to Southern

The HCM faculty offer experience in a wide ranges of fields, including law, business administration, gerontology, epidemiology, and economics. Students benefit from faculty who use many perspectives to examine health care and the complexity of our current health care system.

Students benefit from the strong ties that HCM faculty maintain with the health care industry.

Support Services

University Honors Program: Honors study is designed to offer unique educational experiences to participating students through seminars, special sections of university core classes, and independent study.

Disability Support Services: Academic and program support services are provided for students with permanent disabilities.

Student Organizations

Student Chapter of the Student Healthcare Management Association.

Health Care Management Majors

Possess the following characteristics or traits:

- Excellent planning, organization and communication skills
- Leadership ability and management skills

Career Opportunities

Career paths for graduates in Health Care Management include management positions in the following:

- Consulting firms
- Health insurance organizations
- Healthcare associations
- Hospitals
- Nursing homes
- Physician practices and clinics
- Mental health organizations
- Public health departments
- Rehabilitation centers
- Skilled nursing facilities
- Universities and research institutions

Scholarships and Awards

Students who major in Health Care Management are eligible for a variety of scholarship opportunities through the University, the College of Applied Sciences and Arts, and the Health Care Management program as available.

Health Care Management Curriculum

I. HCM CORE COURSES – 48 Hours. The following courses are required:

HCM 320-3 Health Policy and Politics
HCM 340-3 Managerial Epidemiology in Healthcare (*prerequisite English 101*)
HCM 360-3 U.S. Healthcare Systems
HCM 364-3 Organizational Behavior in Healthcare Organizations
HCM 365-3 Statistics and Research for Healthcare Professions (*prerequisite UCC math*)
HCM 366-3 Health Information Management
HCM 375-3 Analysis & Evaluation of Healthcare Services *(prerequisites UCC math and HCM 365)*
HCM 382-3 Health Economics
HCM 384-3 Strategic Planning and Leadership in Healthcare
HCM 385-3 Healthcare Finance (*prerequisites UCC math and ACCT 210 or 220*)
HCM 388-3 Legal Aspects and Current Issues in Healthcare
HCM 390-3 Human Resources in Healthcare
HCM 410-3 Operations Management and Quality Improvement in Healthcare
HCM 413-3 Long Term Care Administration
HCM 420-3 Healthcare Ethics, Coding, and Compliance
HCM 421-1 Professional Practice for Healthcare Managers (*majors only*)
HCM 422-2 Internship (prerequisites all HCM courses – please see HCM 422 information below)

Note: All HCM courses must be completed with "C" or better; no course may be repeated more than once.

II. HCM or RELATED COURSES – 20 Hours Electives (Capstone 31 hours)
HCM 460-3 Lean Six Sigma in Healthcare
HCM 461-3 Introduction to Physician Practice Management
HCM 462-3 Healthcare Reform and the Affordable Care Act
Can also include program approved Business and Administration, Finance, Psychology or Information Technology coursework

III. INTERNSHIP (HCM 422) 2-9 Hours
Students must have a minimum grade of C in all HCM core courses prior to enrolling in HCM 422.
Students must enroll in a minimum of 2 hours (150 actual hours) but may enroll in as many as 9 hours of internship credit.
The internship cannot be repeated unless special circumstances apply as determined by the HCM academic review committee.

IV. REQUIRED PREREQUISITE/BACKGROUND COURSES – 11 Hours
AH 105-2   Medical Terminology
ISAT 229-3   Computing for Business Administration (*or computer literacy*)
ACCT 220-3 Accounting I *or* ACCT 210 (*for those not wishing to pursue graduate degree*)
ECON 240-3 Introduction to Microeconomics (*may be taken as social science core requirement*)

V. UNIVERSITY CORE – Regular Core is 41 hours and Capstone Core is 30 Hours
To qualify for admission to the Capstone option, a student must have earned an AAS degree or equivalent certification with 60 hours or more with a 2.0 (4.0 scale) grade point average.

Nursing Home Administration
Persons who wish to sit for the Illinois Nursing Home Licensure Examination would need to complete a Bachelor of Science degree (or a course of study in nursing home administration that is approved under Title 68: Section 310.40 of the Rules for Nursing Home Administrators Licensing Act (NHALA). These courses are: HCM 364, HCM 385, HCM 390, HCM 413 and HED 440 or REHB 405 or REHB 446.

For additional information, please contact the Health Care Management program advisor at 618-453-7172.
See the Undergraduate Catalog at: http://registrar.siu.edu/catalog/undergraduatecatalog.html for other program guidelines.

Sample Course Sequence for Health Care Management Students

To graduate with a degree in Health Care Management, students must complete 120 credit hours of academic study. The Health Care Management curriculum is designed to be a flexible program to accommodate the needs of both incoming freshmen and transfer students, who may already have an associate degree. Required background courses, University Core courses, and electives can be taken at any time, although the bulk of these courses should be completed during the first two years of study. During their third and fourth years, students take specific Health Care Management requirements which include Core requirements, HCM or related courses, and an Internship. Minors in Business, Economics, and Psychology are encouraged.

Fall Semester				Spring Semester		
Year 1				**Year 1**		
ENGL101	3	English Composition I		ENGL 102	3	English Composition II
PSYC 102	3	Intro to Psychology (Social Sciences)		SPCM 101	3	Intro to Oral Communications
^UCOL 101	1-3	University College		ECON 240	3	Intro To Microeconomics (Social Sciences)
Select	3	University Core-Humanities		BIOL	3	Science Group-II
MATH	3	University-Core Math		Select	3	University Core-Humanities
Year 2				**Year 2**		
Select	3	Science Group-I		HED 101	2	Human Health
Select	3	University Core-Multicultural		ACCT 210/220	3	Accounting
Select	3	University Core-Fine Arts		HCM 365	3	Statistics and Research for HC Professions
ISAT 229	3	Computing: Business Administration		Select	3	Approved Elective*
AH 105	2	Medical Terminology		Select	3	Approved Elective*
Year 3				**Year 3**		
Select	3	Approved Elective*		HCM 320	3	Health Policy and Politics Organizations**
HCM 340	3	Managerial Epidemiology		HCM 364	3	Organizational Behavior Health Care Orgs.**
HCM 360	3	US Health Care Systems		HCM 366	3	Health Information Management**
HCM 384	3	Strategic Planning and Leadership♦♦		HCM 413	3	Long Term Care Administration**
HCM 382	3	Health Care Economics		HCM 420	3	Health Care Ethics, Coding, and Compliance
				HCM 421	1	Professional Practice for Health Care Mgrs.
Year 4				**Year 4**		
HCM 375	3	Analysis & Evaluation		HCM 422	2-9	Health Care Management Internship
HCM 385	3	Health Care Finance		Select	3	Approved Elective*
HCM 388	3	Legal Aspects and Current Issues		Select	3	Approved Elective*
HCM 390	3	Human Resources in Health Care♦♦		Select	3	Approved Elective*
HCM 410	3	Operations Mgmt. Health Care		Select	3	Approved Elective*
Select	3	Approved Elective*				

^Required of all freshman with less than 26 semester hours of transferable coursework.
*Health Care Management, Business and Administration, Finance, Psychology, or Information Technology courses are encouraged.
<u>Courses offered are based upon history and are subject to change</u>
**SPRING semester <u>only</u>: HCM 320, 366, 413;
♦♦FALL semester <u>only</u>: HCM 384, 390;
All other courses tentatively offered both FALL and SPRING semesters.

For more information, please visit the program website: http://www.sah.siu.edu/undergraduate/health-care-management/index.php

Contact Information:
Quiana Jackson, M.S. Ed.   Sandra Collins, MBA, Ph.D.
Academic Advisor   Program Director
quiana.jackson@siu.edu   skcollin@siu.edu
(618) 453-7172   (618) 453-8802

COURSE DESCRIPTIONS

199-1 to 6 Individual Study- Provides first or second year students with the opportunity to develop a special progra studies to fit a particular need not met by other offerings. Each student will work under the supervision of a program faculty member approved by the HCM Academic Review Committee. Restricted to HCM majors.

258-1 to 30 Work Experience Credit- Credit granted for management or supervisory experience in the health care industry. Credit may be applied only to the approved career electives requirement of the health care management degree. Credit is determined by the HCM Academic Review Committee. Restricted to HCM majors.

259-1 to 30 Occupational Education Credit- Credit granted for past occupational educational experiences related the student's educational objectives. May be applied only to the approved career electives requirement of the health care management degree. Credit is determined by the HCM Academic Review Committee. Restricted to HCM major

320-3 Health Policy and Politics- A course focusing on the U.S. health policy-making process within the context of political marketplace. Emphasis is on the ways in which health policy affects the determinants of health. Through rea world cases in health policy, health care management students analyze the public policy environment and gain an understanding of how to exert influence and deal with the political environment. Prerequisite: UCC MATH, ECON 24(Restricted to HCM major/minor.

340-3 Managerial Epidemiology and Marketing in Healthcare- Introduction to principles of marketing as applied · health care as a service industry. Analysis of local demographics and of current market trends in healthcare. Design plans to include pricing, promotion, distribution channels and evaluation of strategies. This course is writing-intensive and reflects the college's communication-across-the-curriculum initiative. Prerequisite: ENGL 101. Restricted to HCM major or minor.

360-3 U.S. Health Care Systems- A study of the major components which comprise the U.S. health care system. Th course will focus primarily on basic terminology, history, settings, personnel, utilization of service, and managerial epidemiology. Restricted to SAH major, HCM majors/minors.

364-3 Organizational Behavior in Health Care Organizations- A course dealing with the problems of managemer health care settings from a micro level (department/unit) and a macro level (organizational). Emphasis is on the exte environment, goal setting, problem solving, communication, change management, and interpersonal relations. Restricted to SAH major, HCM majors/minors.

365-3 Statistics and Research for Health Care Professions- A course for students beginning a major in the healt care professions. Students examine and apply data to their professions with an emphasis placed on the understandi of the basic principles, techniques, and applications involved with analysis, synthesis, and utilization of data. Prerequ UCC Math. Restricted to SAH major, HCM majors/minors.

366-3 Health Information Management- This course provides a multi-disciplinary analysis of the strategic applicati information technology, and the management of such, in health care organizations. Focuses on using information technology to analyze both clinical data and business results in the decision making processes within an overall organizational capacity. Challenges facing the health care industry in terms of information technology will be examin Restricted to HCM majors/minors.

375-3 Analysis and Evaluation of Health Care Services- An examination of theory and practices in evaluation of health care programs. Special attention is given to identifying program objectives, measuring performance, and designing evaluation studies. Both quantitative and qualitative methods of analysis and evaluation are covered (qua: experiments, cost-effectiveness analysis and participant observation). Course can only be ounted towards degree once.Prerequisite: UCC mathematics, HCM 365.

382-3 Health Economics- An analysis of the economics of health care in the United States and its effect on society the health care profession.

384-3 Strategic Planning and Leadership in Health Care- A course that analyzes the fundamentals of strategic planning and leadership in health care organizations. Emphasis is placed on mission, vision, values, creating busine plans and conducting SWOT analysis. The impact of leadership style on the strategic planning process is explored. Restricted to HCM majors/minors.

385-3 Health Care Finance- An introduction to the fiscal problems in health care organizations. Emphasis is placed health care reimbursement, working capital, financial statements, strategic planning, and accounting/monetary contr the health care industry. Prerequisite: UCC Math, Accounting 210 or 220. Restricted to HCM majors/minors.

388-3 Legal Aspects and Current Issues in Health Care- Principles of law and the U.S. legal system are applied.

include malpractice, contracts, corporate liability, professional liability, patient rights, and the legal aspects of manag(care. Restricted to HCM majors/minors.

390-3 Human Resources in Health Care- This course introduces students to the major issues related to developin(and implementing human resource management strategies, with specific emphasis on their applications within healt(care organizations. Emphasis in the course will be given to issues related to the following aspects of human resourc(management: the strategic role of human resource management in health care organizations; recruiting and selectir health care employees; equal opportunity issues; orienting, training, and developing employees; appraising and managing performance; ensuring fair treatment of all employees; providing a safe workplace; developing and administering compensation plans; managing labor relations; and implementing HRM's role in reengineering proces: Incorporated within the course is an explanation of the human resource functions that are part of all health care managers' responsibilities. May be independent study. Prerequisite: HCM 364. Restricted to Health Care Manageme majors or minors.

410-3 Operations Management and Quality Improvement in Health Care- Examines the applications of operatio management in the framework of health care organizations. Focus will be placed on supply chain and inventory management, forecasting, queuing models, and capacity planning. Determinants to achieve quality management in health care facilities will be explored. Utilizes analytical methods of systematic monitoring and evaluation and the application of quality improvement initiatives. Includes impact on quality of accreditations, credentialing, liability, and governmental regulations. Not for graduate credit. Prerequisite: UCC MATH, HCM 360. Restricted to HCM majors/minors.

413-3 Long Term Care Administration- A study of the principles of nursing home management and assisted living services which examines administrative and staffing functions relating to clients, community, public policy, programm and financing. Not for graduate credit. Restricted to junior standing.

420-3 Health Care Ethics, Coding, and Compliance- Exploration of the ethical issues surrounding the delivery of health care services. Students will apply ethical principles and decision making processes to a series of cases involv ethical dilemmas unique to the health care environment. Students will examine coding and compliance issues and carefully explore the external environment which governs and regulates their actions as future health care manager: Not for graduate credit. Restricted to HCM majors/minors.

421-1 Professional Practice for Health Care Managers- Introduces students to the health care environment and t expectations of them as health care professionals. Emphasis is placed on professional development, professionalisr business correspondence and technical writing, patient-centered health care, customer relationship management, a networking. Resumes, internship site selection and related processes will be accomplished. Not for graduate credit. Restricted to HCM majors. Special approval needed from the academic advisor.

422-2 to 9 Health Care Management Internship- Students are assigned to a University approved health care organization engaged in activities related to health care management and to the student's career objectives. The stu will perform duties and services as assigned by the preceptor by completing an assigned work project which is managerial/analytical and of value to the organization. Report log and performance evaluations are required. Hours credits arranged individually. Minimum 150 contact hours required. Mandatory Pass/Fail no repeat allowed on fail. N for Graduate Credit. Prerequisite: Minimum grade of C in all HCM core courses. Restricted to HCM majors.

460-3 Lean Six Sigma in Healthcare- An introductory course focusing on the Lean Six Sigma approach to improvin quality in healthcare organizations. An exploration of error prevention, problem solving, problem detection, change management, and effective and efficient process improvement. Cases will be used to demonstrate how the approac can be applied specifically to the healthcare industry. Restricted Health Care Management majors and minors of juni standing.

461-3 Introduction to Physician Practice Operations- An introductory course designed to examine the different aspects of operating a physician's practice. Focus is placed on licensing and professional regulation; selection of H(PPOs, and other managed care programs; medical records and regulatory compliance; community outreach require building a medical practice, and practical development of templates for practice activities such as streamlined appointment scheduling and encounter forms. Not for graduate credit.

462-3 Healthcare Reform and the Affordable Care Act- An exploration of the history of US healthcare reform atte and the landmark healthcare reform legislation known as the Affordable Care Act. Focus is on the impact of healthcz organizations, employers, insurers, individuals, and medical practice, as well as the impact on the economy. Change Medicare, Medicaid, long term care, abortion, dental care, mental health, and the delivery of care, Accountable Care Organizations (ACO's), will be examined. Not for graduate credit.

499-1 to 6 Individual Study- Provides third- or fourth-year health care management students with the opportunity t develop a special program of studies to fit a particular need not met by other offerings. Each student will work under

Recent Approval Letter
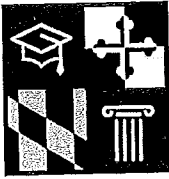
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James E. Lyons, Sr.
Secretary of Higher Education

September 1, 2010

Dr. Samuel Goldman
Chancellor
Southern Illinois University Carbondale
Anthony Hall, Mailcode 4304
Carbondale, IL 62901-4304

Dear Dr. Goldman:

The Maryland Higher Education Commission has received a renewal application from Southern Illinois University Carbondale to continue operating at the National Naval Medical Center in Bethesda, Maryland. On the recommendation of the Assistant Secretary for Planning and Academic Affairs, Dr. George W. Reid, the Maryland Higher Education Commission authorizes Southern Illinois University Carbondale to offer the program listed below at this location until August 31, 2015:

B.S. in Health Care Management
(some courses to be offered in an on-line format)

The renewal application and the State regulations pertaining to out-of-state institutions have been revised effective April 20, 2009 (see *Code of Maryland Regulations* 13B.02.01). An electronic renewal form and the revised regulations are available on the Commission's website under "Academic Approval Process" at www.mhec.state.md.us. In order to operate at the approved location after the stated expiration date, the renewal application should be completed and submitted to this office no later than five months before the institution proposes to commence operation for the academic year 2015-2016. If applicable, the use of VA benefits for these programs should be coordinated through Mr. Brian Gibbons, Veterans Affairs Analyst. He can be reached at (410) 260-4538.

Please keep us informed of any changes contemplated in your offerings in Maryland. We look forward to continuing the cooperative relationship developed between your institution and the Maryland Higher Education Commission.

Sincerely,

James E. Lyons, Sr.
Secretary of Higher Education

JEL:GWR:ggs

cc: Mr. Thomas H. Beebe, Director of Military Programs, SIU
Dr. George W. Reid, Assistant Secretary for Planning and Academic Affairs, MHEC