


  
**KENT STATE**  
UNIVERSITY  
**ASHTABULA**

INTEROFFICE MEMORANDUM

Date: April 2, 2010

To: Dan Mahony, Dean College of Education Health & Human Services

From: Kevin Deemer, Assistant Dean 

Re: EPC and OBR Proposal to Extending a Bachelor Degree to the Ashtabula Campus

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Attached is the Certification of Curriculum Proposal and Ohio Board of Regents paperwork for extending the Bachelor of Science degree to the Ashtabula Campus for the Health Care Administration and Systems concentration within the Integrated Health Studies program.

We request your review and approval of the proposal. If you do not have any objections and approve the proposal, then please sign and forward Therese Tillet in the Provost's Office.

If you have any questions, please do not hesitate to contact me at x-44329 or [kdeemer@kent.edu](mailto:kdeemer@kent.edu). Thank you.

Attachments

Cc: Susan Stocker, Dean Ashtabula Campus

# KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date 31-Mar-10      Curriculum Bulletin \_\_\_\_\_  
Effective Date    Fall 2010      Approved by EPC \_\_\_\_\_

Department      School of Health ~~Studies~~ *Sciences*  
College            EH - Education, Health and Human Services  
Degree            BS - Bachelor of Science  
Program Name    **Integrated Health Studies**    Program Code    **IHS**  
Concentration(s) Health Care Administration and Systems    Concentration(s) Code(s)    HCAS  
Proposal           Establish Program

**Description of proposal:**

Extend the Bachelor of Science degree to the Ashtabula Campus for the Health Care Administration and Systems concentration within the Integrated Health Studies program.

Does proposed revision change program's total credit hours?     Yes     No

Current total credit hours:                                  Proposed total credit hours


Describe impact on other programs, policies or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need; audience; prerequisites; teacher education licensure):

This proposal has no impact on other programs, policies, or procedures.

Units consulted (other departments, programs or campuses affected by this proposal):

School of Health ~~Studies~~ *Science*  
College of Education, Health and Human Services  
Ashtabula Faculty Council

### REQUIRED ENDORSEMENTS

 _____ Department Chair / School Director / Campus Dean	4/5/10 _____
_____ College Dean	____/____/____
_____ Dean of Graduate Studies (for graduate proposals)	____/____/____
_____ Provost and Senior Vice President for Academic Affairs	____/____/____

## Proposal Summary

### **Title: Extend Bachelor of Science degree to the Ashtabula Campus**

**Subject Specification:** Extend the Bachelor of Science degree to the Ashtabula Campus for the Health Care Administration and Systems (HCAS) concentration within the Integrated Health Studies program (IHS).

**Background Information:** In 1999 The College of Education, Health, and Human Services created the Bachelor of Science in Integrated Health Studies which is housed in the School of Health Sciences. One of the three concentrations within the Integrated Health Studies degree program is the health care administration and services concentration. This concentration is designed for students wanting to prepare for management positions in the health care industry. This concentration provides a strong core of business courses including marketing, management, finance, economics, accounting and human resource management, as well as, specialized courses related to long-term care administration.

One aspect of the Ashtabula Campus's Academic Plan is to strategically increase the number of bachelor degree programs offered at the campus. Currently, the campus has developed strong two-year degree programs in a several allied health fields and often students in these programs seek to attain a four-year degree. However, at this time the Ashtabula Campus offers only a few bachelor degree options. Therefore, one way for the campus to expand four-year degree opportunities is to leverage and extend our current associate degree programs in allied health fields.

In the fall of 2009 the Ashtabula Campus conducted a needs assessment to identify potential bachelor degree programs that could be successful at Ashtabula. Preliminary results indicated three concentrations within Integrated Health Studies had potential for success at the Ashtabula Campus. Further analysis of the results indicated that the Health Care Administration and Systems concentration would be an excellent fit for the Ashtabula Campus at this time because the campus currently has the faculty, facilities, and students to successfully start the program in the fall of 2010.

**Alternatives and Consequences:** Not allow the Ashtabula Campus to expand its bachelor degree offerings.

**Specific Recommendation and Justification:** Beginning with the Fall 2010 Semester, extend the Bachelor of Science in Integrated Health Studies degree to the Ashtabula Campus for the Health Care Administration and Systems concentration within the Integrated Health Studies program.

### **Timetable and Actions Required:**

April 2010 - Departmental approval

May 2010 - EPC approval

Summer 2010 - OBR notification

Fall 2010 - Ashtabula begins offering courses in the Health Care Administration and Systems program

**CHANGE REQUEST  
ADDITIONAL DELIVERY SITES**

This form may be used by institutions to request authorization to deliver existing approved degrees/degree programs at additional sites. This form only needs to be submitted if the institution intends to deliver fifty percent or more of the requirements of the program at the site (excluding general education, internships, clinical practicum, field experiences, and student teaching). If the institution is requesting authorization to deliver the program(s) at multiple off-site locations, complete and submit a separate form for each site.

**Date of submission**

April 1, 2010

**Name of institution**

Kent State University at Ashtabula

**Program(s) to be delivered at the site**

The Health Care Administration and Systems concentration of the Integrated Health Studies program leading to the Bachelor of Science

**Proposed start date**

Fall 2010

**Rationale**

Beginning in the Fall 2010 Semester the Ashtabula Campus seeks to offer the Kent State University courses in the Health Care Administration and Systems concentration within the Integrated Health Studies program. This program leading to the Bachelor of Science degree would provide students an additional four-year degree option at the Ashtabula Campus.

One aspect of the Ashtabula Campus's Academic Plan is to strategically increase the number of bachelor degree programs offered at the campus. Currently, the campus has developed strong two-year degree programs in a several allied health fields and often students in these programs seek to attain a four-year degree. However, at this time the Ashtabula Campus offers only a few bachelor degree options. Therefore, one way for the campus to expand four-year degree opportunities is to leverage and extend our current associate degree programs in allied health fields.

In the fall of 2009 the campus conducted a needs assessment to identify potential bachelor degree programs that could be successful at Ashtabula. The results indicated the Health Care Administration and Systems concentration within the in Integrated Health Studies program would be an excellent fit for the Ashtabula Campus because the campus currently has the faculty, facilities, and students to successfully begin the program starting in the Fall 2010 Semester.

## **Resources and facilities**

*The program would be offered at:*

*Kent State University at Ashtabula  
3300 Lake Road West  
Ashtabula OH 44004*

Located 75 miles from the Kent State University campus in Kent, Ohio, the Ashtabula Campus is the northern-most of Kent State University's eight-campus system. It is centrally located between Cleveland, Erie and Youngstown.

The facilities include the new state-of-the-art Robert S. Morrison Health and Science Building which opened in the fall of 2009 in addition to Main Hall, the Library, and Technology Building. The campus has the faculty, staff, and infrastructure to offer additional four year degree programs on-site and would not require any additional resources to offer the Integrated Health Studies program.

## **Academic leadership**

Dr. Susan Stocker is the Dean and Chief Administrative Officer for the Ashtabula Campus. Dean Stocker is responsible for overseeing all campus operations. The Dean reports directly to the Kent State University Provost.

NOTE: An organizational chart is included in the appendix (A1).

## **Administrative/support services**

As a regional campus of Kent State University, the Ashtabula Campus provides admissions, financial aid, advising, registration, IT support, disability services, student life, academic support services, and tutoring onsite in accordance with Kent State University policies and procedures.

**Library resources**

Complete the following table to describe the library resources available at the proposed site.

On-site Physical Library	Librarian/ Professional Staff On-site	Resources	Services	Hours of Operation	Access to Main Library
Yes	Yes	50,000 Volumes/ Reference Materials Computer Lab	Orientation Information Literacy Instruction Reference Desk Copy Machines Interlibrary Loan OhioLINK KentLINK Computer Lab	M-R 8am to 9 pm  F 8am to 3pm	Online

The Ashtabula Campus Library is operated by a full-time librarian with faculty status. The library is part of the Kent State University Library system and a member of OhioLINK. The campus librarian reports directly to the Assistant Dean for Academic Affairs. The librarian's CV is included in the appendix (A2).

**Faculty**

Provide the number of existing faculty available to teach at the proposed site.

Full-time: 49

Less than full-time: 48

Complete the faculty matrix for the faculty who will be teaching at the proposed site. Please include open positions in the matrix. If the institution intends to deliver multiple programs at the site, complete a separate faculty matrix for each program. **Please note that the institution will need to submit faculty resumes as part of the review.**

Name of Instructor	Rank or Title	Full-Time or Part-Time	Degree Titles, Institution, Year  Include the Discipline/Field as Listed on the Diploma	Years of Teaching Experience in the Discipline/Field	Additional Expertise in the Discipline/Field  (e.g., licenses, certifications)	Name the Course(s) This Individual Will Teach in the Proposed Program  Include the course prefix and number  List additional courses in a separate box

## Program Curriculum

### Course offerings/descriptions

Complete the following table to indicate the courses that comprise the program. Please list courses in groups by type (e.g., core, general education, technical, elective) and indicate if they are part of the curriculum on the main campus or if they are unique to the site.

Course (name/number)	No. of credit hours (q/s)	Core/ Technical	General Education	Elective	Existing Course or New to the Site	TAG Approved Course
IHS 10000 Careers in Health Sciences and Human Services	3	X			Existing	
NURS 41095 Special Topics: Long-Term Care Administration	3	X			Existing	
PHIL 40005 Health Care Ethics	3	X			Existing	
IHS 40091 Seminar for Practicum in Integrated Health Studies	2	X			Existing	
IHS 44092 Practicum: Integrated Health Studies	3	X			Existing	
IHS 44091 Professional Seminar in Integrated Health Studies	3	X			Existing	
NURS 41095 Special Topics: Health Care Policy and Delivery Systems	3	X			Existing	
IHS 44010 Research Design and Statistical Analysis for the Health Professions	3	X			Existing	
ENG 11011 College Writing I	3		X		Existing	
MATH 11009 Modeling Algebra	4		X		Existing	
US 10097 Destination Kent State: FYE	1		X		Existing	
BSCI 20020 Biological Structure and Function	5		X		Existing	
PSYC 11762 General Psychology	3		X		Existing	X
HED 14020 Introduction to Medical Terminology	3		X		Existing	
CHEM 10030 Chemistry in Our World	3		X		Existing	
CHEM 10031 Chemistry in Our World Laboratory	1		X		Existing	
HIST 11050 History of Civilization I	3		X		Existing	X
THEA 11000 The Art of the Theatre	3		X		Existing	
ECON 22060 Principles of Microeconomics	3		X		Existing	X
ACCT 23020 Introduction to Financial Accounting	3		X		Existing	
ENG 21011 College Writing II	3		X		Existing	
JMC 28001 Principles of Public Relations	3		X		Existing	
HIST 12070 History of the United States: The formative Period	3		X		Existing	
ACCT 23021 Introduction to Managerial Accounting	3		X		Existing	X

Course (name/number)	No. of credit hours (q/s)	Core/ Technical	General Education	Elective	Existing Course or New to the Site	TAG Approved Course
ECON 22061 Principles of Macroeconomics	3		X		Existing	X
MIS 24053 Introduction to Computer Applications	3		X		Existing	X
ECON 42086 Economics of Health Care	3		X		Existing	
MIS 24163 Principles of Management	3		X		Existing	
MKTG 25010 Marketing	3		X		Existing	
POL 30301 Introduction to Public Administration	3		X		Existing	
PSYC 21621 Quantitative Methods in Psychology I	3		X		Existing	
SOC 32570 Inequality and Society	3		X		Existing	
MIS 34180 Human Resource Management	3		X		Existing	
SOC 42563 Sociology of Health and Health Care	3		X		Existing	
PHY 11030 Seven Ideas that Shook the Universe	3		X		Existing	
ARTH 12001 Art Survey	3			X	Existing	X
SOC 12050 Introduction to Sociology	3			X	Existing	X
FIN 36053 Business Finance	3			X	Existing	
SOC 42010 Death and Dying	3			X	Existing	
ANTH 18210 Introduction to Cultural Anthropology	3			X	Existing	X
SOC 32569 Minorities in America	3			X	Existing	
SOC 42879 Aging and Society	3			X	Existing	

*Provide a brief description of each **NEW** course in the proposed program. In your response, include the name and number of the course. **Please note that the institution will be expected to submit syllabi for each NEW course as part of the review.***

#### **Alternative delivery options**

*Indicate any alternative delivery options for the proposed program (check all that apply):*

- Accelerated
- Hybrid/blended
- Online



**Off-site program components**

*Indicate if the proposed program contains any of the following off-site components (check all that apply):*

Apprenticeship	Clinicals
Co-op	Externship
Field Placement	Internship
Student teaching	Other (please describe): Practicum

The degree program requires students complete a practicum course. The practicum provides students with a supervised practical experience in a health science, health care and human services organization. This experience enables students to apply theoretical knowledge and skills learned in their coursework.

**Market Research/Evidence of Workforce Need**

*Indicate whether the institution performed a needs assessment/market analysis to determine a need for the program at the proposed site. If so, briefly describe the results of those findings.*

The Ashtabula Campus conducted a needs assessments amongst local health care providers as well as current students in our allied health associate degree programs to gauge the interest and need for a bachelor degree in Health Care Administration and Systems. The results of the assessment from both groups indicated that a need existed for the degree.

*Describe how the proposed program aligns with Chancellor's strategic plan for higher education in the state of Ohio.*

Gov. Ted Strickland, together with the Ohio Board of Regents Chancellor Eric D. Fingerhut, recently announced Kent State as a Center of Excellence in Biomedicine and Health Care for the state of Ohio. Kent State University at Ashtabula can build upon its programmatic strengths in health care by expanding its degree offerings to include a bachelor of science in Health Care Administration and Systems.

*Indicate whether any other institution within a thirty-mile radius of your institution currently offers the proposed program. If so, list the institutions that offer the proposed program within this radius.*

No other program is offered within a 30 mile radius.

**Commitment to program delivery at site**

*Provide a statement of the institution's intent to fully support the program(s) at the proposed site upon authorization, and that if the institution decides in the future to close the site, the institution will provide the necessary resources/means for matriculated students to complete the program(s).*

Kent State University at Ashtabula has the faculty and resources to offer all courses onsite leading to the completion of the Bachelor of Science in Integrated Health Studies. The Ashtabula Campus is committed to the delivery of the program. In accordance with Kent State University policies and procedures the Ashtabula Campus will ensure

matriculated students in the program will be given the opportunity to complete the degree at the Ashtabula Campus even if the campus decides to close the program.

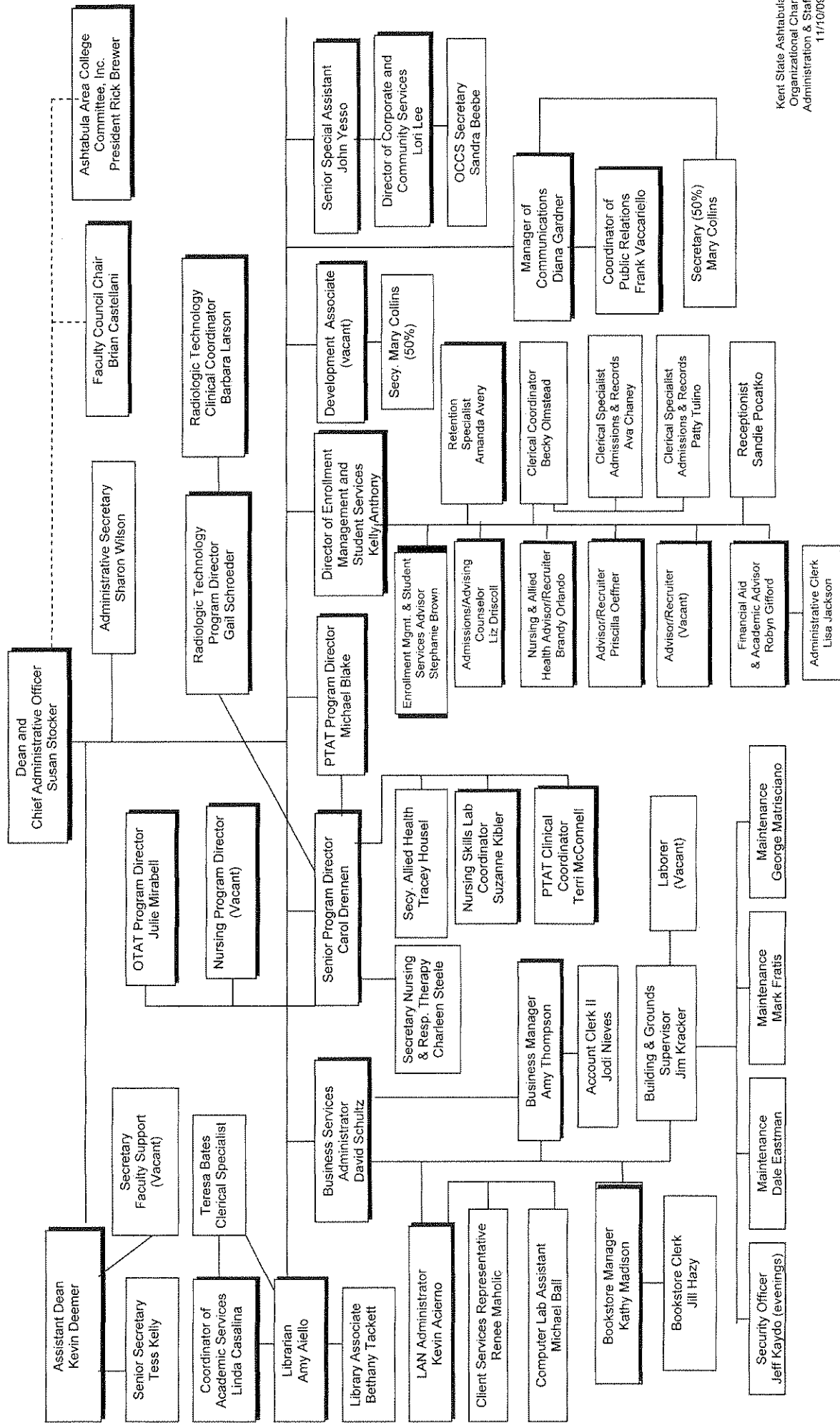
**Appendix items**

*List the support documentation submitted with the request. Please clearly identify appendix items by name and letter/number.*

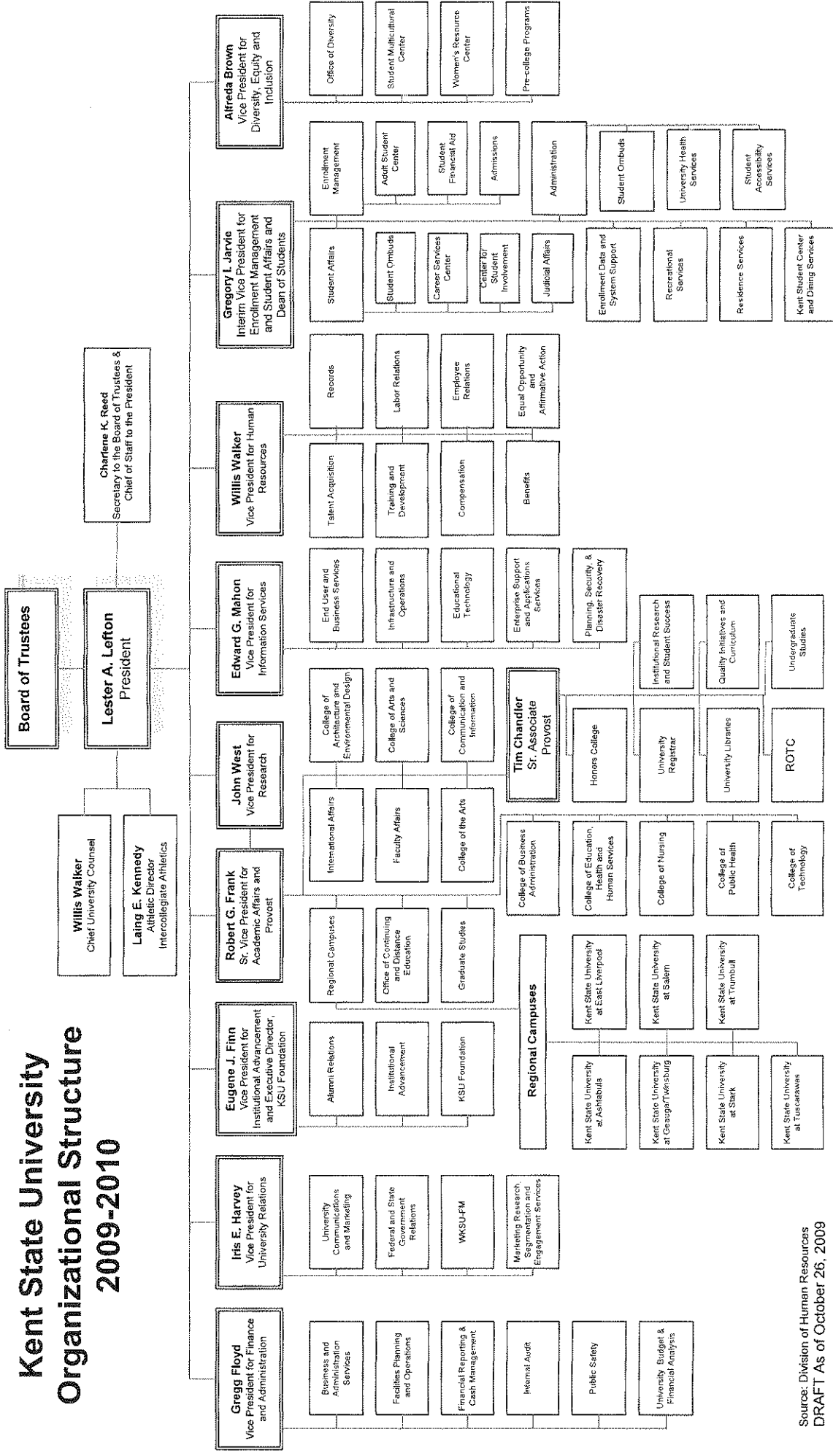
A1. Organizational Chart

A2. Librarian Resume

A1 – Organizational Chart



# Kent State University Organizational Structure 2009-2010



Source: Division of Human Resources  
DRAFT As of October 26, 2009

## AMY N. AIELLO THOMAS

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471 West Main Street, Geneva, OH 44041 (440) 536-5126 [anthomas@roadrunner.com](mailto:anthomas@roadrunner.com)

### SUMMARY

Library professional with extensive expertise in marketing, developing, organizing, and managing business intelligence from a variety of market-driven reference and research applications, tools, and technologies used for strategic decision-making. Investment bank, higher education, non-profit, and commercial real estate management experience. Demonstrated success delivering highly effective information and marketing solutions based on a deep understanding of the clients' information needs.

- Competitive & Business Intelligence
- Market Research & Analysis
- Prospect & Grant Research
- Database Management & Design
- Data Retrieval
- Project Management

### PROFESSIONAL EXPERIENCE

**KEYCORP**, Cleveland, OH 2006-2009  
*Leading financial services provider of investment management, retail and commercial banking, consumer finance, and investment banking products and services with assets of approximately \$98 billion.*

#### **Industrial & Real Estate Research Analyst**

Provided research and analytic insight, identified and qualified industry/market trends and developments, validated long and short-term sales opportunities, benchmarked competitively, and aided in client /prospect pitches. Composed industry-specific market-driven white papers and executive summaries.

- Instrumental in improving the requestor-based corporate library's operations and research processes. Established a new knowledge needs assessment and created market reports that increased information value, productivity, and user knowledge.
- Managed successfully medium and large-scale projects for the largest industry sub vertical in the investment bank. Increased requestor base by 150% while maintaining excellent client reviews.
- Continually recognized for high performance, delivering value-add solutions, and providing outstanding customer service.

**COLLIERS OSTENDORF-MORRIS**, Cleveland, OH 2004-2006  
*Global affiliate of independently owned real estate services firms with 294 offices in 61 countries.*

#### **Director of Corporate Research and Analysis Services (2005-2006)**

Supervised and trained a small research staff, held company-wide training sessions on emerging real estate tools and technologies, established strong relationships with database vendors, and analyzed and published statistical market data used for external market reports on the Northeast Ohio region.

- Revamped the analysis process used for surveying the local commercial real estate market. Received tremendous support and accolades from senior management.
- Designed and instituted an operations and project assessment tool that created accountability, promoted the value of service, and reduced costs. Used as the standard for other departments.
- Actively involved in the design, implementation, and creation of a system-wide project-driven Oracle database used by all departments. Decreased technology database costs by 50%, significantly reduced data redundancy, and increased information sharing across the company.

#### **Industrial & Office Research Specialist (2004-2005)**

Handled successfully a variety research functions including site analysis & selection, demographic projections, property investigation, title work, corporate research, and database development and design.

- Managed multiple projects successfully in a fast-paced and demanding work environment.

**KENT STATE UNIVERSITY, Kent, OH**

2002-2004

*One of the largest Ohio universities for undergraduate and graduate students and serves more than 34,000 students university-wide.*

**Prospect Research Assistant**

Compiled, analyzed and verified biographical, business, and financial research on individuals, foundations and corporations using the internet, fee-based databases, reference materials and in-house resources. Supported front-line fundraisers and senior level development staff and identified prospects for projects related to fundraising.

**BATTERED WOMEN'S SHELTER OF SUMMIT & MEDINA COUNTIES, Akron, OH 2000-2002**  
*Provides emergency services and supportive services to victims seeking to end family violence.*

**Volunteer Program Coordinator**

Conducted extensive crisis intervention training sessions, screening, and placement of incoming volunteers, and targeted civic organizations, businesses, community groups, and individuals to participate in fundraising and volunteer opportunities.

- Revised the agency's crisis intervention training materials to adequately reflect its mission and goals.
- Recruited and coordinated over 50 volunteer projects and trained over 100 individuals.
- Continually received positive feedback on the quality of the training programs and the proper placement of volunteers from case managers and leadership staff.

**AMERICAN RED CROSS, Akron, OH**

1998-2000

*Gives relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies.*

**Community and HIV/AIDS Education Coordinator**

Conducted sales calls for CPR and First Aid classes. Supervised, instructed, and recruited a volunteer work force of over 100 individuals.

- Established the agency's HIV/AIDS education program. Recruited two local faith-based organizations for volunteers and held instructor training for over 30 individuals.
- Researched and applied for local and national grants for HIV/AIDS education program funding. Procured funds from the Akron Community Foundation and the Center for Disease Control and Prevention.

**OTHER RELEVANT EXPERIENCE**

Food service management experience.

**EDUCATION**

MLIS, Library & Information Science, Kent State University

21 Credit Hours Completed, MBA, Kent State University

BA, Sociology, Kent State University

- Analyzed and presented content analysis research at the Eastern Sociological Society's annual meeting in Boston, MA.

**TECHNICAL SKILLS**

Expertise in CapitalIQ, Costar, Dialog, Ebsco databases, Euromonitor, Factiva, Guidestar, LexisNexis, LiveEdgar, MS Access, MS Excel, MS Powerpoint, MS Word, LexisNexis, OneSource, Photomapper, Property & Portfolio Research, REIS, Reuters Knowledge, SDC Platinum, SNL, Thomson One Banker, and Westlaw. Proficient in GIS, HTML, XHTML, JavaScript, Photoshop, and Quark.