

DATE: July 24, 2008

SUBJECT: Nashville State Technical Community College, A.A.S. in Healthcare Management

ACTION RECOMMENDED: Approval

BACKGROUND INFORMATION: The College proposes the program in response to market demand. According to the Bureau of Labor Statistics, U.S. Department of Labor, employment of medical records and health information technicians is expected to grow much faster than average for all occupations through 2014. Tennessee Department of Labor & Workforce Development, Research and Statistics projects growth of 2 percent annually for health education and services employment. The NSCC advisory committee for the program cites local demand for graduates of the program in healthcare management. Areas of employment include long-term care facilities, physician practices, dental offices, surgery centers, medical billing departments, insurance companies, outpatient facilities, and specialty centers.

PROPOSED START-UP DATE: Fall 2008

Commission staff reviewed this program proposal according to the academic standards adopted by the Commission on January 29, 1997. Each relevant standard is referenced below.

1.1.20A MISSION: The proposed program is in accord with the College's workforce development mission.

1.1.20B CURRICULUM: Two concentrations are proposed: Medical Coding and Medical Management. The first concentration will offer instruction in medical coding, billing, insurance, and financial planning; the medical management concentration will emphasize accounting and management.

<u>Curriculum Component</u>	<u>Hours Required</u>
General Education	15
Major Field Core	30
Concentrations	15
TOTAL	60

Three new courses (9 credit hours) have been created. The program will include existing courses in human resource management, office management, healthcare delivery systems, information management, risk management, medical/legal issues, and professional responsibility.

1.1.20C ACADEMIC STANDARDS: Admission, retention, and graduation requirements are the same as the standard requirements for the College. The

student must earn a grade of “C” or better in prerequisite courses to meet requirements for enrollment in subsequent courses. The student must earn a grade of “C” or better in all Healthcare Management (HCM) core courses.

Projected Program Productivity:

	Full-time Headcount	Part-time Headcount	Total Headcount	Year	Graduates
1	5	10	15	8	0
2	10	15	25	14	4
3	10	18	28	15.2	8
4	15	20	35	20	10
5	15	20	35	20	12

1.1.20D FACULTY: No additional full-time faculty members will be required.

1.1.20E LIBRARY RESOURCES: A Year 1 library enhancement of \$1,240 is projected.

1.1.20F ADMINISTRATION/ORGANIZATION: The proposed program will be administratively housed in the Business and Applied Arts Division. A full-time faculty will receive released time to serve as coordinator for the program. No additional support or clerical staff will be needed.

1.1.20G SUPPORT RESOURCES: No additional support or clerical staff will be needed.

1.1.20H FACILITIES/INSTRUCTIONAL EQUIPMENT: Facilities and equipment are adequate.

1.1.20I STUDENT/EMPLOYER DEMANDS: Results from student interest surveys indicate a sustainable enrollment in the proposed program. Demographic and employment projections (US Department of Labor) indicate rapid employment growth in the field given expected increases in the size of the population age 55 and older with increasing health care activity.

1.1.20J NO UNNECESSARY DULICATION: Presently three Tennessee community colleges offer the A.A.S. in Healthcare Management. Volunteer State Community College is the college closest to NSCC with the program.

1.1.20K COOPERATIVE INSTITUTIONS: N/A

1.1.2L ARTICULATION: The College has entered into discussions with Tennessee State University to assure A.A.S. articulation to the B.S. in Healthcare Administration and Planning.

1.1.20M ACCREDITATION/EVALUATION: Accreditation will be sought from the Association of Collegiate Business Schools and Programs after the program is established. Program effectiveness will be gauged by graduation rates, program exit

exam results, yearly placement rates of graduates, employer feedback, student evaluation of instructors, advisory committee feedback, and alumni survey results.

1.1.20N COST/BENEFIT/SOURCE: Financial projections for expenses are \$14,220 for year 1 and less than \$9,000 annually thereafter.

**THEC Financial Estimate Form
Nashville State Technical Community College
A.A.S. in Healthcare Management**

Five-year projections are required for baccalaureate and post-baccalaureate programs and certificates. Three-year projections are required for associate degrees and undergraduate certificates. Projections should include cost of living increases per year.

	Year 1	Year 2	Year 3	Year 4	Year 5
I. Expenditures					
A. One-time Expenditures					
New/Renovated Space	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	4,300	-	-	-	-
Library	1,240	-	-	-	-
Consultants	-	-	-	-	-
Travel	-	-	-	-	-
Other	-	-	-	-	-
Sub-Total One-time	\$5,540	\$ -	\$ -	\$ -	\$ -
B. Recurring Expenditures					
Personnel					
Administration					
Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Sub-Total Administration	-	-	-	-	-
Faculty					
Salary	-	-	-	\$ -	\$ -
Benefits	-	-	-	-	-
Sub-Total Faculty	\$ -	\$ -	\$ -	\$ -	\$ -
Support Staff					
Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Sub-Total Support Staff	\$ -	\$ -	\$ -	\$ -	\$ -
Operating					
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Printing	-	-	-	-	-
Equipment	-	-	-	-	-

Other	8,680	8,680	8,680	-	-
Sub-Total Operating	\$8,680	\$8,680	\$8,680	\$ -	\$ -
Total Recurring	\$8,680	\$8,680	\$8,680	\$ -	\$ -
TOTAL EXPENDITURES (A+B)	\$14,220	\$8,680	\$8,680	\$ -	\$ -
	Year 1	Year 2	Year 3	Year 4	Year 5
II. Revenue					
Tuition and Fees ¹	26,265	48,163	54,918	-	-
Institutional Reallocations ²	(12,045)	(39,483)	(46,238)	-	-
Federal Grants ³	-	-	-	-	-
Private Grants or Gifts ⁴	-	-	-	-	-
Other ⁵	-	-	-	-	-
TOTAL REVENUES	\$14,220	\$8,680	\$8,680	\$ -	\$ -

Notes:

1. In what year is tuition and fee revenue expected to be generated and explain any differential fees. Tuition and fees include maintenance fees, out-of-state tuition, and any applicable earmarked fees for the program.

Tuition and fee revenue should be generated beginning in year 1 of implementation of the degree.

2. Please identify the source(s) of the institutional reallocations, and grant matching requirements if applicable.

Funds for the Encoder and Practice Management Software will be requested from TAF funds for year 2. The other recurring funds are for library materials and databases.

1.1.30 POST APPROVAL MONITORING: An annual performance review of the proposed program will be conducted for the first five years following approval. The review will be based on benchmarks established in the approved program proposal. At the end of this period, campus, governing board, and Commission staff will perform a summative evaluation. The benchmarks include, but are not limited to, enrollment and graduation, program cost, progress toward accreditation, library acquisitions, student performance, and others set by the institution and agreed upon by governing board and Commission staff. As a result of this evaluation, if benchmarks are not met during the monitoring period, the Commission may recommend that the governing board terminate the program. The Commission may choose to extend the period, if additional time is needed and requested by the governing board.