ACADEMIC REQUEST FORM (LEVEL I AND II) (4/16)

Please attach/submit additional documents as needed to fully complete each section of the form. Deadlines and instructions can be found on the Office of the Provost's curriculum website.

Proposals for a NEW degree or center require notification in advance of this proposal. See the Office of the Provost’s curriculum website for information.

I. DEPARTMENT / PROGRAM

School of Public and Community Health Sciences

II. SUMMARY OF CHANGE REQUESTED

Complementing our current Master of Public Health and Generalist Certificate of Public Health degree offerings, we are proposing a specialized Certificate in Public Health Administration option within the School of Public and Community Health Sciences that can be completed online. This 12-credit Certificate option takes advantage of our current online class offerings, and increases our focus in one of the five topic areas of Public Health (biostatistics, epidemiology, environmental health sciences, health sciences administration, and social and behavioral sciences) identified by the Council on Education for Public Health, which accredits MPH and PhD programs in public health.¹

III. ENDORSEMENTS AND APPROVALS

Requestor: Tony Ward

Phone/Email: (406) 243-4092 / tony.ward@umontana.edu

Program Chair: Tony Ward

Dean: Reed Humphrey, CHPBS

Graduate School Dean (If Graduate Level)

Library Dean (Req. for #11 below only)

☐ Resources included in the proposal are sufficient to adequately support the new program's library needs.

Provost:

IV. TYPE OF PROPOSAL

Any additional required forms are listed after each type of proposal and must accompany this form.
Proposals for a new degree or center require notification in advance of this proposal. See the Office of the Provost’s curriculum website for information and instructions.

Level I Proposals:

☐ 1a. Placing a program into moratorium (Program Termination Form)
☐ 1b. Withdrawing a program from moratorium
X 2. Adding, retitling, terminating or revising a campus certificate of 29 credits or fewer
☐ 3. Adding a BAS/AA/AS Area of Study
☐ 4. Offering an existing program via distance or online delivery
☐ 5. Retitling an existing postsecondary educational program
☐ 6. Terminating an existing postsecondary educational program (Program Termination Form)
☐ 7. Consolidating existing postsecondary educational programs (BOR Curriculum Proposal Form)
☐ 8. Adding a new minor where there is a major or option in a major (BOR Curriculum Proposal Form)
☐ 9. Revising a program substantially (e.g. changing program focus) (BOR Curriculum Proposal Form)
☐ 10. Adding a temporary Certificate or AAS Degree Program Approval limited to 2 years

Level II Proposals:

☐ 11. Establishing a new postsecondary educational program (Curriculum Proposal and Reviewed Intent to Plan Form)
☐ 12. Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
☐ 13. Forming a college, division, school, department, institute, bureau, center, station, laboratory or similar unit (Curriculum Proposal or Center/Institute Proposal and Reviewed Intent to Plan Form)
☐ 14. Eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit.
☐ 15. Retitling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit.

V. CIP CODE (CLASSIFICATION OF INSTRUCTIONAL PROGRAMS)

The BOR requires a CIP Code (Classification of Instructional Programs) for tracking and reporting of degrees. Use the CIP Code website to identify the most applicable code: **51.2211**

VI. METHOD OF DELIVERY

Will more than 50% of the proposed program be delivered via online or distance methods?
X Yes ☐ No

VII. CATALOG LANGUAGE

Attach the current or proposed catalog language with any changes clearly identified.

VIII. JUSTIFICATION

Provide enough information that someone without specialized knowledge can make an informed decision.

The University of Montana’s Academic Alignment and Innovation Program (AAIP) was tasked with assessing all academic programs on campus during the fall 2014/spring 2015. As part of this assessment, AAIP identified the School of Public and Community Health Sciences as “very ready for
growth”. As our MPH program has continued to grow, as a faculty we feel that this is an optimal time to increase our Certificate offerings that directly address the growing public health challenges and issues in our state, as well as emerging global public health issues.

Today, the public health sector is in dire need of highly-qualified professionals. The Association of Schools of Public Health recently predicted a labor shortage equating to about one-third of the existing public health workforce by the year 2020. A 2012 survey by the Montana Department of Health and Human Services found that over 50% of the lead local public health officials are expected to retire within the next 5 years. The Association of County-City Health Officials showed that 40% of public health officials are 60 years of age and older. These statistics demonstrate the need for new Certificate programs, for the development of new public health workforce.

This new Certificate responds to workforce development needs. It can augment an existing Public Health professional’s skill set and pathway into our Master of Public Health program.

At the University-level, an addition of the new Certificate program with the mission of UM’s new Health and Medicine program (UMHM), which is organizing existing courses into new certificate and degree options that have high value to students. The new Certificate also responds to the UM Academic Alignment and Innovation Program’s (AAIP) call for growth in Public Health graduate programs. This new Certificate program will also help create health professionals that are well-trained to address the unique health care system of a mainly rural state.

This proposed Certificate in Public Health Administration will be housed at the University of Montana-Missoula within the School of Public and Community Health Sciences. This proposed Certificate is not offered elsewhere in the Montana University System.


IX. SUBMISSION

Submit a hard copy of this form with all required signatures to the Office of the Provost. Please also submit an electronic copy of this Word document, along with all other required BOR forms (in Word) to jasminezink.laine@mso.umt.edu

- After approval by the Provost, the proposal will be submitted to the Faculty Senate Office.
- After approval by the appropriate Curriculum Committee (ASCRC or Graduate Council), the full Faculty Senate must approve the proposal.
- Upon Faculty Senate approval, the Office of the Provost will submit the proposal to OCHE for the next possible OCHE/BOR meeting.
  - Note that BOR and internal UM deadlines require submission quite in advance of the BOR meeting.
- The Office of the Provost will notify the proposer once the change has been approved by OCHEBOR.
Catalog Language

School of Public and Community Health Sciences
Accredited by the Council on Education for Public Health (CEPH) in 2012, the School of Public and Community Health Sciences is a multi-disciplinary program that offers the Master of Public Health (M.P.H.) degree and a graduate Certificate of Public Health (C.P.H.). The program is designed to prepare public health practitioners who will use global insight to improve the health of the people of Montana and other rural areas. Predominantly on-line, web-based instruction allows both traditional students and working professionals to pursue a degree or certificate.

For the specialized 12-credit Certificate in Public Health Administration, students will take the following courses:

PUBH 530. Public Health Administration and Management
Credits: 3. Offered autumn. Open to PUBH majors only. Overview of public health and health care systems; organizational structures, functions, authorities, policies and procedures; programmatic budgeting, operations, and prioritizations; program performance reporting and improvement; grants and contracts; informatics; human relations and negotiation; management and leadership; and business planning. Level: Graduate

And three or more of the following classes:

PUBH 535. Health Policy
Credits: 3. Offered autumn and spring. Open to PUBH majors only. The evolution and intersection of international, federal, state, and local public health policy. Level: Graduate

PUBH 550. Program Evaluation & Research Methods
Credits: 3. Offered every odd summer. Open to PUBH majors only. Prereq., PUBH 510 or equiv. and consent of instr. Covers purpose statements, standards, study designs, sampling, measurement, methods for data collection and analysis, interpretation, and report preparation. Models of evaluation described, and similarities and differences between research and evaluation methods explored. Level: Graduate

PUBH 596. Independent Study in Public Health Administration
Credits: 3. Offered autumn and spring. Open to PUBH majors only. Prereq., admission to the M.P.H., program and consent of instructor. Supervised readings, research, or public health practice. Level: Graduate

PUBH 531. Leadership in Public Health
Credits: 3. Offered spring. Open to PUBH majors only. Prereq., PUBH 530 or consent of instr. This course deepens the student’s knowledge and understanding of the role of public health leaders in the community whether in forming partnerships between public health agencies or with private entities. This course begins by building an understanding of the principles of leadership, explores the applications of leadership to public health, develops the relationship between leadership skills and competencies, studies the role of leadership in evaluation and research and concludes with a look at public health now versus how it could be in the future. Level: Graduate

PSCI 463. Development Administration
Credits: 3. Offered autumn, odd years. Prereq., junior standing or consent of instr. Study of the functions and processes of public administration in the Third World. Focus on alleviating poverty and underdevelopment. Includes project design and development planning activities.
PSCI 524. Management Skills
Credits: 3. Offered spring. Focus on developing the skills required of managers in nonprofit and government organizations, such as competency in self-assessment, oral and written presentations, managing stress, communicating supportively, motivating, managing conflict, empowering and delegating, succeeding in multicultural contexts, and participating in interviews. Level: Graduate