

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **2-Nov-17**

Curriculum Bulletin _____

Effective Date **Fall 2019**

Approved by EPC _____

Department **Lifespan Development and Educational Sciences**
 College **EH - Education, Health and Human Services**
 Degree **BS - Bachelor of Science**
 Program Name **Long Term Care Administration** Program Banner Code **LTCA**
 Concentration(s) _____ Concentration(s) Banner Code(s) _____
 Proposal **Establish program**

Description of proposal:

This action presents the initial inquiry to elevate an existing concentration (Nursing Home Administration) within the B.S. Human Development and Family Studies major to a stand-alone major, B.S. Long Term Care Administration.

Does proposed revision change program's total credit hours? ☐ Yes ☒ NoCurrent total credit hours: **120**Proposed total credit hours **120**

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

Curriculum will be further developed for the full proposal, after consultation with program areas across the university and based upon the multi-disciplinary characteristic of the long term care profession.

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

Human Development and Family Studies, Stark Campus

REQUIRED ENDORSEMENTS

A. Dellmann-Jenkins

Department Chair / School Director

11 / 30 / 2017_____
Campus Dean (for Regional Campuses proposals) / / *Alicia R. Casare*

College Dean (or designee)

12 / 15 / 17_____
Dean of Graduate Studies (for graduate proposals) / / _____
Senior Vice President for Academic Affairs or Provost (or designee) / /

Proposal Summary

Establish B.S. Long Term Care Administration Major

Description of Action, Including Intended Effect

The purpose of this proposal is to establish a new Bachelor of Science major titled Long Term Care Administration (LTCA) housed in the School of Lifespan Development and Educational Sciences (LDES) within the College of Education, Health and Human Services (EH). This action will elevate the existing Nursing Home Administration (NHA) concentration in the B.S. Human Development and Family Studies (HDFS) major to a stand-alone major. The remaining 5 HDFS concentrations will remain intact.

Learning outcomes, proposed program description, admission requirements, graduation requirements, course requirements, and recommended course sequencing will be submitted with the full proposal. Coursework will be revised to reflect the needs of the Long Term Care Administration student, adding courses to reflect the interdisciplinary aspects of the profession, such as Medical Terminology, Leadership, Communication, etc. A benefit of creating a major versus a concentration may be improved licensure pass rates upon graduation, which is required for accreditation. Course requirements will consist of 120 total credits.

Impact on Other Programs, Course Offerings, Students, Faculty, Staff (e.g. duplication issues)

There will be minimal impact on other programs. HDFS courses already in the concentration may remain and other courses are being selected based upon the interdisciplinary (or multi-disciplinary) characteristic of the long term care field; the need to prepare students to pass two licensure examinations - one state and one national; and to increase knowledge in areas necessary to lead others in the LTC field.

Current Gerontology (GERO) courses that are exclusively used by students in the new major will be revised to the new LTCA subject designation.

The Long Term Care Administration major will continue to be fully offered at Kent and Stark campuses.

Fiscal, Enrollment, Facilities and Staffing Considerations

Nursing Home Administration students numbered 22 in 2012 and fall 2017 NHA enrollment was 54 across all campuses. The concentration has more than doubled enrollment in the past five years. Due to increased enrollment and faculty to student ratios, a non-tenure track position was requested for 2019, part-time for two years then full-time in year three. There is support from Dean Hannon for the program. Courses offered in the current concentration are already staffed and additional facilities will not be needed.

Evidence of Need and Sustaining if Establishing

According to the Bureau of Labor Statistics (BLS) Occupational Outlook Handbook, the “projected growth rate is 23%, much faster than average all other occupations” in the field of LTC. Job titles include Executive Director, Healthcare Administrator, Practice Administrator, Administrator, and Assistant Administrator. Enrollment has more than doubled since the program achieved national accreditation in 2011. In order to be eligible for direct examination upon graduation, individuals in Ohio must either complete the program through the State of Ohio after earning a bachelor’s degree or graduate from a National Association of Long Term Care Administrator Board (NAB) accredited NHA program. Kent State University’s NHA program is one of four NAB accredited programs in Ohio and one of thirteen NAB accredited programs nationwide.

Additionally, this will address the 2016 accreditation feedback that “...the school needs to develop curriculum and an AIT [Administrator-In-Training] experience which would enable the graduates of the program to have the top scores on the NAB examination and be the leading professional administration in the long term care field”.

Job Prospects

As mentioned above, the field is in a growth mode and will continue to grow as indicated by the aging of the baby Boomer population. Job titles include Executive Director, Healthcare Administrator, Practice Administrator, Administrator, Assisted Living Executive Director, Independent Living or Retirement Community President, Assistant Administrator, Home Health Care Agency Director, Hospice Administrator, Adult Day Services Director as well as positions within senior living communities such as Marketing/Admissions Director, Activities Director, Business Office Manager, Central Supply Manager, Housekeeping/Laundry Department Director, Human Resource Director, and Medical Records Manager.

The LTC field is in the process of approving additional licensure for the field. This will include the Health Services Executive (HSE) license that will become accepted nationally to accommodate portability and transferability of licensure.

A Needs Analysis and Faculty credentials will be submitted with the full proposal.

Provisions for Phase-Out if Inactivating

N/A

Timetable and Actions Required

The proposal will go through the required curriculum approval process with changes to take effect fall 2019. The following is the anticipated schedule:

Initial Inquiry approved by HDFS: October 13, 2017

Initial Inquiry approved by LDES School Curriculum Committee: November 29, 2017

Initial Inquiry approved by EHHS Curriculum Committee: December 15, 2017

Program approved by provost: December, 2017

Initial Inquiry on EPC agenda (information item): January 22, 2018
Initial Inquiry sent to Ohio Department of Higher Education: January 2018
Full proposal approved by HDFS and LDES SCC: March 2018
Full proposal approved by CCC and dean March 16, 2018
Full proposal approved by EPC: April 16, 2018
Full proposal approved by Faculty Senate: May 14, 2018
Program approved by Board of Trustees: June 6, 2018
Full proposal approved by ODHE: August-October 2018
Program approved by Higher Learning Commission: November 2018-April 2019
First semester of operation: Fall 2019

Submitted by: Donna Alexander (dalexa2@kent.edu)



**Department of
Higher Education**

John R. Kasich, Governor
John Carey, Chancellor

INITIAL INQUIRY FORM REQUEST TO OFFER A NEW PROGRAM

Date of submission: *Date to come*

Name of institution: Kent State University

Primary institutional contact for this request:

Name: Therese E. Tillet
Title: Executive Director of Curriculum Service
Office of the Provost
Phone: 330-672-8558
E-mail: ttillet1@kent.edu

Name of new program: Long Term Care Administration major, Bachelor of Science degree

Classification of Instructional Program (CIP): **51.0718 Long Term Care Administration/Management.** A program that prepares individuals to apply managerial principles to the administration of nursing homes, assisted living facilities, adult day care, home health services and other long term care settings and agencies serving the elderly and disabled. Includes instruction in social and clinical aspects of aging, health care delivery systems, nursing home administration, assisted living administration, aging policy and government programs, ethics, business management, financial management, human resource management, marketing and applicable laws and regulations.

Proposed start date: Fall 2019, pending approval from the Ohio Department of Higher Education and the Higher Learning Commission

For institutions that are already approved/authorized by the chancellor

- ☐ New degree designation
☒ New program within an existing degree (e.g., major, minor, concentration)

Delivery options (check all that apply):

- ☒ Campus based
☐ Online/hybrid delivery
☐ Flexible or accelerated delivery
☐ Offering the program at an existing offsite location or new offsite location
☒ Program contains off-campus experiences (e.g., internship, clinical, practicum, student teaching)

The institution will be seeking specialized accreditation for the program:

- ☐ No ☒ Yes

The proposed program is existing at Kent State University (as a concentration within a major) and is accredited by the National Association of Long Term Care Administrator Boards (NAB). The program has been recognized as approved since 1988 by the Ohio Department of Aging's Board of Executives of Long-Term Services and Supports (previously the Ohio Board of Examiners of Nursing Home Administrators).

As a graduate of an Ohio-recognized NHA academic program and a nationally accredited NHA program, Kent State students are able to apply for direct examination for a nursing home administration license without further education or training. There are only 13 accredited NHA academic programs in the country and only four in the State of Ohio.¹

Provide a brief description of the request.

Kent State proposes establishing a new major, Long Term Care Administration, within the Bachelor of Science degree. The program will be offered at the university's Kent and Stark campuses, and administered by the College of Education, Health and Human Services.

The proposed program is existing at Kent State, having been offered since 1988 as a concentration—called Nursing Home Administration—within the Human Development and Family Studies major).² This proposal will elevate the concentration to a stand-alone degree program. The Human Development and Family Studies major presently comprises six concentrations, and that major and its remaining five concentrations will continue to be offered.

In addition, Kent State offers, and will continue to offer, a graduate certificate in nursing home administration.

Explain the academic unit's rationale for making the request.

Since the establishment of the concentration, faculty members have strived to ensure that students meet the eligibility criteria for state approval and national accreditation. As a result, the dissimilar nature between the major and concentration has become visibly apparent. The Long Term Care Administration program does not share the same curriculum, career goals and licensure requirements as the Human Development and Family Studies major. In addition, the program is less visible to prospective students as a concentration within a major, therefore, creating a challenge for marketing and recruitment. Creating a distinct major will allow Kent State to leverage the program's strengths, grow enrollment and recruit quality students and instructors.

As the program is for a highly specialized professional field, enrollment has been historically small. However, in the past seven years, enrollment in Kent State's program has grown tremendously, from 17 students in fall 2010 to 46 students in fall 2017 (15th day census).

¹ In addition to Kent State University, the other NAB-accredited Ohio institutions are Ohio University (Long-Term Health Care Administration major), Shawnee State University (Health Care Administration major, Long Term Care concentration) and Bowling Green State University (Gerontology major, Long-Term Care Administration specialization).

² The name of the concentration and major have been revised several times between 1988 and 2011.

This enrollment growth reflects the need for such administrators in the state and country. Employment of medical and health services managers is projected to grow 20 percent from 2016 to 2026, much faster than the average for all occupations.³ In 2015, there were 15,655 skilled nursing care centers in the United States, serving 3.9 million individuals.⁴

Ohio is ranked fourth in the country with the highest employment level in this occupation; and Northeast Ohio (non-metropolitan areas) has the highest employment in the country in this occupation.⁵

Indicate whether additional faculty and staff will be needed to support the proposed request.

Presently, one full-time faculty member is attached to the current program. One additional full-time faculty position will be needed in the future to support the proposed major. The dean of the College of Education, Health and Human Services, in which the program is housed, supports this hire, planned for the fall 2019 semester. This full-time position will teach courses and oversee student placements for the required two-semester 1,000-hour practicum.

Indicate whether additional resources (e.g., facilities, technology) will be needed to support the proposed request.

The existing program is functioning well, and additional resources are not essential.

³ Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Medical and Health Services Managers. Retrieved from www.bls.gov/ooh/management/medical-and-health-services-managers.htm.

⁴ American Health Care Association. Fast Facts. Retrieved from www.ahcancal.org/research_data/trends_statistics/Pages/Fast-Facts.aspx.

⁵ Bureau of Labor Statistics. Occupational Employment and Wages, May 2016. 11-9111 Medical and Health Services Managers. Retrieved from www.bls.gov/oes/current/oes119111.htm.