



New York City College of Technology, CUNY

**CURRICULUM MODIFICATION PROPOSAL FORM**

This form is used for all curriculum modification proposals. See the [Proposal Classification Chart](#) for information about what types of modifications are major or minor. Completed proposals should be emailed to the Curriculum Committee chair.

|   |   |
|---|---|
| <b>Title of Proposal</b>  | <b>Minor Prefix, Description, and Prerequisite Modifications to BS in Health Services Administration Program (HSA) Core Courses</b>   |
| <b>Date</b>   | February 2, 2023  |
| <b>Major or Minor</b>   | Minor   |
| <b>Proposer's Name</b>  | Karen Bonsignore  |
| <b>Department</b>   | Health Sciences / Health Services Administration Program  |
| <b>Date of Departmental Meeting in which proposal was approved</b>  | January 20, 2023  |
| <b>Department Chair Name</b>  | Prof. Susan Davide  |
| <b>Department Chair Signature and Date</b>  |  2/21/23   |
| <b>Academic Dean Name</b>   | Dr. Maureen Archer  |
| <b>Academic Dean Signature and Date</b>   |  2/23/23   |
| <b>Brief Description of Proposal</b><br>(Describe the modifications contained within this proposal in a succinct summary. More detailed content will be provided in the proposal body.)     | <p><u>Health Sciences proposes to change:</u></p> <ol style="list-style-type: none"> <li>1) A grade of "C" or higher is required for all HSA Core Courses and HSA prefixed courses to act as a prerequisite.</li> <li>2) Modify HSA catalog course descriptions, to prevent inappropriate HSA course progressions of students receiving a "D" in an HSA course the following needs to be in all HSA catalog descriptions.</li> <li>3) Prefix changes to the following courses from HSA to HCPM will allow HSA students to enroll and take as electives the following HCPM Courses:</li> </ol> |
| <b>Brief Rationale for Proposal</b><br>(Provide a concise summary of why this proposed change is important to the department. More detailed content will be provided in the proposal body). | <ol style="list-style-type: none"> <li>1) As all courses prefixed with HSA need to be passed by a grade of "C" or higher, relevant HSA course catalog descriptions must contain the following: "a grade of C or higher is required to pass this course."</li> <li>2) Prerequisites for HSA-BS core courses to align with their course descriptions regarding the minimum passing grade of a "C." Currently students receiving a grade of "D" in an HSA course that acts as a prerequisite may register for their upper-level HSA</li> </ol>   |

|  |  |
|--|--|
|  | <p>course despite not having completed the prerequisite courses in a manner required by the HSA degree.</p> <p>The courses presented in this proposal are:</p> <p>Courses included in this proposal:</p> <ul style="list-style-type: none"> <li>- HSA 3510 Health Services Mgt I</li> <li>- HSA 3560 Legal Aspects of Health Care</li> <li>- HSA 3602 Health Services Mgt II</li> <li>- HSA 3630 Health Care Finance &amp; Accounting Mgt</li> <li>- HSA 4620 Health Care Information Systems</li> <li>- HSA 4740 Health Research Methods</li> </ul> <p>3) Prefix change acknowledgement. Four courses will change their prefix from HSA to HCSI as per a separate proposal. The courses listed below will change to HSCI as they are core courses within HCPM and will remain elective courses for HSA students.</p> <ul style="list-style-type: none"> <li>- HSA 4900 Health Services Internship</li> <li>- HSA 4910 Introduction to Public Health</li> <li>- HSA 4960 Nursing Home Administration</li> <li>- HSA 4970 Social Marketing in Health Care Settings</li> </ul> |
| <p><b>Proposal History</b><br/>(Please provide history of this proposal: is this a resubmission? An updated version? This may most easily be expressed as a list).</p> | <p><b>Initial proposal submission.</b></p>   |

Please include all appropriate documentation as indicated in the Curriculum Modification Checklist.

For each new course, please also complete the New Course Proposal and submit in this document.

Please submit this document as a single .doc or .rtf format. If some documents are unable to be converted to .doc, then please provide all documents archived into a single .zip file.

**ALL PROPOSAL CHECK LIST**

| Completed CURRICULUM MODIFICATION FORM including:   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Brief description of proposal</li> </ul>                         | X |
| <ul style="list-style-type: none"> <li>• Rationale for proposal</li> </ul>                                | X |
| <ul style="list-style-type: none"> <li>• Date of department meeting approving the modification</li> </ul> | X |
| <ul style="list-style-type: none"> <li>• Chair's Signature</li> </ul>                                     |   |
| <ul style="list-style-type: none"> <li>• Dean's Signature</li> </ul>                                      |   |

|   |     |
|---|-----|
| Evidence of consultation with affected departments  |     |
| List of the programs that use this course as required or elective, and courses that use this as a prerequisite. | N/A |
| Documentation of Advisory Commission views (if applicable).   | N/A |
| Completed <u>Chancellor's Report Form</u> .   | X   |

**Section A: CHANCELLOR'S REPORT FORM**  
**Changes in Existing Courses**

**HSA 3510 – Health Services Management I**

|   |   |   |  |
|---|---|---|--|
| <b>CUNYFirst Course ID</b>                                    | HSA 3510 – Health Services Management I   |   |  |
| <b>FROM:</b>  |   | <b>TO:</b>  |  |
| <b>Department(s)</b>  |   | <b>Department(s)</b>  |  |
| <b>Course</b>   |   | <b>Course</b>   |  |
| <b>Prerequisite</b>   |   | <b>Prerequisite</b>   |  |
| <b>Corequisite</b>  |   | <b>Corequisite</b>  |  |
| <b>Pre- or corequisite</b>                                    | HAS 3510  | <b>Pre- or corequisite</b>                                    | HSA 3510   |
| <b>Hours</b>  |   | <b>Hours</b>  |  |
| <b>Credits</b>  |   | <b>Credits</b>  |  |
| <b>Description</b>  | <p><del>Systems for the delivery of health services and related issues will be examined. The course will explore the present and probable future of the industry including the historical shift from a policy system to a market-driven system. Classes are forums of discussion emphasizing contemporary issues related to health care professionals, facilities and organization patterns of both the system and related suppliers and industries.</del></p> <p><i>Prerequisite: Admission to the Health Services Administration program or department approval</i></p> | <b>Description</b>  | <p>Systems for the delivery of health services and related issues will be examined. The course will explore the present and probable future of the industry including the historical shift from a policy system to a market-driven system. Classes are forums of discussion emphasizing contemporary issues related to health care professionals, facilities and organization patterns of both the system and related suppliers and industries.</p> <p>Prerequisite: Admission to the Health Services Administration program or department approval</p> <p><u>A grade of C or higher is required to pass the course.</u></p> |
| <b>Requirement Designation</b>                                |   | <b>Requirement Designation</b>                                |  |
| <b>Liberal Arts</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No  | <b>Liberal Arts</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <b>Course Attribute (e.g. Writing Intensive, Honors, etc)</b> |   | <b>Course Attribute (e.g. Writing Intensive, Honors, etc)</b> |  |
| <b>Course Applicability</b>                                   | <input checked="" type="checkbox"/> Major<br><input type="checkbox"/> Gen Ed Required<br><input type="checkbox"/> English Composition<br><input type="checkbox"/> Mathematics<br><input type="checkbox"/> Science<br><input type="checkbox"/> Gen Ed - Flexible<br><input type="checkbox"/> World Cultures<br><input type="checkbox"/> US Experience in its Diversity<br><input type="checkbox"/> Creative Expression   | <b>Course Applicability</b>                                   | <input checked="" type="checkbox"/> Major<br><input type="checkbox"/> Gen Ed Required<br><input type="checkbox"/> English Composition<br><input type="checkbox"/> Mathematics<br><input type="checkbox"/> Science<br><input type="checkbox"/> Gen Ed - Flexible<br><input type="checkbox"/> World Cultures<br><input type="checkbox"/> US Experience in its Diversity<br><input type="checkbox"/> Creative Expression  |

|                       |   |  |   |
|-----------------------|---|--|---|
|                       | <input type="checkbox"/> Individual and Society<br><input type="checkbox"/> Scientific World<br><input type="checkbox"/> Gen Ed - College Option<br><input type="checkbox"/> Speech<br><input type="checkbox"/> Interdisciplinary<br><input type="checkbox"/> Advanced Liberal Arts |  | <input type="checkbox"/> Individual and Society<br><input type="checkbox"/> Scientific World<br><input type="checkbox"/> Gen Ed - College Option<br><input type="checkbox"/> Speech<br><input type="checkbox"/> Interdisciplinary<br><input type="checkbox"/> Advanced Liberal Arts |
| <b>Effective Term</b> | Fall 2023   |  |   |

Rationale: The HSA 3510 Health Services Management I is a discipline specific core course in the BS Health Services Administration (HSA) degree program and needs to align to HSA-BS curriculum standards and requirements regarding the minimum passing grade of "C" needed and progression as an HSA prerequisite.

## HSA 3560 – Legal Aspects of Health Care

|   |  |   |  |
|---|--|---|--|
| <b>CUNYFirst Course ID</b>                                    | HSA 3560 – Legal Aspects of Health Care  |   |  |
| <b>FROM:</b>  |  | <b>TO:</b>  |  |
| <b>Department(s)</b>  |  | <b>Department(s)</b>  |  |
| <b>Course</b>   |  | <b>Course</b>   |  |
| <b>Prerequisite</b>   |  | <b>Prerequisite</b>   |  |
| <b>Corequisite</b>  |  | <b>Corequisite</b>  |  |
| <b>Pre- or corequisite</b>                                    | HSA-3540   | <b>Pre- or corequisite</b>                                    | HSA 3510   |
| <b>Hours</b>  |  | <b>Hours</b>  |  |
| <b>Credits</b>  |  | <b>Credits</b>  |  |
| <b>Description</b>  | This course will explore ethical and legal issues and their interaction in today's dynamic health care arena. By studying legal principles, decision making and cases, students will learn to understand, integrate and apply these disciplines in the health arena.   | <b>Description</b>  | This course will explore ethical and legal issues and their interaction in today's dynamic health care arena. By studying legal principles, decision making and cases, students will learn to understand, integrate and apply these disciplines in the health arena.<br><br><u>A grade of C or higher is required to pass the course.</u>  |
| <b>Requirement Designation</b>                                |  | <b>Requirement Designation</b>                                |  |
| <b>Liberal Arts</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No   | <b>Liberal Arts</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <b>Course Attribute (e.g. Writing Intensive, Honors, etc)</b> |  | <b>Course Attribute (e.g. Writing Intensive, Honors, etc)</b> |  |
| <b>Course Applicability</b>                                   | <input checked="" type="checkbox"/> Major<br><input type="checkbox"/> Gen Ed Required<br><input type="checkbox"/> English Composition<br><input type="checkbox"/> Mathematics<br><input type="checkbox"/> Science<br><input type="checkbox"/> Gen Ed - Flexible<br><input type="checkbox"/> World Cultures<br><input type="checkbox"/> US Experience in its Diversity<br><input type="checkbox"/> Creative Expression<br><input type="checkbox"/> Individual and Society<br><input type="checkbox"/> Scientific World<br><input type="checkbox"/> Gen Ed - College Option<br><input type="checkbox"/> Speech<br><input type="checkbox"/> Interdisciplinary<br><input type="checkbox"/> Advanced Liberal Arts | <b>Course Applicability</b>                                   | <input checked="" type="checkbox"/> Major<br><input type="checkbox"/> Gen Ed Required<br><input type="checkbox"/> English Composition<br><input type="checkbox"/> Mathematics<br><input type="checkbox"/> Science<br><input type="checkbox"/> Gen Ed - Flexible<br><input type="checkbox"/> World Cultures<br><input type="checkbox"/> US Experience in its Diversity<br><input type="checkbox"/> Creative Expression<br><input type="checkbox"/> Individual and Society<br><input type="checkbox"/> Scientific World<br><input type="checkbox"/> Gen Ed - College Option<br><input type="checkbox"/> Speech<br><input type="checkbox"/> Interdisciplinary<br><input type="checkbox"/> Advanced Liberal Arts |
| <b>Effective Term</b>   | Fall 2023  |   |  |

Rationale: The HSA 3560 - Legal Aspects of Health Care is a discipline specific core course in the BS Health Services Administration (HSA) degree program and needs to align to HSA-BS curriculum standards and requirements regarding the minimum passing grade of "C" needed and progression as an HSA prerequisite.

## HSA 3602 – Health Services Management II

|   |  |   |  |
|---|--|---|--|
| <b>CUNYFirst Course ID</b>                                    | HSA 3602 – Health Services Management II   |   |  |
| <b>FROM:</b>  |  | <b>TO:</b>  |  |
| <b>Department(s)</b>  |  | <b>Department(s)</b>  |  |
| <b>Course</b>   |  | <b>Course</b>   |  |
| <b>Prerequisite</b>   | HSA 3510   | <b>Prerequisite</b>   | HSA 3510   |
| <b>Corequisite</b>  |  | <b>Corequisite</b>  |  |
| <b>Pre- or corequisite</b>                                    |  | <b>Pre- or corequisite</b>                                    |  |
| <b>Hours</b>  |  | <b>Hours</b>  |  |
| <b>Credits</b>  |  | <b>Credits</b>  |  |
| <b>Description</b>  | Through analysis, discussion and problem-solving in a seminar format, this course will acquaint the student with issues that have an impact on their profession, the health care industry and their role as managers.  | <b>Description</b>  | Through analysis, discussion and problem-solving in a seminar format, this course will acquaint the student with issues that have an impact on their profession, the health care industry and their role as managers.<br><br><u>A grade of C or higher is required to pass the course.</u>   |
| <b>Requirement Designation</b>                                |  | <b>Requirement Designation</b>                                |  |
| <b>Liberal Arts</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No   | <b>Liberal Arts</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <b>Course Attribute (e.g. Writing Intensive, Honors, etc)</b> | WI   | <b>Course Attribute (e.g. Writing Intensive, Honors, etc)</b> | WI   |
| <b>Course Applicability</b>                                   | <input checked="" type="checkbox"/> Major<br><input type="checkbox"/> Gen Ed Required<br><input type="checkbox"/> English Composition<br><input type="checkbox"/> Mathematics<br><input type="checkbox"/> Science<br><input type="checkbox"/> Gen Ed - Flexible<br><input type="checkbox"/> World Cultures<br><input type="checkbox"/> US Experience in its Diversity<br><input type="checkbox"/> Creative Expression<br><input type="checkbox"/> Individual and Society<br><input type="checkbox"/> Scientific World<br><input type="checkbox"/> Gen Ed - College Option<br><input type="checkbox"/> Speech<br><input type="checkbox"/> Interdisciplinary<br><input type="checkbox"/> Advanced Liberal Arts | <b>Course Applicability</b>                                   | <input checked="" type="checkbox"/> Major<br><input type="checkbox"/> Gen Ed Required<br><input type="checkbox"/> English Composition<br><input type="checkbox"/> Mathematics<br><input type="checkbox"/> Science<br><input type="checkbox"/> Gen Ed - Flexible<br><input type="checkbox"/> World Cultures<br><input type="checkbox"/> US Experience in its Diversity<br><input type="checkbox"/> Creative Expression<br><input type="checkbox"/> Individual and Society<br><input type="checkbox"/> Scientific World<br><input type="checkbox"/> Gen Ed - College Option<br><input type="checkbox"/> Speech<br><input type="checkbox"/> Interdisciplinary<br><input type="checkbox"/> Advanced Liberal Arts |
| <b>Effective Term</b>   | Fall 2023  |   |  |

Rationale: The HSA 3602 - Health Services Management II course is a discipline specific core course in the BS Health Services Administration (HSA) degree program and needs to align to HSA-BS curriculum standards and requirements regarding the minimum passing grade of "C" needed and progression as an HSA prerequisite.

## HSA 3630 – Health Care Finance and Accounting Management

|   |  |   |  |
|---|--|---|--|
| <b>CUNYFirst Course ID</b>                                    | HSA 3630 – Health Care Finance and Accounting Management   |   |  |
| <b>FROM:</b>  |  | <b>TO:</b>  |  |
| <b>Department(s)</b>  |  | <b>Department(s)</b>  |  |
| <b>Course</b>   |  | <b>Course</b>   |  |
| <b>Prerequisite</b>   | HSA 3510 or HSCI 3101 and Completion of Mathematical and Quantitative Reasoning requirement  | <b>Prerequisite</b>   | HSA 3510 or HSCI 3101] with a grade of C or higher and Completion of Mathematical and Quantitative Reasoning requirement   |
| <b>Corequisite</b>  |  | <b>Corequisite</b>  |  |
| <b>Pre- or corequisite</b>                                    |  | <b>Pre- or corequisite</b>                                    |  |
| <b>Hours</b>  |  | <b>Hours</b>  |  |
| <b>Credits</b>  |  | <b>Credits</b>  |  |
| <b>Description</b>  | <i>This course is designed to develop the decision-makers' understanding and management of financial information in the health care industry. Emphasis will be placed on concepts that will allow students to understand the huge, complex, and in many ways unique, health care industry</i>  | <b>Description</b>  | This course is designed to develop the decision makers' understanding and management of financial information in the health care industry. Emphasis will be placed on concepts that will allow students to understand the huge, complex, and in many ways unique, health care industry<br><br><u>A grade of C or higher is required to pass the course.</u>  |
| <b>Requirement Designation</b>                                |  | <b>Requirement Designation</b>                                |  |
| <b>Liberal Arts</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No   | <b>Liberal Arts</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <b>Course Attribute (e.g. Writing Intensive, Honors, etc)</b> |  | <b>Course Attribute (e.g. Writing Intensive, Honors, etc)</b> |  |
| <b>Course Applicability</b>                                   | <input checked="" type="checkbox"/> Major<br><input type="checkbox"/> Gen Ed Required<br><input type="checkbox"/> English Composition<br><input type="checkbox"/> Mathematics<br><input type="checkbox"/> Science<br><input type="checkbox"/> Gen Ed - Flexible<br><input type="checkbox"/> World Cultures<br><input type="checkbox"/> US Experience in its Diversity<br><input type="checkbox"/> Creative Expression<br><input type="checkbox"/> Individual and Society<br><input type="checkbox"/> Scientific World<br><input type="checkbox"/> Gen Ed - College Option<br><input type="checkbox"/> Speech | <b>Course Applicability</b>                                   | <input checked="" type="checkbox"/> Major<br><input type="checkbox"/> Gen Ed Required<br><input type="checkbox"/> English Composition<br><input type="checkbox"/> Mathematics<br><input type="checkbox"/> Science<br><input type="checkbox"/> Gen Ed - Flexible<br><input type="checkbox"/> World Cultures<br><input type="checkbox"/> US Experience in its Diversity<br><input type="checkbox"/> Creative Expression<br><input type="checkbox"/> Individual and Society<br><input type="checkbox"/> Scientific World<br><input type="checkbox"/> Gen Ed - College Option<br><input type="checkbox"/> Speech |



|                       |  |  |  |
|-----------------------|--|--|--|
|                       | <input type="checkbox"/> Interdisciplinary<br><input type="checkbox"/> Advanced Liberal Arts |  | <input type="checkbox"/> Interdisciplinary<br><input type="checkbox"/> Advanced Liberal Arts |
| <b>Effective Term</b> | Fall 2023  |  |  |

Rationale: HSA 3630 is a discipline required course in the BS in Health Services Administration and BS in Healthcare Policy and Management (HCPM) degrees; it needs to align to HSA-BS and HCPM-BS curriculum standards and requirements regarding the minimum passing grade requirement of a "C" noted in its course description as well as for its HSA and HSCI prerequisites.

## HSA 4620 – Health Care Information Systems

|   |  |   |  |
|---|--|---|--|
| <b>CUNYFirst Course ID</b>                                    | HSA 4620 – Health Care Information Systems   |   |  |
| <b>FROM:</b>  |  | <b>TO:</b>  |  |
| <b>Department(s)</b>  |  | <b>Department(s)</b>  |  |
| <b>Course</b>   |  | <b>Course</b>   |  |
| <b>Prerequisite</b>   | HSA 3602   | <b>Prerequisite</b>   | HSA 3602   |
| <b>Corequisite</b>  |  | <b>Corequisite</b>  |  |
| <b>Pre- or corequisite</b>                                    |  | <b>Pre- or corequisite</b>                                    |  |
| <b>Hours</b>  |  | <b>Hours</b>  |  |
| <b>Credits</b>  |  | <b>Credits</b>  |  |
| <b>Description</b>  | <p>This course will provide an in-depth view of the information technology used by the health care industry. Examines all the components that make up the clinical and administrative information systems in health care organizations and gives students the information needed to participate in decisions regarding appropriate systems selection and management.</p>   | <b>Description</b>  | <p>This course will provide an in-depth view of the information technology used by the health care industry. Examines all the components that make up the clinical and administrative information systems in health care organizations and gives students the information needed to participate in decisions regarding appropriate systems selection and management.</p> <p><u>A grade of C or higher is required to pass the course.</u></p>  |
| <b>Requirement Designation</b>                                |  | <b>Requirement Designation</b>                                |  |
| <b>Liberal Arts</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No   | <b>Liberal Arts</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <b>Course Attribute (e.g. Writing Intensive, Honors, etc)</b> |  | <b>Course Attribute (e.g. Writing Intensive, Honors, etc)</b> |  |
| <b>Course Applicability</b>                                   | <input checked="" type="checkbox"/> Major<br><input type="checkbox"/> Gen Ed Required<br><input type="checkbox"/> English Composition<br><input type="checkbox"/> Mathematics<br><input type="checkbox"/> Science<br><input type="checkbox"/> Gen Ed - Flexible<br><input type="checkbox"/> World Cultures<br><input type="checkbox"/> US Experience in its Diversity<br><input type="checkbox"/> Creative Expression<br><input type="checkbox"/> Individual and Society<br><input type="checkbox"/> Scientific World<br><input type="checkbox"/> Gen Ed - College Option<br><input type="checkbox"/> Speech<br><input type="checkbox"/> Interdisciplinary<br><input type="checkbox"/> Advanced Liberal Arts | <b>Course Applicability</b>                                   | <input checked="" type="checkbox"/> Major<br><input type="checkbox"/> Gen Ed Required<br><input type="checkbox"/> English Composition<br><input type="checkbox"/> Mathematics<br><input type="checkbox"/> Science<br><input type="checkbox"/> Gen Ed - Flexible<br><input type="checkbox"/> World Cultures<br><input type="checkbox"/> US Experience in its Diversity<br><input type="checkbox"/> Creative Expression<br><input type="checkbox"/> Individual and Society<br><input type="checkbox"/> Scientific World<br><input type="checkbox"/> Gen Ed - College Option<br><input type="checkbox"/> Speech<br><input type="checkbox"/> Interdisciplinary<br><input type="checkbox"/> Advanced Liberal Arts |
| <b>Effective Term</b>   | Fall 2023  |   |  |

**Rationale:** The HSA 4620 – Health Care Information Systems course is a discipline specific core course in the BS Health Services Administration (HSA) degree program and needs to align to HSA-BS curriculum standards and requirements regarding the minimum passing grade of "C" needed and progression as an HSA prerequisite.

## HSA 4740 – Health Research Methods

|   |   |   |   |
|---|---|---|---|
| <b>CUNYFirst Course ID</b>                                    | HSA 4740 – Health Research Methods  |   |   |
| <b>FROM:</b>  |   | <b>TO:</b>  |   |
| <b>Department(s)</b>  |   | <b>Department(s)</b>  |   |
| <b>Course</b>   |   | <b>Course</b>   |   |
| <b>Prerequisite</b>   | <u>HSA 3602 and completion of MAT 1272 or a higher level of statistics course.</u>  | <b>Prerequisite</b>   | HSA 3602 and completion of MAT 1272 or a higher level of statistics course.<br><br><u>A grade of C or higher is required to pass the course.</u>  |
| <b>Corequisite</b>  |   | <b>Corequisite</b>  |   |
| <b>Pre- or corequisite</b>                                    |   | <b>Pre- or corequisite</b>                                    |   |
| <b>Hours</b>  |   | <b>Hours</b>  |   |
| <b>Credits</b>  |   | <b>Credits</b>  |   |
| <b>Description</b>  | This course will provide the student with a background and experience in the research process relevant to the health services field. Health services research is scientific inquiry to produce knowledge about the resources, provision, organizing, financing and policies of the health sector, as well as prevention of disease and current research into health.  | <b>Description</b>  | This course will provide the student with a background and experience in the research process relevant to the health services field. Health services research is scientific inquiry to produce knowledge about the resources, provision, organizing, financing and policies of the health sector, as well as prevention of disease and current research into health.<br><br><u>A grade of C or higher is required to pass the course.</u>   |
| <b>Requirement Designation</b>                                |   | <b>Requirement Designation</b>                                |   |
| <b>Liberal Arts</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No  | <b>Liberal Arts</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| <b>Course Attribute (e.g. Writing Intensive, Honors, etc)</b> |   | <b>Course Attribute (e.g. Writing Intensive, Honors, etc)</b> |   |
| <b>Course Applicability</b>                                   | <input checked="" type="checkbox"/> Major<br><input type="checkbox"/> Gen Ed Required<br><input type="checkbox"/> English Composition<br><input type="checkbox"/> Mathematics<br><input type="checkbox"/> Science<br><input type="checkbox"/> Gen Ed - Flexible<br><input type="checkbox"/> World Cultures<br><input type="checkbox"/> US Experience in its Diversity<br><input type="checkbox"/> Creative Expression<br><input type="checkbox"/> Individual and Society<br><input type="checkbox"/> Scientific World<br><input type="checkbox"/> Gen Ed - College Option | <b>Course Applicability</b>                                   | <input checked="" type="checkbox"/> Major<br><input type="checkbox"/> Gen Ed Required<br><input type="checkbox"/> English Composition<br><input type="checkbox"/> Mathematics<br><input type="checkbox"/> Science<br><input type="checkbox"/> Gen Ed - Flexible<br><input type="checkbox"/> World Cultures<br><input type="checkbox"/> US Experience in its Diversity<br><input type="checkbox"/> Creative Expression<br><input type="checkbox"/> Individual and Society<br><input type="checkbox"/> Scientific World<br><input type="checkbox"/> Gen Ed - College Option |

|                       |   |  |   |
|-----------------------|---|--|---|
|                       | <input type="checkbox"/> Speech<br><input type="checkbox"/> Interdisciplinary<br><input type="checkbox"/> Advanced Liberal Arts |  | <input type="checkbox"/> Speech<br><input type="checkbox"/> Interdisciplinary<br><input type="checkbox"/> Advanced Liberal Arts |
| <b>Effective Term</b> | Fall 2023   |  |   |

Rationale: The HSA 4740 – Health Research Methods course is a discipline specific core course in the BS Health Services Administration (HSA) degree program and needs to align to HSA-BS curriculum standards and requirements regarding the minimum passing grade of “C” needed and progression as an HSA prerequisite.

## Section B Changes in Degree Program - Chancellor's Report

### I. Section B: Changes in Degree Programs

The following revision is proposed for the B.S. in Health Services Administration, Department of Health Sciences

**Program:** Bachelors of Science in Health Services Administration

**Program Code:** Hegis Code 1202.00

**Effective Date:** Fall 2023

| GENERAL EDUCATION COMMON CORE 1   | 42 CREDITS   | GENERAL EDUCATION COMMON CORE 1   | 42 CREDITS   |
|---|--|---|--|
| <b>I – REQUIRED CORE</b><br>English Composition<br>ENG 1101 English Composition I 3<br>ENG 1121 English Composition II 3<br><br>Mathematical and Quantitative Reasoning 2<br>Any Approved Course (1 course, 3 credits)<br>Life and Physical Sciences<br>Any Approved Course II – (1 course, 3 credits)  | <b>(4 COURSES, 12 CREDITS)</b><br>(2 courses, 6 credits)<br>3<br>3<br><br>(1 course, 3 credits)<br>(1 course, 3 credits)   | <b>I – REQUIRED CORE</b><br>English Composition<br>ENG 1101 English Composition I 3<br>ENG 1121 English Composition II 3<br><br>Mathematical and Quantitative Reasoning 2<br>Any Approved Course (1 course, 3 credits)<br>Life and Physical Sciences<br>Any Approved Course II – (1 course, 3 credits)  | <b>(4 COURSES, 12 CREDITS)</b><br>(2 courses, 6 credits)<br>3<br>3<br><br>(1 course, 3 credits)<br>(1 course, 3 credits)   |
| <b>II FLEXIBLE CORE</b><br>Select one course from each of the following areas; plus one additional course from any of the five areas; no more than two courses may be selected from any discipline. 18<br><br><b>World Cultures and Global Issues</b><br>Any Approved Course<br><br><b>US Experience in its Diversity</b><br>Any Approved Course<br><br><b>Individual and Society</b><br>Any Approved Course<br><br><b>Creative Expression</b><br>Any Approved Course<br><br><b>Scientific World</b><br>Any Approved Course | <b>(6 COURSES, 18 CREDITS)</b><br>Select one course from each of the following areas; plus one additional course from any of the five areas; no more than two courses may be selected from any discipline. 18<br><br><b>World Cultures and Global Issues</b><br>Any Approved Course<br><br><b>US Experience in its Diversity</b><br>Any Approved Course<br><br><b>Individual and Society</b><br>Any Approved Course<br><br><b>Creative Expression</b><br>Any Approved Course<br><br><b>Scientific World</b><br>Any Approved Course | <b>II FLEXIBLE CORE</b><br>Select one course from each of the following areas; plus one additional course from any of the five areas; no more than two courses may be selected from any discipline. 18<br><br><b>World Cultures and Global Issues</b><br>Any Approved Course<br><br><b>US Experience in its Diversity</b><br>Any Approved Course<br><br><b>Individual and Society</b><br>Any Approved Course<br><br><b>Creative Expression</b><br>Any Approved Course<br><br><b>Scientific World</b><br>Any Approved Course | <b>(6 COURSES, 18 CREDITS)</b><br>Select one course from each of the following areas; plus one additional course from any of the five areas; no more than two courses may be selected from any discipline. 18<br><br><b>World Cultures and Global Issues</b><br>Any Approved Course<br><br><b>US Experience in its Diversity</b><br>Any Approved Course<br><br><b>Individual and Society</b><br>Any Approved Course<br><br><b>Creative Expression</b><br>Any Approved Course<br><br><b>Scientific World</b><br>Any Approved Course |
| <b>III – COLLEGE OPTION REQUIREMENT</b><br>One course in Speech/Oral Communication  | <b>(4 COURSES, 12 CREDITS)</b>   | <b>III – COLLEGE OPTION REQUIREMENT</b><br>One course in Speech/Oral Communication  | <b>(4 COURSES, 12 CREDITS)</b>   |

**COM 1330 Public Speaking or higher** 3  
**One interdisciplinary Liberal Arts and Sciences course** 3  
**Two additional liberal arts courses** 6

In meeting their general education requirements overall, students must take at least one advanced liberal arts course or two sequential courses in a foreign language. Students transferring with an associate degree are required to take only 6 credits of the College Option, which must include a course in Speech/Oral Communication (unless such a course was already taken at the associate level) and the Interdisciplinary Liberal Arts and Sciences course.

**Writing Intensive Requirement**  
 Students at New York City College of Technology must complete two courses designated WI for the associate level, one from GenEd and one from the major; and two additional courses designated WI for the baccalaureate level, one from GenEd and one from the major. Associate-Level Courses in Discipline and Upper-Level Professional Electives (42 Credits)

**PROGRAM-SPECIFIC DEGREE REQUIREMENTS 18 CREDITS**

- HSA 3510 Health Services Management I 3
- HSA 3560 Legal Aspects of Health Care 3
- HSA 3602 Health Services Management II 3
- HSA 3630 Health Care Finance and Accounting Management 3
- HSA 4620 Health Care Information Systems 3
- HSA 4740 Health Research Methods 3

**Program-Specific Liberal Arts and Sciences Requirements 18 credits**

- ECON 1101 Macroeconomics 3
  - ECON 2403 Labor Management Relations 3
  - MAT 1272 Statistics or higher-level statistics course 3
  - PHIL 2203 Health Care Ethics 3
  - PSY 1101 Introduction to Psychology 3
  - PSY 2404 Personnel and Organizational Psychology 3
- Electives to reach 60 credits of Liberal Arts and Sciences credits

**Program-Specific Elective Courses**  
 (As needed to reach a total of 60 professional credits)

- HSA 4900 Health Services Internship 3
- HSA 4910 Introduction to Public Health Administration 3
- HSA 4960 Nursing Home Administration 3
- HSA 4960 Social Marketing in Healthcare Settings 3

**COM 1330 Public Speaking or higher** 3  
**One interdisciplinary Liberal Arts and Sciences course** 3  
**Two additional liberal arts courses** 6

In meeting their general education requirements overall, students must take at least one advanced liberal arts course or two sequential courses in a foreign language. Students transferring with an associate degree are required to take only 6 credits of the College Option, which must include a course in Speech/Oral Communication (unless such a course was already taken at the associate level) and the Interdisciplinary Liberal Arts and Sciences course.

**Writing Intensive Requirement**  
 Students at New York City College of Technology must complete two courses designated WI for the associate level, one from GenEd and one from the major; and two additional courses designated WI for the baccalaureate level, one from GenEd and one from the major. Associate-Level Courses in Discipline and Upper-Level Professional Electives (42 Credits)

**PROGRAM-SPECIFIC DEGREE REQUIREMENTS 18 CREDITS**

- HSA 3510 Health Services Management I 3
- HSA 3560 Legal Aspects of Health Care 3
- HSA 3602 Health Services Management II 3
- HSA 3630 Health Care Finance and Accounting Management 3
- HSA 4620 Health Care Information Systems 3
- HSA 4740 Health Research Methods 3

**Program-Specific Liberal Arts and Sciences Requirements 18 credits**

- ECON 1101 Macroeconomics 3
  - ECON 2403 Labor Management Relations 3
  - MAT 1272 Statistics or higher-level statistics course 3
  - PHIL 2203 Health Care Ethics 3
  - PSY 1101 Introduction to Psychology 3
  - PSY 2404 Personnel and Organizational Psychology 3
- Electives to reach 60 credits of Liberal Arts and Sciences credits

**Program-Specific Elective Courses**  
 (As needed to reach a total of 60 professional credits)

- HSCI 4900 Health Services Internship 3
- HSCI 4910 Introduction to Public Health Administration 3
- HSCI 4960 Nursing Home Administration 3
- HSCI 4970 Social Marketing in Healthcare Settings 3

**TOTAL PROGRAM-SPECIFIC REQUIRED AND ELECTIVE COURSES 60**  
**TOTAL NYS LIBERAL ARTS/SCIENCE CREDITS 60**  
**TOTAL CREDITS REQUIRED FOR THE DEGREE 120**

|  |     |
|--|-----|
| TOTAL PROGRAM-SPECIFIC REQUIRED AND ELECTIVE COURSES | 60  |
| TOTAL NYS LIBERAL ARTS/SCIENCE CREDITS               | 60  |
| TOTAL CREDITS REQUIRED FOR THE DEGREE                | 120 |

**The following revisions are proposed for the BS Health Services Administration**

**Program:** BS Health Services Administration

**Program Code:** 1202.00

**Effective Date:** Fall 2023

**Rationale:** Modifying the course descriptions to include that a minimum grade requirement of "C" is required in all HSA core courses and a minimum grade of "C" is required for all HSA courses that act as prerequisites for HSA upper-level courses. The change will make clear existing HSA program requirements for progression.



Left Blank Intentionally



Ddmw47@gmail.com  
347-737-9890

To whom it may concern,

I am writing to express my interest in joining your faculty as a lecturer in the Health Sciences department. I currently work at Adjunct Assistant professor in the humanities department at New York City College of Technology. My educational background has been interdisciplinary with a BSc in human services and a MS in community health education. I completed my doctoral training in 2021 and my advanced coursework included epidemiology and community health intervention and analysis. Additionally, I believe my experience in both direct service and administration roles in a health care environment serves to enhance my capacity in the classroom. Hence, I would bring a strong skill set and knowledge to your department, which I am eager to share in a classroom.

I bring the following valuable experience to the table:

- Academic Teaching Experience.

I have lectured at Hostos Community College from 2020 to present in the health education department. I am also trained in online teaching modalities. Additionally, I have taught health communication at NYCCT for the last 3 semesters. My previous teaching includes graduate work as well as serving as a fulltime substitute at a NYC middle school.

- Research Experience.

As a pre-doctoral fellow for the Research Group on Disparities in Health at Teachers College, Columbia University, I have engaged in culturally appropriate research projects with an emphasis on disparities in health. My dissertation researched focused on the impact of COVID-19 on African Americans and pioneering a COVID-19 brief e-health intervention.

I am a woman of color and an immigrant, whose life has been impacted tremendously by the transformative power of education. It is my hope to be able to mentor and help a diverse array of undergraduate students through their educational voyage.

Please feel free to reach me at (347) 737-9890 or by replying to my e-mail at [ddmw47@gmail.com](mailto:ddmw47@gmail.com). I look forward to speaking with you soon.

Sincerely,  
Delia Williams-Gunpot EdD



# Delia Williams-Gunpot

[Ddmw47@gmail.com](mailto:Ddmw47@gmail.com)

347-737-9890

## **EDUCATION:**

---

### **Edd: Health Education 2021**

Teacher's College Columbia University

**Dissertation:** Evaluating "our covid-19 knowledge test" as a brief online E-health intervention with African American adults: identifying predictors of high covid-19 knowledge and Self-efficacy for covid-19 risk reduction behaviors

### **Master of Science: Community Health Education 2021**

Teacher's College Columbia University

### **Master of Arts: Health Education 2017**

Teacher's College Columbia University

### **Bachelor of Science: Human Services**

City University of New York

## **Teaching Experience:**

---

**Instructor, Division of Continuing Education and Workforce Development, 2022- present**

**Hostos Community College.**

- Prepared Community health workers for CHW certification
- Explored innovative ways to present materials to keep returning adult learners engaged and motivated

**Adjunct Associate Professor, New York City College of Technology 2021-present**

Instructed:

- Introduction to Communication in Health Care
- Health Communication

Assessed student needs and maintained dynamic relationships

**Adjunct Associate Professor, Hostos Community College 2020-present**

Instructed:

- Substance use and abuse
- Critical issues in Global health
- Health literacy
- Medical terminology
- Nutrition

Built learning module content

Facilitated instruction and assessments using online modalities

**Teaching Assistant (TA), Teachers College, Columbia University**

**Spring /Fall 2019**

- Served as TA to graduate courses taught by Professor Barbara Wallace, PhD. Aside from assisting, taught several classes, independently, when professor travelled to conferences, etc
- Competence with Multicultural Populations: Research and Practice (Spring)
- Principles of Health-Related Behavioral & Social Change: Initiation to Maintenance (Fall)

**Educator**

**11/2018 -03/2020**

NYC Department of Education

- Full time Substitute teacher
- Created and adapted lesson plans
- Administered lesson plans
- Worked collaboratively with other professionals in ICT classrooms

**RESEARCH EXPERIENCE:**

---

**Intent to Publish Dissertation Research**

Performed extensive literature review

Proposed study design

Collected data from primary sources using social media

Performed both qualitative and quantitative data analysis

**Research Outreach Coordinator**

**06/2015-12/2017**

Project E-worth, Columbia University, School of Social Work, Social Intervention Group (SIG)

- Introduced and promoted the project with Community Based Organizations
- Worked directly with substance abusing women involved in the criminal justice system
- Recruited, assessed, and administered intervention with criminal justice involved women

**Research Intern**

Project PACT Columbia University School of Social Work Social Intervention Group. **2014**

- Collected biological specimens and Pre & Post HIV/STI test counseling
- Tracked and followed up with participants and problem-solve retention issues

**Research Intern**

**2011**

Caribbean Women's Health Association

- Co-facilitated SISTA program at intervention sites

## **HEALTH CARE EXPERIENCE**

---

### **Director/Partner**

**01/2012-06/2015**

American Home Care Brooklyn NY

- Worked with partners to develop and build business from start up
- Hired and managed HHA and nursing personnel
- Developed collaborative working relationships with social work and hospital-based professionals

### **Hospital Liaison**

**04/2009-2011**

Encare Homecare, Brooklyn NY

- Ensured homecare rules and regulations were maintained
- Implemented homecare procedures for motor vehicle accident, workers compensation and crime victims

## **LEADERSHIP EXPERIENCE**

---

- Founder and life coach at The Motivated Mind
- Founder and CEO of Winning in Sexual Health (WISH))
- Executive and Founding board member Patient's Organization of Trinidad and Tobago

## **AWARDS AND RECOGNITIONS:**

---

### **Sex Education Fellow**

**2019**

Sex education initiative Teacher's College Columbia University

### **Pre-Doctoral Fellow**

**9/2017 – 5/2021**

Research group on disparities in health Teacher's College Columbia University.

- Collaborated with other doctoral researchers on projects that impact health disparities, racism, and oppression of marginalized communities

## **CERTIFICATIONS:**

---

- Certified in HIV testing: NY State trained in pre and post HIV testing counseling
- ARTAS certified

