**PROPOSAL SUMMARY AND ROUTING FORM**

**Proposal Title:** Certificate in Long Term Care

**Initiating Individual:** Steven D. Karnes  
**Initiating Department or Unit:** CRHA in CHP

**Contact Person’s Name:** Steven D. Karnes  
**Email:** karness1@ferris.edu  
**Phone:** 2251

- [ ] Group I-A – New Degree, major, concentration, minor, or redirection of a current offering
- [ ] Group I-B – Deletion of a degree, major, concentration, or minor
- [ ] Group II-A – New Course, modification of a course, deletion of a course
- [ ] Group II-B – Minor Curriculum Clean-up
- [ ] Group III – Certificate (College Credit [ ] Non-credit [ ] New Certificate)
- [ ] Group IV – Other site location (College Credit [ ] Non-credit)

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<th>Vote/Action * Number Count</th>
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* Support with Concerns or Not Support must include identification of specific concern with appropriate rationale

**Number Count must be given for all members present and/or voting.

To be completed by Academic Affairs  
Date of Implementation: Spring 2016

VPAA  
NOV 17 2015

President (Date Approved)  
Academic Officers (Date Approved)  
Board of Trustees (Date Approved)

PROVOST
1. Proposal Summary: (Summary is generally less than one page. Briefly state what is proposed with a summary of rationale and highlights)
   In January of 2015 the state of Michigan put new rules in place for the licensure of nursing home administrators. These new rules include a requirement for applicants seeking licensure to complete 9 college credits in long term care covering: (i) Administrative management of a nursing home. (ii) Human resources or personnel management in a nursing home. (iii) Financial management of a nursing home. (iv) State and federal laws governing the operation of a nursing home and the protection of patients in a nursing home. (v) Gerontology or the aging process. (vi) Patient care. (vii) Services provided in a nursing home. (viii) Infection control. (ix) Environmental issues. (x) Emergency preparedness. We have courses in the HCSA program that cover these topics. I propose the College of Health Professions offer a certificate in long term care that will meet the requirements of the Michigan licensing agency. The certificate will be pursued by present students and people throughout the state that are interested in becoming licensed as a nursing home administrator. The courses in this certificate HCSA 260, HCSA 461, HCSA 463 and HCSA 465) will be offered on line. No new courses will be added.

2. Summary of Curricular Action (Check all that apply to this proposal)
   ☒ Degree ☐ Major ☐ Minor ☐ Concentration ☐ Certificate ☐ Course
   ☐ New ☐ Modification ☐ Deletion

   Name of Degree, Major, etc.: Click here to enter text.

3. Summary of All Course Action Required: Click here to enter text.
   A. Newly Created Courses to be Added to the Catalog
      Prefix | Number | Title
      Click here to enter text | Click here to enter text | Click here to enter text
   B. Courses to be Deleted from FSU Catalog
      Prefix | Number | Title
      Click here to enter text | Click here to enter text | Click here to enter text
   C. Existing Courses to be Modified
      Prefix | Number | Title
      Click here to enter text | Click here to enter text | Click here to enter text
   D. Addition of existing FSU courses to program
      Prefix | Number | Title
      HCSA 260 | | Survey of Long Term Care
      HCSA 461 | | Nursing Home Administration
      HCSA 463 | | Roles of Health Care Professions in LTC
      HCSA 465 | | Long Term Care Facilities Management
   E. Removal of existing FSU courses from program
      Prefix | Number | Title
      Click here to enter text | Click here to enter text | Click here to enter text

4. Summary of All Consultations
   Form Sent (B or C) | Date Sent | Responding Department | Date Received & By Whom
   Form C sent to FLITE | 09/17/2015 | Click here to enter text | Click here to enter text.
5. Will External Accreditation be sought? (For new programs or certificates only)
   ☐ Yes   ☒ No
   If yes, name the organization involved with accreditation for this program. Click here to enter text.

6. Is a PCAF required? ☐ Yes   ☒ No
   Is the PCAF approved? ☐ Yes   ☒ No (If yes, supply link on Academic Affairs website where PCAF is posted.)

7. Program Checksheets affected by this proposal (Check all that apply to this proposal)
   ☐ Add Course   ☐ Delete Course   ☐ Modify Course   ☐ Change Prerequisite
   ☐ Move from required to elective   ☐ Change Outcomes and Assessment Plan   ☐ Change Credit hours

8. List all Checksheets affected by this proposal:

   College          Department          Program
   CHP              COHP              HCSA

   A new Certificate in Long Term Care check sheet has been created. The certificate will not affect any other check sheet.
FLITE SERVICES CONSULTATION FORM

To be completed by the liaison librarian and approved by the Dean of FLITE. FLITE must return the original form to the Academic Senate office to be inserted in the proposal and a copy to the initiator. FLITE must respond within 10 business days of receipt of this form to ensure that the form is included in the final proposal.

Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

RE: Proposal Title: Certificate in Long Term Care

Projected number of students per year affected by proposed change: 30

Initiator(s): Steven D. Karnes
Proposal Contact: Steven D. Karnes Date Sent: 9/17/2015
Department: CRHA – College of Health Professions Campus Address: 200 Ferris Drive
(Please type)

Liaison Librarian Signature: Date Received: 9/17/2015
Dean of FLITE Signature: Date Returned: 9/21/15

Based upon our review on (date) 9/18/2015, FLITE concludes that:

☐ Library resources to support the proposed curriculum change are currently available.

☐ Additional Library resources are needed but can be obtained from current funds.

☐ Support, but significant additional Library funds/resources are required in the amount of $. Click here to enter text.

☐ Does not support the proposal for reasons listed below.

Comment regarding the impact this proposal will have on library resources, collection development, or other FLITE programs. Use additional pages if necessary. Click here to enter text.

The library already supports the courses that are involved in this certificate.
Certificate in Long Term Care

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<th>Course Title prerequisites shown in ( )</th>
<th>Cr.</th>
<th>Notes</th>
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<tr>
<td>HCSA 260 Survey of Long Term Care (CCHS101 with grade of C or above)</td>
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<tr>
<td>HCSA 461 HCSA 461 - Nursing Home Administration (HCSA 260 with grade of C or above or approval by the Department)</td>
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<td>HCSA 463 Roles of Health Care Professions in LTC</td>
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<td>HCSA 465 Long Term Care Facilities Management</td>
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Outcomes and Assessments

Outcome:
Graduates will be prepared to pass the state nursing home administrator licensing exam.

Assessments:
Graduates will pass the state nursing home administrator licensing exam.

Outcome:
Graduates will utilize the knowledge/professional competencies to practice as an entry level practitioner in long term care (Assisted Living manager, Administrator in Training, etc)

Assessments:
Employer survey distributed one year following students' graduation

There are no program admission criterion for this certificate.
FINANCIAL AID FORM

To be completed by the Director of Financial Aid (DFA). The DFA must return the original form to the Academic Senate Office to be inserted into the original proposal and a copy to the initiator (proposer). The DFA must respond within 10 business days of receipt of this form to insure that the form is included in the final proposal.

Failure to respond by 10 business days of receipt of this form is interpreted as support for this proposal.

Proposal Title: Certificate in Long Term Care

Initiators: Steven D Karnes

Proposal Contact: Steven D Karnes          Date Sent: 10/8/2015

Department: CRHA                               Campus Address: 200 Ferris Drive

Director of Financial Aid Signature: Sara Dew   Date Returned: 10/9/2015

Please check all that apply:

☐ The new program is remedial as it prepares students for study at the postsecondary level. This program is not an eligible program per Federal requirements; therefore students in this program are not eligible to receive financial aid.

☐ The new program is considered a preparatory program as it prepares a student for a given program, i.e., they do not meet the academic criteria to be admitted into the program. Student is only eligible for Federal Direct Loans for one year.

☒ The new program is a certificate program. Certificate programs are not eligible programs per Federal requirements; therefore students in this program are not eligible to receive financial aid.

☐ The new program is a teacher certification program where it provides coursework required for a professional State credential necessary for employment as an elementary or secondary school teacher, but for which the institution awards no academic credential. Students are eligible for Federal Direct Loans only at an undergraduate level.

☐ The new program is a teacher certification program that will award a certificate credential. Certificate programs are not eligible program per Federal requirements; therefore students in this program are not eligible to receive financial aid.

☐ The new program is a Bachelor Completion program; a two-year degree completion program that requires an associate degree or the successful completion of at least two years of college coursework as a prerequisite for admission. These are aid eligible programs and students may receive financial aid.

☐ The new program is a Master's, Professional, or Doctoral Degree/Major program that allows students to take some undergraduate courses where some deficiency exists. Please note, students are eligible to receive Federal loans for the program, but undergraduate courses will not be included in the total credit count to determine loan eligibility. Students must be half time (Graduate/Professional = 5 credits, Doctoral = 3 credits) in graduate level courses to receive Federal aid.

☐ The new program is an Associate’s, Bachelor’s, Master’s, Professional, or Doctoral Degree/Major and is conferred upon graduation. Per Federal requirements, these are aid eligible programs and students may receive financial aid.

Please include the number of credit hours to earn the degree or credential being sought. This is required as it must be reported to the Department of Education as well as the National Student Loan Clearinghouse, regardless if students are receiving federal aid.

Credits Required to Earn Degree: 9
Revised June 2015
Paula, Sara has seen these proposals, and since both are certificates, they are not eligible for financial aid. The concern is that the Cancer Information Management Certificate will be an expense that may be hard to finance without federal aid eligibility. Other than that, since they are not eligible programs, she has no other objection that I am aware of. I see that she has her signature on the CIMC. The other Long Term Care one has the box checked that it is not eligible for financial aid, without her signature, but I know she has seen it as well. Let me know if you need anything further.

Nancy Wenc
Assistant Director of Financial Aid
nancywenc@ferris.edu
231-591-2116

Hi Nancy:

I know Sara is not here this week, so Elize said that maybe you can help me.

I need to know if these two proposals were reviewed. Usually when there is a Form FIN in a proposal, Sara’s signature is on the bottom and it is not on these two.


http://www.ferris.edu/HTMLS/administration/academicaffairs/wpoffice/senate/univcurrcomm/2015-2016/cancerinformgmtcertificate2.pdf

Could you look them over and get back to me before Thursday at noon (next UCC meeting when they will be discussed)? Both forms are near the end of each proposal.

Thanks!
Paula
FSU Academic Senate
Hi Steven,

Your proposal for a new certificate in Long Term Care, Proposal #16-031 was approved by UCC on Thursday, November 12. Your proposal will be forwarded to Academic Affairs for their approval. Congratulations!

Kemi
Oluwemi Fadayomi, Ph. D
Professor of Biology
Faculty-in-Residence, Faculty Center for Teaching & Learning
Chair, University Curriculum Committee
Ferris State University
ASC 2009, 820 Campus Drive
Big Rapids, MI 49307-2225

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Fax: (231) 591-2540