

Administrative Change Request Form

Administrative Information

1. **Institution** – Texas State University-San Marcos

2. **Description** – Change Health Information Management Program to a Department of Health Information Management

3. **Reason for Change** –

At the time of the reorganization of the College of Health Professions in 1996 the characteristics that determined the designation of units at Texas State University-San Marcos (Texas State) between being named a department or a program were related to:

- Size of the unit based on faculty
- Number of majors
- Complexity of the unit

Other institutional criteria considered in determining the academic unit status include:

- External reputation of the unit
- Significant potential contributions of the unit to the goals identified in the Strategic Plan
- Tradition within the academic discipline of comparable units

Before 1996, the College of Health Professions included the Department of Allied Health Sciences and the Department of Health Administration. The Health Information Management Program was organizationally located within the Department of Health Administration but with a Program Director responsible for course scheduling, student advisement, faculty coordination, and accreditation activities.

The reorganization of the College of Health Professions that occurred in 1996 created a structure with six departments and three programs. The Health Information Management Program was one of the three programs that was organizationally aligned equally with the six departments and functioned similarly to all other academic departments at Texas State. The Health Information Management Program Chair is in a direct reporting line to the Dean of the College of Health Professions and a full participating member of the College Council of Chairs.

At the time of the reorganization, the Health Information Management Program had three full-time faculty, about 70 majors, and generated approximately 2,000 SCH's per year. Currently there are five full-time faculty and an additional three to four part-time and adjunct faculty teaching in the program each semester with 90-95 majors and more than 3,500 SCH's generated per year. The number of sections of HIM courses offered each semester has doubled due to all HIM courses in the professional phase of the program at the junior and senior level offered to two separate student cohorts, the traditional campus-based students and the on-line group. The on-line students are predominantly students progressing from an associate's degree in health information management, career-change and/or second degree candidates who are living and employed in locations around the state. The increase in the number of students and faculty; the complexity of student advising and course scheduling; faculty scheduling and development supports the recognition as an academic department.

Texas State is now formally requesting to create a Department of Health Information Management. The "Departmental" status would provide recognition of the complexity of the academic unit; would enhance external recognition; and would support faculty and student recruitment. The departmental status would be consistent with comparable CAHIIM accredited Health Information Management units at other colleges and universities.

4. Program Inventory – Show how the change would appear on the Coordinating Board’s Program Inventory. Include all degree programs and corresponding Texas CIP codes affected by the change but do not include proposed administrative unit codes for the new academic unit(s). Board staff will assign the new administrative unit codes.

Department of Health Information Management
Health Information Management BSHIM 51.0701.00

5. Proposed Implementation Date – Spring 2010

6. Contact Person –

Name: Dr. Ruth B. Welborn
Title: Dean
Email: RW01@txstate.edu
Telephone: 512-245-3300

I. Impact

A. Role and Mission – Describe how the change would affect the role and mission of the institution.

The mission of the Health Information Management Program at Texas State is to develop the skills and qualities needed to fulfill the multifaceted role of a health information management practitioner and to develop the attitudes and principles which will encourage continuing growth in a profession that is rapidly expanding in scope and health care industry.

We believe that the Department of Health Information Management (HIM Department) would contribute to all of the goals identified in the Texas State University Strategic plan as outlined below.

Goal 1: Promote academic quality by building a distinguished faculty, developing the university culture of research, and managing enrollment.

The HIM Program continues to evolve and with the recent national focus on the electronic health record and the use of health information, many new opportunities for leadership in education and training and research continue to develop. The HIM Department will be positioned to assume a leadership role in these endeavors due to the changing demographics of the faculty, the established curriculum offered both in the traditional campus format as well as the online format, and by maintaining a program that exceeds accreditation standards with a national reputation.

Goal 2: Expand access to public university education and contribute to the economic and cultural development of Texas, with special emphasis on development of the Round Rock Higher Education Center.

Since 2000, the HIM Program has expanded the access to university education with the implementation of the distance education delivery to allow those with the associate’s degree in health information to progress to the baccalaureate degree while continuing to remain in their communities with their families and fill important health information positions in a variety of healthcare organizations. The online delivery of the program has continued to expand. Currently there are 25 accredited programs in health information with only two accredited

baccalaureate programs in Texas, Texas State and Texas Southern University, and the profession continues to expand with an increasing demand for the higher level degree and subsequent credential.

Goal 3: Provide a premier student-centered, educational experience that fosters retention and success and is built on academic programs with clearly defined learning outcomes and a rigorous level of academic challenge.

The HIM Program currently exceeds accreditation standards with positive outcomes received from graduates, clinical site preceptors, and employers of our graduates. Student success on the national certification exam consistently exceeds national rates in both the number of graduates passing as well as on scores of individual students. The goals of the HIM Department would be to maintain this excellence while incorporating the changes taking place within the profession and in healthcare.

Goal 4: Expand educational opportunities, emphasizing doctoral program development, applied scientific and technical programs, and other programs that address critical state needs.

The HIM Department would attract an increasingly diverse faculty which will allow for enhancement of the curriculum and expand the research activities. One of the goals for the HIM Department is to develop master's level education in the health information/informatics area based on needs of the industry.

Goal 5: Enrich our learning and working environments by attracting and supporting a more diverse faculty, staff, and student body.

We anticipate that the HIM Department will attract diverse faculty and students with the increased visibility that the departmental status would provide along with the significant exposure in the field it is currently receiving. The student diversity mix consistently exceeds that of the university.

Goal 6: Develop and manage human, financial, physical, and technological resources effectively, efficiently, and ethically to support the university's mission.

The change to departmental status will afford the unit greater visibility within the university and to potential students, faculty, potential clinical sites, and employers for our graduates. The departmental designation would also provide more credence with potential funding agencies and other external constituencies. No additional funds or support is needed to support this current change in designation from program to department.

Significant Strategic Plan outcomes contingent upon designation as a Department

The change in designation of the program to department will provide enhanced recognition as an academic unit. This would support increased growth, more recognition externally, and support to anticipated move to graduate education in the future.

B. Program Support and Development

1. Describe how the change would affect existing degree programs and plans for new degree programs.

The majority of the HIM Programs nationally of comparable size and reputation hold the designation of department. These include the HIM BS degree programs at Alabama State University, Chicago State University, Duquesne University, East Carolina University, East Central Oklahoma University, Louisiana Tech University, St. Louis University, Temple

University, Tennessee State University, University of Kansas Medical Center, University of Louisiana-Lafayette, University of Pittsburgh, and University of Tennessee Health Science Center. The department designation at Texas State would enhance the identity of the unit and would more appropriately reflect the quality, size, and complexity which we believe is the appropriate structure at this time. With the current emphasis in the political arena on the electronic health record plus the related evolution of the HIM field over the past several years, the HIM profession is receiving greater attention with numerous opportunities continuing to arise.

The department designation is a more recognizable and understood administrative unit within the university organization structures and would be better understood by potential students, faculty, and funding sources.

The HIM Program at Texas State offers one degree, the Bachelor of Science in Health Information Management, and an undergraduate Minor in Health Information Management. Currently there are about 90 majors and 8-10 minors actively enrolled and completing the professional phase of the HIM courses. Three graduate courses in Health Information Management have been approved and are offered as a cognate or electives for students completing Master's degrees in Health Services Research and Healthcare and Human Resources. In addition, the Program offers a service course, HIM 2360 Medical Terminology, to over 450 students per year.

2. Indicate how many students and faculty there would be in the proposed administrative unit, by level and by degree program.

As of spring 2009 there are 5 full-time faculty and 73 baccalaureate students in the program. The growth of the HIM Program can be seen in the following table illustrating the number of SCH's generated by the program over the past 10 years.

HIM SCH Generation				
<u>Academic Year</u>	<u>Fall</u>	<u>Spring</u>	<u>Summer</u>	<u>Total</u>
99-00	947	1088	104	2139
00-01	1067	1189	104	2360
01-02	1035	1248	94	2377
02-03	1106	1223	136	2465
03-04	1134	1338	158	2630
04-05	1304	1449	161	2914
05-06	1368	1447	185	3000
06-07	1551	1501	240	3292
07-08	1590	1570	202	3362
08-09	1554	1553		3107 (to date)

Complexity of the Unit

The Texas State HIM Program has grown and expanded considerably since the reorganization of the College of Health Professions in 1996 which resulted in some of the academic units given departmental status while the three smaller units remained as programs but to function equally with the departments. Changing to an HIM Department would more readily recognize the size and the complexity of the unit based on the complexity of recruiting and degree planning for the various cohorts and the number of semester credit hours generated by the unit.

An outline of the student cohorts follows:

- Recruiting and Pre-professional Program Advising: For campus-based and on-line students, advising for many begins two to three years prior to program entry assuring that they are taking the correct courses to meet transfer and degree requirements
- Cohort #1, students admitted to the program: Traditional campus-based students
- Cohort #2, students admitted to the program: On-line Students
 - Those with completed associate's degree in Health Information Technology, progression from associate degree certification, RHIT, to eligibility for baccalaureate level certification, RHIA. (Currently 25 associate degree programs in Texas and only two BS degree programs, Texas State and Texas Southern University)
 - Non-RHIT, working adults living throughout Texas, majority working in hospitals or other healthcare facilities
 - Second degree candidates and career-change students, also living throughout Texas and beyond employed with no ready access to a BSHIM degree program
- Minor in HIM: Limited number of students who are predominantly completing majors in Respiratory Care, Radiation Therapy, and General Studies
- Medical Terminology Service Course – approximately 400 plus students per year

Although there is one degree plan for the BSHIM degree and all sections of each HIM course are considered to be equivalent, each of the above groups has unique advising issues, credit awarded for transfer courses in health information, and other advising and program completion variables.

3. Describe how the proposed administrative unit would compare to existing administrative units at the same level (e.g., department, college, school, etc.) in terms of cost and number of students and faculty supported.

The following is a comparison of enrollments and faculty with other units in the College of Health Professions using Spring 09 data.

<u>Current College Units</u>	<u>Faculty (full-time)</u>	<u>Students By Major Code</u>	<u>SCH by Unit (Spr 09)</u>	<u>SCH by Unit FY08-09 to date</u>
Program in Clinical Laboratory Science	4	44	495	912
Program in Health Information Management	5	73	1553	3107
Program in Radiation Therapy	3	31	420	744
Department of Communication Disorders	9	120	1506	3128
Department of Physical Therapy	9	89	1063	2177
Department of Respiratory Care	6	88	1180	2252
School of Health Administration	13	224	3180	6467
School of Social Work	18	284	3437	7040

C. Accreditation – Explain how the change would affect accreditation or re-accreditation.

The BSHIM degree program evolved from the initial baccalaureate degree program in Medical Record Administration which graduated the first student in 1976. The program has been offered under a variety of administrative structures since that time and has been operating under the current structure since 1996.

The Health Information Management Program enjoys an excellent reputation at the state and national levels with continuous full accreditation status. The accrediting organization is the Commission on Accreditation of Health Informatics and Information Management Education, CAHIIM. Although size of accredited programs and numbers of students is not published information, due to interaction with other program directors and faculty, accreditation and national professional association personnel, it is known that we are among the larger programs based on number of students and graduates from the program. Our program continues to flourish while three other BSHIM degree programs have closed in the past years due to low enrollment, Incarnate Word College in the 1980's and the programs at Texas Woman's University and University of Texas Medical Branch in the 1990's.

Additionally, the HIM faculty serve or have served in a variety of leadership roles in the primary professional associations, the Texas Health Information Management Association and the American Health Information Management Associations. Two of the faculty currently serve as accreditation site surveyors for CAHIIM and one of the faculty is an item writer for one of the certification examinations offered by the American Health Information Management Association. Several of the faculty present frequently at state and national venues and have published in the Journal of the AHIMA, Healthcare Manager, and various newsletter type publications.

D. Resources – Describe how the change would affect resources (e.g., number of employees, salaries of key administrators and faculty, the course inventory, facilities, and equipment) for the next five years.

There will be no change in classes offered by the unit, the distribution of personnel, or availability of facilities or equipment. It is anticipated that over time, the HIM Department will continue to grow and to develop a master's degree.

II. Costs and Funding

This is an existing program and the budget should be exactly the same with no additional costs incurred with the change from program to department. There is also no anticipated change in grant funding with this administrative change.

Signature Page

Department of Health Information Management

1. Adequacy of Funding – The chief executive officer shall sign the following statement:

I certify that the institution has adequate funds to complete the administrative change and to support any new or reorganized academic unit(s). Furthermore, the change will not reduce the effectiveness or quality of existing programs, departments, schools, or colleges.

Chief Executive Officer

Date

2. Board of Regents Approval – A member of the Board of Regents or designee shall sign the following statement:

On behalf of the Board of Regents, I certify that the Board of Regents has approved the administrative unit.

Board of Regents (or Designee)

Date