

The completed and signed proposal should be submitted by the Dean’s Office to: curriculumplanning@asu.edu. Before academic units can advertise undergraduate minors or include them in their offerings as described in the university catalogs, they must be recommended for approval by the Senate Curriculum and Academic Programs Committee and approved by the University Provost.

**Definition and minimum requirements:**

These are the minimum requirements for approval. Individual undergraduate minors may have additional requirements.

A minor is an approved, coherent focus of academic study in a single discipline, other than the student’s major, involving substantially fewer hours of credit than a corresponding major. Certain major and minor combinations may be deemed inappropriate either by the college or department of the major or minor. Inappropriate combinations include (but would not be limited to) ones in which an excessive number of courses in the minor are simultaneously being used to fulfill requirements of the student’s major.

A minor:

- Requires a minimum of 15 semester hours of which at least 9 semester hours must be upper division
- Is not intended for students pursuing a major in the department which offers the minor

**College/School/Institute:** College of Nursing and Health Innovation

**Department/Division/School:**

**Proposing Faculty Group (if applicable):**

**Proposed Minor Name:** Health Care Compliance and Regulations

**Requested effective date:** 2016-17

Select the catalog year for which students can begin applying into this program with the new name.

Note:

1. Name changes can only be implemented so as to be effective for a fall semester.
2. All existing and continuing students will be moved to the new name.
3. Students who complete the degree requirements prior to the fall effective date graduate under the old name.

**Delivery method:** On-campus only (ground courses and/or iCourses)

*Note: Once students elect a campus or On-line option, students will not be able to move back and forth between the on-campus and the ASU Online options. Approval from the Office of the University Provost and Philip Regier (Executive Vice Provost and Dean) is required to offer programs through ASU Online.*

**Campus/Locations:** indicate all locations where this program will be offered.

Downtown Phoenix    Polytechnic    Tempe    West   Other:

**Proposal Contact**

**Name:** Brenda Morris

**Title:** Assistant Dean

**Phone number:** 602-496-0850

**Email:** brenda.morris@asu.edu

**DEAN APPROVAL(S)**

**This proposal has been approved by all necessary unit and College/School levels of review. I recommend implementation of the proposed organizational change.**

**College/School/Division Dean name:** Teri Pipe

**Signature**



**Date:** 8/20/2015

**College/School/Division Dean name:**  
*(if more than one college involved)*

**Signature**

**Date:** / /20

*Note: An electronic signature, an email from the dean or dean’s designee, or a PDF of the signed signature page is acceptable.*

**1. Overview**

**Description**

Provide a brief description of the proposed minor.

A minor in Health Care Compliance and Regulations will allow students to combine the knowledge of their major discipline with the foundational and advanced knowledge requisites to support regulatory compliance in a health care environment. The minor integrates best practices from business, regulatory, ethics, engineering and the medical industry to enhance students' major discipline with a focus on regulatory and ethical compliance in the health care industry.

**A. Why should this be a minor rather than a concentration?**

The intention for establishing the minor is to allow students from other majors to gain foundational knowledge in the field of health care compliance and regulations. The university offers many majors in business or health-related fields, where a student may wish to combine their major discipline with this minor to enhance their career opportunities. For example, this minor is an excellent complement to majors such as biological sciences, health sciences, biomedical engineering and more. This complementary package of coursework will help expand potential career opportunities for graduates.

**B. Affiliation**

If the minor is affiliated with a degree program, include a brief statement of how it will complement the program. If it is not affiliated with a degree program, incorporate a statement as to how it will provide an opportunity for a student to gain knowledge or skills not already available at ASU.

The minor includes a sub-set of courses from the degree program. No new courses were developed for the minor. Offering the minor will allow opportunity for increased enrollment and scalability in the courses that are shared between the major and the minor.

**C. Demand**

Explain the need for the new minor (e.g., market, student demand, interdisciplinary considerations).

The minor in Health Care Compliance and Regulations is designed to meet the increasing need for professionals with exposure and an introduction in the area of regulation. The minor will appeal to students who have an interest in details, regulations, policies and wish to be in the health care field. This minor may appeal to health care workers, scientists, researchers and future professionals in the field of regulatory science and compliance.

**D. Projected Enrollment**

What are enrollment projections for the first three years?

	<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> Year</b> (Yr. 1 continuing + new entering)	<b>3<sup>rd</sup> Year</b> (Yr. 1 & 2 continuing + new entering)
Number of Students <i>(Headcount)</i>	15	30	45

**2. Support and Impact**

**A. Faculty governance**

Provide a supporting letter from the chair of the academic unit verifying that the proposed minor has received faculty approval through appropriate governance procedures in the unit and that the unit has the resources to support the minor as presented in the proposal, without impacting core program resources.

This proposed minor was approved by the CONHI Undergraduate Curriculum Committee on 7/15/2015 and by the CONHI Academic Assembly on 8/21/2015. The minor provides an opportunity to enhance enrollment in the core courses that are shared between the major and minor, without increasing the demands on core program resources. The addition of the minor will enhance efficiency of course delivery for the shared core courses between the major and minor.

**B. Other related programs**

Identify other related ASU programs and outline how the new minor will complement these existing ASU programs. (If applicable, statements of support from potentially-affected academic unit administrators need to be included with this proposal submission.)

There are no minors throughout the University that overlap with the proposed minor in Health Care Compliance & Regulations.

Other academic units offer health related minors, including the College of Public Programs and Community Solutions which offers a minor in Social Welfare; and the College of Health Solutions which offers a variety of minors in healthy lifestyle, nutrition, personal health, speech & hearing, and wellness. Each of these minors provides a distinct content area that does not overlap with the proposed minor in Health Care Compliance & Regulation.

A letter of support for this minor is attached from the College of Health Solutions and from the College of Public Programs and Community Solutions.

**C. Letter(s) of support**

Provide a supporting letter from each college/school dean from which individual courses are taken.  
All courses included in the minor are from CONHI.

### 3. Student Learning Outcomes and Assessment Methods

**A. Knowledge, competencies, and skills**

List the knowledge, competencies, and skills students should have when they graduate from the proposed degree program. You can find examples of program Learning Outcomes at (<https://uoeee.asu.edu/plan-outcomes>).

**Graduates of the Minor in Health Care Compliance and Regulations program will be prepared to:**

1. Differentiate health care and medical credentialing as it relates to licensure, certification, and scope of practice. (HCR 260, HCR 261)
2. Assess the organizational impact of medical billing and coding compliance. (HCR 260, HCR 261, HCR 263)
3. Apply leadership skills to support organization-wide compliance with laws and regulations.(HCR 360)
4. Justify the ethical and legal reasons health care organizations may need a compliance program (HCR 260, HCR 261)
5. Perform privacy and information security risk assessments and ongoing compliance monitoring. (HCR 360)
6. Interact with information technology departments and serve on information security workforce teams. (HCR 360)
7. Develop an understanding of databases and conduct internet research and have the ability to research, assess, audit and apply information to practices and standards. (HCR 360)

**B. Assessment**

Describe the plan and methods to assess whether students have achieved the knowledge, competencies and skills identified in the Learning Outcomes. You can find examples of assessment methods at (<https://uoeee.asu.edu/creating-plan>).

**Program Completion Outcome #1:** Differentiate health care and medical credentialing as it relates to licensure, certification and scope of practice.

Measure: HCR 262: Assignment 5 – Accreditation/licensure/certification presentation comparing and contrasting licensure, certification, accreditation and scope of practice

Criterion: 80% or more students will achieve the grade of B or better on this assignment.

**Program Completion Outcome #2:** Assess the organizational impact of medical billing and coding compliance.

Measure: HCR 263: Final Assignment – Case study of a medical billing audit requiring analysis of financial impact to the organization.

Criterion: 80% or more students will achieve the grade of B or better on this assignment.

**Program Completion Outcome #3:** Apply leadership skills to support organization-wide compliance with laws and regulations.

Measure: HCR 360: Assignment 7 – Design a report to be presented to upper management.

Criterion: 80% or more students will achieve the grade of B or better on this assignment.

**Program Completion Outcome #4:** Justify the ethical and legal reasons health care organizations may need a compliance program.

Measure: HCR 260: Topical paper on current status of health care compliance

Criterion: 80% or more students will achieve the grade of B or better on this assignment.

**Program Completion Outcome #5:** Perform privacy and information security risk assessments and ongoing compliance monitoring.

Measure: HCR 360: Final project – develop a reporting mechanism for ensuring information and data compliance oversight.

Criterion: 80% of students will earn a "B" or better according to the final project rubric

**Program Completion Outcome #6:** Interact with information technology departments and serve on information security workforce teams.

Measure: HCR 360: Assignment 7 – Risk assessment communication team presentation

Criterion: 80% or more students will achieve the grade of B or better on this assignment.

**Program Completion Outcome #7:** Develop an understanding of databases and conduct internet research and have the ability to research, assess, audit and apply information to practices and standards.

Measure: HCR 360: Assignment 6 – Data exercise using spreadsheets to analyze and link regulations to practices

Criterion: 80% or more students will achieve the grade of B or better on this assignment.

**4. Academic Curriculum and Requirements**

- A. Provide a description of the curricular requirements for the minor. Be specific in listing required courses as well as electives and specify the total minimum number of hours required for the minor. Please attach one or more model programs of study to illustrate the choices students might make, if appropriate.

**Required Minor Courses**

Prefix	Number	Title	Is this a new course?	Credit Hours
HCR	260	Health Care Industry and Regulation	Yes	3
HCR	261	Health Care Compliance	Yes	3
HCR	263	Introduction to Medical Billing and Compliance	Yes	3
HCR	360	Data Security and Privacy in Health Care Compliance	Yes	3
HCR	362	Monitoring and Auditing for Health Care Compliance	Yes	3
HCR	460	Investigations and Disclosures in Health Care Compliance	Yes	3

\*NEW courses for both the BS Health Care Compliance & Regulation and the minor.

Section Sub-total 18

**Elective Minor Courses**

Prefix	Number	Title	Is this a new course?	Credit Hours
			(Select one)	
			(Select one)	
			(Select one)	
			(Select one)	
			(Select one)	
Section Sub-total				0

**Other Minor Requirements**

E.g. – Capstone experience, internship, clinical requirements, field studies, foreign language skills as applicable	Credit Hours
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Section Sub-total 0

**Total minimum credit hours required for the Minor 18**

**B. Minimum residency requirement**

How many hours of the minor must be ASU credit?

Nine (9) of the eighteen (18) hours must be completed at Arizona State University.

**C. New Courses**

Provide prefix, number and a brief course description for each new course.

**The new courses listed below are also required for the BS Health Care Compliance & Regulation proposal.**

*HCR260 Health Care Industry and Regulation – 3 credits*

Offers a foundational understanding of federal and state regulations as well as private health care regulatory agencies' requirements as they relate to physicians and other health care professionals, hospitals and other health care institutions and insurance companies.

*HCR261 Health Care Compliance - 3 credits*

Exploration of federally-legislated mandates for formal compliance programs, program elements and organizational steps for program implementation in specific health care settings.

*HCR263 Introduction to Medical Billing and Compliance – 3 credits*

Introduction to the complex process of medical coding and billing practices and related federal regulations and programs. Course provides fundamental understanding of medical coding and billing processes, including terminology, stakeholders and regulatory impact.

*HCR360 Data Security and Privacy in Health Care Compliance – 3 credits*

Administrative practices that ensure the security of computerized systems and the protection of health information, including communication and reporting, and regulations and authorities, such as the Health Insurance Portability and Accountability Act (HIPAA) Privacy and Breach rules, and HIPAA Security and Meaningful Use Attestation.

*HCR362 Monitoring and Auditing for Health Care Compliance – 3 credits*

Use of monitoring and auditing systems to ensure health care operations conform to established standards or comply with federal, state or local rules and regulations.

*HCR460 Investigations and Disclosures in Health Care Compliance – 3 credits*

Introduction to disclosures required by and investigations conducted by regulatory and accrediting agencies overseeing health care entities.

Note: All new required courses should be submitted in Curriculum ChangeMaker and ready for Provost's Office approval before this certificate is put on Curriculum and Academic Programs Committee (CAPC) agenda

**5. Administration and Resources****A. Describe the procedures and any qualifications for enrollment in the minor.**

Students may self-select to their intent to pursue the minor. Their major advisor can add the minor to the student's program/plan stack. Students pursuing the minor may seek advising on minor requirements through advisors in the College of Nursing & Health Innovation. Students must have a minimum of a 2.00 GPA to select this minor.

**B. Describe the advising procedures as well as measures for verification of completion of the minor.**

DARS will be used to verify completion of minor requirements.

**C.** What are the resource implications for the proposed minor, including any projected budget needs? Will new books, library holdings, equipment, laboratory space and/or personnel be required now or in the future? If multiple units/programs will collaborate in offering this minor, please discuss the resource contribution of each participating program. Letters of support must be included from all academic units that will commit resources to this minor. The College of Nursing & Health Innovation currently has the resources needed to offer this minor. No additional resources will be necessary.

**D. Primary Faculty**

List the primary faculty participants regarding this proposed certificate. For interdisciplinary certificates, please include the relevant names of faculty members from across the University.

<b>Name</b>	<b>Home Unit</b>	<b>Title</b>	<b>Specialization/expertise/ (level of involvement)</b>
Cris Wells, EdD	Clinical Research Management	Director, Clinical Research Management Programs, Clinical Associate Professor	Health services administration, clinical research, health care workforce development (director of program, faculty)
Sandra Shire, DMD	Clinical Research Management	Clinical Associate Professor	Regulatory science, Food and Drug Administration professional, dental science (lead faculty)
JoAnn Pfeiffer, DrSC	Clinical Research Management	Associate Director, Clinical Research Management Programs, Clinical Associate Professor	Regulatory compliance, research billing, auditing, monitoring (faculty)
Susan Colvin, MHSA, CHRC	Clinical Research Management	Faculty Associate	Regulatory compliance, quality assurance, auditing, monitoring (faculty)

**6. Additional Materials**

- A. Appendix**  
Complete and attach the Appendix document.
- B. Program of study**  
Provide one or more model programs of study (if appropriate).
- C. Attach other information that will be useful to the review committees and the Office of the University Provost.**

**APPENDIX**  
**OPERATIONAL INFORMATION FOR MINORS**

(This information is used to populate the Degree Search/catalog website.

Please consider the student audience in creating your text.)

**1. Proposed Minor Name:**

Health Care Compliance and Regulations

**2. Description (150 words maximum)**

A minor in health care compliance and regulations will allow students to combine the knowledge of their major discipline with the foundational and advanced knowledge required to support regulatory compliance in a health care environment. The minor integrates best practices from business, regulatory, ethics and engineering fields as well as the medical industry to enhance students' major discipline with a focus on regulatory and ethical compliance in the health care industry.

**3. Contact and Support Information**

Building Name, code and room number: ([Search ASU map](#))

MERCC 250

Program office telephone number: (i.e. 480/965-2100)

602/496-0888

Program Email Address:

nursingandhealth@asu.edu

Program Website Address:

<https://nursingandhealth.asu.edu>

**4. Program Requirements:** Provide applicable information regarding the program such as curricular restrictions or requirements, specific course lists, or academic retention requirements.

This minor requires the following courses:

HCR 260 Health Care Industry and Regulation (3)

HCR 261 Health Care Compliance (3)

HCR 263 Introduction to Medical Billing and Compliance (3)

HCR 360 Data Security and Privacy in Health Care Compliance (3)

HCR 362 Monitoring and Auditing for Health Care Compliance (3)

HCR 460 Investigations and Disclosures in Health Care Compliance (3)

A "C" or better is required in all required courses.

Students pursuing the minor may seek advising on minor requirements through advisors in the College of Nursing and Health Innovation.

Depending upon a student's undergraduate program of study, additional courses may need to be completed as prerequisites in order to complete the requirements of this minor.

**5. Additional Enrollment Requirements** If applicable list any additional enrollment requirements students must complete

Students must have a minimum of a 2.00 GPA to select this minor.

Students in most majors may pursue one or more minors and, upon successful completion of the prescribed course work, have that accomplishment officially recognized on the ASU transcript at graduation if the college or department of the minor officially certifies, through established verification procedures, that all requirements for the minor have been met and the college (and, in certain colleges, the department) of the student's major allows the official recognition of the minor. A student wishing to pursue a specific minor should consult an academic advisor in the unit offering that minor to ensure that an appropriate set of courses is taken. The student should also consult an academic advisor in the college or department of his or her major to make sure the college or department of the major allows the recognition of the minor.

Note: Certain major and minor combinations may be deemed inappropriate either by the college or department of the major or minor. Courses taken as part of a minor may not count toward both the major degree and the minor. Please contact the department for more information.



**6. Delivery/Campus Information Delivery:**

On-campus only (ground courses and/or iCourses)

*Note: Once students elect a campus or On-line option, students will not be able to move back and forth between the on-campus and the ASU Online options. Approval from the Office of the University Provost and Philip Regier (Executive Vice Provost and Dean) is required to offer programs through ASU Online.*

**7. Campus/Locations:** indicate all locations where this program will be offered.

Downtown Phoenix     Polytechnic     Tempe     West    Other:

## Jennifer Malerich

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**From:** Brenda Morris <BRENDA.MORRIS@asu.edu>  
**Sent:** Monday, August 24, 2015 6:19 PM  
**To:** curriculumplanning@asu.edu  
**Cc:** Brenda Morris  
**Subject:** Request to add letter of support to minors - Community Health, Health Care Coordination, Health Innovation, Integrative Health, Clinical Research Management - FW: Request for letter of support from CHS for new minors

Hi,

Please attach this letter of support to the proposals to establish minors in: Community Health, Health Care Coordination, Health Innovation, Integrative Health, Clinical Research Management.

Thank you

Take care, Brenda

Brenda Morris, EdD, RN, CNE  
Assistant Dean  
[brenda.morris@asu.edu](mailto:brenda.morris@asu.edu)

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**From:** Julie Liss  
**Sent:** Monday, August 24, 2015 6:09 PM  
**To:** Brenda Morris  
**Subject:** Re: Request for letter of support from CHS for new minors

Brenda,  
Sorry for the delay. CHS supports CONHI's new minor proposal for the following:

- Community Health
- Health Care Coordination
- Health Innovation
- Integrative Health
- Clinical Research Management

Best wishes,  
Julie

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Julie Liss, Ph.D.  
Associate Dean, College of Health Solutions  
Professor, Department of Speech and Hearing Science  
Barrett Honors Faculty  
Arizona State University  
[julie.liss@asu.edu](mailto:julie.liss@asu.edu)

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**From:** Brenda Morris <[BRENDA.MORRIS@asu.edu](mailto:BRENDA.MORRIS@asu.edu)>  
**Date:** Monday, August 24, 2015 5:56 PM

**To:** Julie Liss <[JULIE.LISS@asu.edu](mailto:JULIE.LISS@asu.edu)>  
**Cc:** Brenda Morris <[BRENDA.MORRIS@asu.edu](mailto:BRENDA.MORRIS@asu.edu)>  
**Subject:** FW: Request for letter of support from CHS for new minors

Hi Julie,

I just wanted to follow up and see if you had any questions for me about this request.

I have added one additional minor to the initial request. This is the proposed minor in Health Care Compliance and Regulations.

Is it possible to obtain an email indicating that CHS supports the proposed minors in \_\_\_\_?

- Community Health
- Health Care Coordination
- Health Innovation
- Integrative Health
- Clinical Research Management

Thank you for considering these requests.

Take care, Brenda

Brenda Morris, EdD, RN, CNE  
Assistant Dean  
[brenda.morris@asu.edu](mailto:brenda.morris@asu.edu)

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**From:** Brenda Morris  
**Sent:** Friday, August 14, 2015 1:16 PM  
**To:** Julie Liss  
**Subject:** Request for letter of support from CHS for new minors

Hi Julie,

I hope all is well.

I'm writing to request a letter of support on behalf of CHS for the following minors: Community Health, Health Care Coordination, Health Innovation, and Integrative Health.

These minors will provide students with options to blend different health related majors and minors to customize their education. We believe these minors are complementary to the academic offerings of CHS.

If these are approved, CONHI will launch the minors in F 2016.

CONHI is launching the new BS degrees in Community Health, Health Innovation, and Integrative Health in F 2015.

The BS in Health Care Coordination will be launched in F 2016.

Thank you for considering this request.

Please let me know if you need any additional information.

Take care, Brenda

Brenda Morris, EdD, RN, CNE  
Assistant Dean  
ASU College of Nursing & Health Innovation  
[Brenda.morris@asu.edu](mailto:Brenda.morris@asu.edu)  
602-496-0850

August 25, 2015

Brenda Morris, EdD, RN, CNE  
Associate Dean, Academic Affairs  
ASU College of Nursing & Health Innovation

Dear Brenda,

This letter is to confirm support for the proposed minors offered by the College of Nursing & Health Innovation: Community Health, Health Care Coordination, Health Innovation and Integrative Health.

Sincerely,



Kathleen Andereck, Ph.D.  
Director of Curricular Initiatives, College of Public Service & Community Solutions  
Director and Professor, School of Community Resources & Development

**Office of the Dean**

Mail code 3520, 411 N. Central Ave., Suite 750, Phoenix, AZ 85004-2163  
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publicservice.asu.edu