

February 24, 2023

MEMORANDUM FOR RECORD

SUBJECT: Minutes of the Masters in Healthcare Administration (MHA) Advisory Board Meeting for February 2023

1. The MHA Advisory Board convened at 10:00 am CST on Friday, February 24, 2023 via Microsoft Teams. A quorum was present for the meeting. The purpose of the meeting was to review and discuss progress being made toward seeking Commission on Accreditation of Healthcare Management Education (CAHME) accreditation at Austin Peay State University (APSU).
2. The meeting was called to order by Ms. Adrienne Nordman, Chair. Members present for the meeting was as follows:

Ms. Adrienne Nordman	Dr. Blake Hendrickson
Mr. Trevor Brand	Mr. Andrew Grayson
Ms. Debbie Mahoney	Mrs. Quetta Beck
Mr. Alex Villa	

3. Ms. Adrienne Nordman and Dr. Hendrickson led the discussion. Minutes from the previous meeting held in November 2022 were accepted as written without need of correction.

4. Old Business.

a. Site Visit Rescheduled to November:

- Dr. Hendrickson informed attendees that the site visit previously scheduled for March 15-17, 2023 is delayed until November 2023. Specific dates of the site visit have not been determined at this time, but it is anticipated before Thanksgiving. Dr. Hendrickson, Dr. Kates, and Dr. Leszczak continue to complete the required documentation.

b. Self-Study:

- The self-study has been divided and progress is being made toward the timeline goal that was established.

c. Chair Position:

- Ms. Adrienne Nordman will be stepping down as Chair of the Advisory Board on June 30, 2023. Mr. Trevor Brand has agreed to assume the role as Chair. The next Advisory Board meetings are tentatively scheduled for May 3 and August 10, 2023.

d. Student Executive Committee:

- The Student Executive Committee continues to have regularly scheduled meetings and are doing an exceptional job. Dr. Hendrickson continues to have one-on-one meetings with cohort members about their status within the program and provide career counseling. The meetings are well received and students express how the experience is beneficial for them.

e. Exit Surveys:

- The exit surveys from the December graduates are still being recorded. Approximately 50% of the results have been tabulated at this time. So far, the results indicate students had a very favorable experience with positive reactions. The report should be completed and sent to the Advisory Board before the next scheduled meeting.

f. Faculty Opening:

- Dr. Hendrickson provided an update on the faculty position that has been vacant for an extended time. There have been a couple applicants come for a campus visit; however, no invitations or acceptance of employment has been made. The current faculty has a great working dynamic and want to ensure that the applicant selected will complement the current group dynamic.

g. December Graduates:

- Dr. Hendrickson announced that only one student from the cohort graduating in December did not meet the requirements for graduation. Congratulatory notes were not sent to the graduates from the board due to an administrative oversight.

5. New Business.

a. CAHME Involvement:

- Dr. Hendrickson will be visiting Central Michigan as a CAHME evaluator in April 2023. The experience will benefit the MHS program as it will provide exposure to the accrediting site visit process. CAHME has also offered Dr. Hendrickson an apprentice fellow position, but he will need to complete the required training prior to the apprenticeship.

b. Curriculum Review:

- Most MHA programs require between 40 and 43 credit hours, Austin Peay's program is currently at 42 credit hours. A meeting is needed before the end of the summer 2023 to review curriculum and propose a new curriculum for 2024. Curriculum reviews are generally performed every two years to ensure that the content correlates with requirements of the healthcare industry. Some topics to consider during the curriculum discussion is the lack of student exposure to Excel prior to data analytics, combining courses, and potential pre-requisite courses. Students appear to struggle with data analytics but contributing factors may be the order in which the course is offered and the lack of student exposure to Excel prior to the course. Board members discussed a variety of ways that students may

gain exposure prior to the course such as various Google programs, instructional videos, or possible pre-requisite completion. The combining of different courses such as leadership and data analytics are also up for discussion during the curriculum review process.

c. Industry Partners:

- There is still a need for industry partners to match students with to gain experience. Ideally, students would be paired to an organization of their particular interest; however, this may not always be achievable. Expansion of industry partners may include private practice, durable medical equipment, dialysis, as well as other ambulatory settings or ancillary services. The addition of at least three more industry partners would be ideal before the summer 2023.

d. Possible Executive "In-residence" Initiative:

- Dr. Hendrickson proposed an executive "in-residence" initiative. Twelve counseling sessions have been performed this year. Currently exploring ways to financially support \_\_\_\_\_. Direct to faculty or board members.

e. Cohort Retention:

- Dr. Hendrickson informed the board that cohort retention has declined from the previous cohort. During the first year, only one to two students did not complete the program whereas there have been five students withdraw this year. Two withdrew due to personal tragedies. A possible contributing factor is that data analytics is the first course and may deter students from continuing on with the program. However, the MHS program continues to draw interest as evidenced by 21 applications received. The goal is to have 35 applicants to consider for entry into the program.

f. Advertising Program Concerns:

- Dr. Hendrickson is working with Dr. Chad Brooks in developing an advertising campaign. Potential partnership with UT Martin is being discussed.

g. Guest Speaker:

- Mrs. Quetta Beck served as a guest speaker for the Healthcare Quality, Outcomes, and Improvement Course via Zoom. Approximately 70% of the cohort attended the presentation.

6. Comments from Board Members:

- Ms. Nordman stated that the Austin Peay May commencement ceremony will be held on the 5<sup>th</sup>; therefore, the next Advisory Board meeting is tentatively scheduled for May 3, 2023. Invites will be sent out in the near future. This will be the last meeting Ms. Nordman will chair.

7. The meeting concluded at 10:27 am CST.