

November 18, 2022

MEMORANDUM FOR RECORD

SUBJECT: Minutes of the Masters in Healthcare Administration (MHA) Advisory Board Meeting for November 2022

1. The MHA Advisory Board convened at 10:00 am CST on Friday, November 18, 2022 via Zoom. 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
3. Ms. Adrienne Nordman and Dr. Hendrickson led the discussion. Minutes from the previous meeting held in April 2022 were accepted as written without need of correction.
4. Old Business.

a. Confirmation of Site Visit Team:

- Dr. Hendrickson informed attendees that the Site Visit Team is scheduled to perform their on-site visit 15-17 March 2023. Dr. Hendrickson will be meeting with the team on 15 March 2023 to review the application and complete administrative requirements. The team will meet with faculty, students, alumni, and advisory board members on 16 March 2023. At least two advisory board members are needed to be present on campus during the site visit. Ms. Nordman and Ms. Beck expressed availability to be on campus during the site visit and Ms. Mahoney stated that she would be in Italy during the site visit but would be willing to be available remotely if that were an option. The final day of the site visit, 17 March 2023, serves as a read out with no opportunity for discourse.

b. Site Team Preparation:

- Dr. Hendrickson informed the advisory board in April that CAHME had changed the database for information for self-study and the file format of submitted documents. Since then, documents have been prepared and transferred into the new electronic application, WEAVE.

c. Curriculum Information:

- Current curriculum will be reviewed after accreditation. Data analytics has been a challenging course and the faculty are exploring ways to improve the course during for the new cohort or the third-year students starting in May 2023. Possible changes include a change in the textbook being utilized.

d. Clarksville MGMA:

1. The Clarksville MGMA has granted MHA students a free membership into the local program. Meetings for the Clarksville MGMA will be reconvening in January 2023 after almost three years of no membership meetings. Organization leadership has been periodically meeting to discuss the way forward.

2. An unexpected advantage to the involvement with Clarksville MGMA is that many members have expressed an interest in being a partner with the MHA program and assist with ILE projects in the summer.

e. Agenda 21 Program:

- Ms. Nordman informed the advisory board of the exceptional performance by MHA student, Ms. Felicia Weston during the Tennessee Hospital Association (THA) Agenda 21 Program. Dr. Hendrickson echoed Ms. Nordman's comments and concurred that Ms. Weston's efforts were impressive. The Agenda 21 Internship Program is a 12-week supervised learning experience for qualified minority graduate students interested in healthcare administration or a related field per the THA website.

5. New Business.

a. Chair Position:

- Ms. Nordman informed the staff that she will be stepping down as Chair of the advisory board on June 30, 2023. Ms. Nordman has served as Chair for the past three years and her departure will allow her to explore other opportunities. Dr. Hendrickson expressed his gratitude to Ms. Nordman for her leadership and hard work. Motion was made and approved for Vice-Chair, Mr. Trevor Brand, to begin serving as the Chair on July 1, 2023 until the vacancy is filled.

b. New Student Executive Committee:

- Dr. Hendrickson informed the Advisory Board that the Student Executive Committee continues to evolve, and the first-year students have stepped up to make it a worthwhile committee. The committee meets every other month.

c. Advisory Board Participation:

- Dr. Hendrickson sought recommendations from the advisory board regarding poor attendance or participation of some advisory board members. Clarification was sought as to whether their lack of attendance affected the accreditation process. It was affirmed that the lack of attendance did not affect the accreditation process as there is no mandate for a certain number of members on the advisory

board. The recommendation was made that an email be sent by Dr. Hendrickson to those with decreased participation to determine the level of interest of the individuals have in continuing to serve.

d. Graduate Outreach:

- Dr. Hendrickson proposed that members of the advisory board extend congratulatory sentiments to the new MHA graduates via email or postal mail. The majority of board members in attendance expressed willingness to participate.

6. Comments from Board Members:

a. Dr. Hendrickson informed the board that interviews for a faculty position were to be performed the week after Thanksgiving. There are three viable candidates for the position.

b. Dr. Hendrickson provided a review of the student scorecard utilized in the MHA Program. The scorecard includes a student's self-assessment and progression is discussed during one-to-one interactions performed by Dr. Hendrickson. He further explained that he meets with every student to perform an initial assessment and develops a plan of action. The interactions have been well received by the students.

7. The meeting concluded at 10:36 am CST. The next meeting will be scheduled a few weeks prior to the site visit scheduled in March 2023. A calendar invite will be sent at a later date.