



SOUTH DAKOTA BOARD OF REGENTS ACADEMIC AFFAIRS FORMS

New Prefix Request

Use this form to request a new prefix not currently in use within the system. Consult the Approved Course Prefix List in AAC Guidelines for information about existing courses and prefixes.

BHSU	School of Business	<i>Pamela Canivan</i>	3/11/2022
Institution	Division/Department	Institutional Approval Signature	Date

1. Is the university seeking approval for a new prefix or authority to use an existing prefix?
☐ New Prefix ☒ Authority to Use an Existing Prefix

2. What is the proposed prefix? HSAD

3. Has the university consulted the existing list of approved prefixes in the Academic Affairs Council (AAC) guidelines to determine if the proposed prefix is in use?
☒ Yes ☐ No

4. Do the courses associated with the new prefix represent a discipline/program offered by more than one Regental institution?
☒ Yes ☐ No

If yes, have the other institutions reviewed this request (explain below)?

The Dean for School of Business at BHSU has been in communication with administration at USD and received approval for us to offer courses with this prefix in a face-to-face modality.

5. Courses in the new prefix

5.1. How many courses are proposed for the new prefix?¹

6

5.2. How many of the proposed new courses are in the x9x series?

1

6. Provide a brief rationale for the new prefix below:

Courses with the HSAD prefix will fit within a new Health Services Administration specialization under the Business Administration major.

¹ NOTE: AAC guidelines state a minimum of four courses must be attached to the new prefix request; exceptions require approval of the System Chief Academic Officer.

Prosser, Laura

From: Birkeland, Kathryn F <Kathryn.Birkeland@usd.edu>
Sent: Tuesday, March 8, 2022 11:55 AM
To: Prosser, Laura
Cc: Carriveau, Pamela; Freeburg, Beth M; Venkatachalam, Venky R
Subject: RE: [EXT] RE: Curriculum request

Dear Dean Prosser,

Thank you for working with us. We look forward to a partnership on HSAD courses. We are amenable to having BHSU teach the courses listed below face-to-face at Ellsworth Air Force Base or face-to-face on campus in Spearfish. I will continue to work with you on our online offering of the HSAD courses so we can be a partner in this program.

Best,
Kathryn

From: Prosser, Laura <Laura.Prosser@bhsu.edu>
Sent: Tuesday, February 22, 2022 2:57 PM
To: Birkeland, Kathryn F <Kathryn.Birkeland@usd.edu>
Cc: Carriveau, Pamela <pamela.carriveau@bhsu.edu>; Freeburg, Beth M <Beth.Freeburg@usd.edu>; Venkatachalam, Venky R <Venky.Venkatachalam@usd.edu>
Subject: RE: [EXT] RE: Curriculum request

Dear Dr. Birkeland –

Thank you for your response to our inquiry regarding the Health Services Administration courses. I appreciate your explanation regarding the USD certification and the offer to partner with BHSU in offering this specialization to our students at Ellsworth Air Force Base via USD's online courses.

At this time, we would like to request permission to offer the following courses face to face in Ellsworth and possibly Spearfish.

HSAD 305 Health Service Systems
HSAD 350 Health Service Administration Law and Policy
HSAD 410 Health Services Finance
HSAD 435 Admin. of Health Services Organizations
HSAD 450 Health Economics
HSAD 494 Health Services Internship

We have not yet had any discussions with Ellsworth Airforce Base administration regarding any course rotations for this program. My understanding is that the course rotations would be our decision. Giving our students the ability to take USD's online courses would add to the flexibility of their degree completion if they are not able to take BHSU's face to face courses.

Would USD be agreeable to BHSU offering these courses on campus or at Ellsworth but not online? If you have any questions, I am happy to help.

Thank you for considering our request.

Sincerely,

Laura Prosser



Laura M. Prosser, MBA, CPA, CMA
Interim Dean School of Business
Co-Advisor Beta Gamma Sigma

605.718.4363 | Laura.Prosser@BHSU.edu

The BHSU School of Business is AACSB Accredited
(Association to Advance Collegiate Schools of Business)

From: Birkeland, Kathryn F <Kathryn.Birkeland@usd.edu>

Sent: Monday, February 7, 2022 4:21 PM

To: Prosser, Laura <Laura.Prosser@bhsu.edu>

Cc: Carriveau, Pamela <Pamela.Carriveau@bhsu.edu>; Freeburg, Beth M <beth.freeburg@usd.edu>; Venkatachalam, Venky R <venky.venkatachalam@usd.edu>

Subject: RE: [EXT] RE: Curriculum request

Dear Dean Prosser,

Thank you for reaching out about the Health Services Administration courses. As you may know, our BBA-HSAD is recognized by the Association of University Programs in Health Administration (AUPHA). Recently, we received a recertification for four years. The AUPHA certification requires a significant commitment by faculty in terms of assessment, curriculum design, and internship supervision.

We have been considering online sections of the undergraduate courses and now have the staffing to be able to make that work. We have asked for approval to offer the following courses online in addition to the two currently taught online.

- HSAD 305 Health Service Systems
- HSAD 350 Health Services Admin. Law and Policy
- HSAD 410 Health Services Finance
- HSAD 435 Admin. of Health Services Organizations
- HSAD 450 Health Economics

We would plan to offer HSAD 305 online once per year (likely summer). The rotation for the other courses has not yet been determined. Each course would be taught at least every other year, if not every year. Have you had discussions with Ellsworth Airbase administration about the preferred rotations of the courses? We are open to discussions about when would be best to schedule them.

Thank you for the opportunity to work with BHSU on this MOU. The AACSB accreditation at BHSU for the core courses combined with our additional certification by AUPHA will allow for a high quality experience for the students.

Best,
Kathryn

From: Prosser, Laura <Laura.Prosser@bhsu.edu>
Sent: Saturday, February 5, 2022 10:35 AM
To: Birkeland, Kathryn F <Kathryn.Birkeland@usd.edu>
Subject: RE: [EXT] RE: Curriculum request

Hi,

I appreciate your fast response. Thank you for your work on this on our behalf. If you have any questions, that I can answer for you, please don't hesitate to ask.

Take care.

Laura



Laura M. Prosser, MBA, CPA, CMA
Interim Dean School of Business
Co-Advisor Beta Gamma Sigma

605.718.4363 | Laura.Prosser@BHSU.edu

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From: Birkeland, Kathryn F <Kathryn.Birkeland@usd.edu>
Sent: Thursday, February 3, 2022 11:22 AM
To: Prosser, Laura <Laura.Prosser@bhsu.edu>
Cc: Carriveau, Pamela <Pamela.Carriveau@bhsu.edu>
Subject: [EXT] RE: Curriculum request

Dear Dean Prosser,

Thank you for the email. I'm going to have a few conversations around the building and will get back to you early next week. Wanted you to know I was working on it.

Best,

Kathryn

From: Prosser, Laura <Laura.Prosser@bhsu.edu>
Sent: Wednesday, February 2, 2022 12:26 PM
To: Birkeland, Kathryn F <Kathryn.Birkeland@usd.edu>
Cc: Carriveau, Pamela <pamela.carriveau@bhsu.edu>
Subject: Curriculum request

Dear Dr. Birkeland,

How are you doing? I have a curriculum request to ask you about.

BHSU has recently signed a memorandum of understanding with Ellsworth Air Force Base. One of the parts of this MOU which was approved by the Board of Regents is to provide a health services administration program. Wording from that agreement is noted below:

Management/Health Care Administration: BHSU commits to create a program, Business Administration with a specialization in Health Services Administration, that is available in person and online. The university's School of Business previously offered a program as recently as 2008 in Health Services Administration, and the intent is to revive this initiative and improve on it. The former program would serve as a template with revisions to meet current needs. As current BHSU senior staff have experience with this past offering, the university believes it can have courses in this specialization ready as early as 2022.

We would like to request USD's permission to offer the following courses as part of our new Health Services Administration Specialization:

HSAD 305	Health Service Systems
HSAD 350	Health Services Admin. Law and Policy
HSAD 410	Health Services Finance
HSAD 435	Admin. of Health Services Organizations
HSAD 450	Health Economics
HSAD 459	Health Services for Long-Term Care **
HSAD 460	Long-Term Care Administration **
HSAD 494	Health Services Internship

**These courses are offered online by USD and we would have our students take the USD courses as part of their program.

Would USD be willing to allow BHSU to offer these courses as part of the program noted above? Are there any other health service related classes that are offered routinely online? We would consider using those courses in our program as well. I would be happy to answer any questions that you may have. Dr. Carriveau, our Interim Provost, is also copied on this email and would entertain questions as well. Thank you for your time reviewing the request.

Sincerely,

Laura M. Prosser



Laura M. Prosser, MBA, CPA, CMA
Interim Dean School of Business
Co-Advisor Beta Gamma Sigma

605.718.4363 | Laura.Prosser@BHSU.edu

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BHSU COVER SHEET

PROGRAMS (Mark appropriate form below)

New Practice

☐ Add Emphasis ☐ Modification-minor ☐ Modification-substantive ☐ Inactive ☐ Intent ☐ New Program ☐ New Site

Originator: JEFF WEHRUNG

Name of Program:

Description of Program and/or Changes:

2/11/22
Signature3/11/22
Date

School/Chair:

I hereby certify that the attached proposal is complete and presented in an acceptable manner for presentation to the Board of Regents and that the proposal was presented to school faculty for discussion and a formal vote. Based upon this vote and on their behalf, I:

Recommend:

[Signature]
Signature

Do not Recommend

3/14/22
Date

College Curriculum Chair:

I hereby certify that the attached proposal has been discussed and voted upon by the members of the College Curriculum Committee. Based upon this vote and on their behalf, I:

Recommend:

[Signature]
Signature

Do not Recommend

3-21-22
Date

College Dean:

I have reviewed the attached request and:

Recommend:

[Signature]
Signature

Do not Recommend

3/14/22
DateUniversity Curriculum Chair: SUSAN DANA

I hereby certify that the attached proposal has been discussed and voted upon by the members of the University Curriculum Committee. Based upon this vote and on their behalf, I:

Recommend:

[Signature]
Signature

Do not Recommend

3-26-22
Date

Faculty Senate President:

I hereby certify that the attached proposal has been discussed and voted upon by the members of the Faculty Senate. Based upon this vote and on their behalf, I:

Recommend:

[Signature]
Signature

Do not Recommend

4-6-22
Date