

**APPLICATION FOR CHANGE IN EXISTING COURSE: MAJOR and MINOR**

1. Submitted by the College of Public Health Date: 06/30/09

Department/Division offering course: Health Services Management

2. What type of change is being proposed?  Major  Minor\*

\*See the description at the end of this form regarding what constitutes a minor change. Minor changes are sent directly from the dean of the college to the Chair of the Senate Council. If the Senate Council chair deems the change not to be minor, the form will be sent to the appropriate Council for normal processing and an email notification will be sent to the contact person.

3. Current Distance Learning (DL) status:  N/A  Already approved for DL†  Please Add  Please Drop  
If ADDING, check one of the methods below that reflects how the majority of the course content will be delivered.

Internet/Web-based  Interactive Video  Extended Campus

†If already approved for DL, a new Distance Learning Form must be submitted with this form unless the department affirms (by checking this box)  that the proposed course changes will not affect DL delivery.

**PROPOSED CHANGES**

Please complete all "Current" fields.

Fill out the "Proposed" field only for items being changed. Enter N/A if not changing.

Circle the number for each item(s) being changed. For example: (6)

4. Current prefix & number: HA 628 Proposed prefix & number: HA 628

5. Current Title Personnel management in health and public administration

Proposed Title† Personnel management in the health sector

†If title is longer than 24 characters, offer a sensible title of 24 characters or less: Personnel management

6. Current number of credit hours: 3 Proposed number of credit hours: 3

7. Currently, is this course repeatable? YES  NO  If YES, current maximum credit hours: \_\_\_\_\_

Proposed to be repeatable? YES  NO  If YES, proposed maximum credit hours: \_\_\_\_\_

8. Current grading system:  Letter (A, B, C, etc.)  Pass/Fail

Proposed grading system:  Letter (A, B, C, etc.)  Pass/Fail

9. Courses must be described by at least one of the categories below. Include number of actual contact hours per week for each category.

Current:

CLINICAL  COLLOQUIUM  DISCUSSION  LABORATORY  3 LECTURE  
 INDEPEND. STUDY  PRACTICUM  RECITATION  RESEARCH  RESIDENCY  
 SEMINAR  STUDIO  OTHER – Please explain: \_\_\_\_\_

Proposed:

CLINICAL  COLLOQUIUM  DISCUSSION  LABORATORY  3 LECTURE  
 INDEPEND. STUDY  PRACTICUM  RECITATION  RESEARCH  RESIDENCY  
 SEMINAR  STUDIO  OTHER – Please explain: \_\_\_\_\_

10. Requested effective date (term/year): Fall, 2009



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19. Is this course currently included in the University Studies Program?  Yes  No

20.  Check box if changed to 400G or 500. If changed to 400G- or 500-level, you must include a syllabus showing differentiation for undergraduate and graduate students by (i) requiring additional assignments by the graduate students; and/or (ii) the establishment of different grading criteria in the course for graduate students. (See SR 3.1.4)

21. Within the department, who should be contacted for further information on the proposed course change?

Name: Julia F. Costich Phone: 7-6712 Email: julia.costich@uky.edu

22. Signatures to report approvals:

5/27/09  
DATE of Approval by  
Department Faculty

Julia F. Costich / JULIA F. COSTICH  
printed name Reported by Department Chair signature

5/29/09  
DATE of Approval by College  
Faculty

Stephen Wyatt / \_\_\_\_\_  
printed name Reported by College Dean signature

\_\_\_\_\_  
\*DATE of Approval by  
Undergraduate Council

\_\_\_\_\_  
printed name Reported by Undergraduate Council Chair signature

\_\_\_\_\_  
\*DATE of Approval by Graduate  
Council

\_\_\_\_\_  
printed name Reported by Graduate Council Chair signature

\_\_\_\_\_  
\*DATE of Approval by Health  
Care Colleges Council (HCCC)

\_\_\_\_\_  
printed name Reported by Health Care Colleges Council Chair signature

\_\_\_\_\_  
\*DATE of Approval by Senate  
Council

\_\_\_\_\_  
Reported by Office of the Senate Council

\_\_\_\_\_  
\*DATE of Approval by the  
University Senate

\_\_\_\_\_  
Reported by the Office of the Senate Council

\*If applicable, as provided by the *University Senate Rules*. (<http://www.uky.edu/USC/New/RulesandRegulationsMain.htm>)

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Excerpt from *University Senate Rules*:

SR 3.3.0.G.2: **Definition.** A request may be considered a minor change if it meets one of the following criteria:

- a. change in number within the same hundred series;
- b. editorial change in the course title or description which does not imply change in content or emphasis;
- c. a change in prerequisite(s) which does not imply change in content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s);
- d. a cross-listing of a course under conditions set forth in SR 3.3.0.E;
- e. correction of typographical errors.

**Personnel Management in Health and Public Administration**  
**HA 628-401, PA 628-401**  
**Fall, 2008**

- Meeting Time: Tuesdays, 6:00 – 8:30 PM
- Meeting Location: 241-CB White Hall Classroom Building
- Instructor: Michael D. Smith, Ph.D., M.H.A.  
Assistant Professor Health Services Management (Adjunct)  
218A College of Public Health  
(859) 323-3828 ext 80458  
Email: mdsmit6@uky.edu
- Office Hours: 4-5 p.m. Tuesdays or by appointment
- Materials: Fried, Bruce J. and Fottler, Myron D. (editors), **Human Resources in Healthcare: Managing for Success** (3rd ed.) Chicago, IL: Health Administration Press (2008).
- This book is *required* and available in the UK Bookstore.
- Additional required and supplemental readings will be given as hard copy handouts, electronic files, or internet addresses. Readings may be transferred by e-mail.
- Course Content: The course will examine systems and processes for planning and managing human resources in healthcare and in the public sector.
- Course Format: The course involves both factual learning and management skill-building. It will combine lectures, discussion, frequent guest speakers from the field, and individual and group assignments.
- Desired Outcomes: The course is designed to prepare managers to use human resource systems and processes to plan and manage health and public organizations. It is not sufficient preparation for leading a human resources department, but it will prepare the student for using that department for effective overall management.
- Curriculum Competencies: Upon completing this course successfully, the student will increase knowledge and develop skills to:
1. manage human resources and health professionals,
  2. apply and assess legal principles in human resource management,
  3. lead visioning, change management, and team development,
  4. develop and use written, verbal and interpersonal communication skills,

5. conduct human resources financial analysis and management,
6. identify and resolve ethical issues in business and human resource decision-making, and
7. develop professional skills essential to management and leadership.

This course is designed to assist in building the following leadership skills:

1. interpersonal effectiveness\*,
2. systems thinking\*,
3. change agency\*,
4. organizational stewardship\*,
5. technical skill, and
6. customer focus.

\*Skills most relevant to this course are followed by an asterisk.

Course Requirements:

Midterm Examination	25%
Final Examination	30%
Two Individual Short Projects	10% x 2
Group Project	25%

*Assignments are due by the beginning of class on the due date.*

*You will be assigned to groups and project topics. The project must be presented both in writing and in class on the scheduled date. All members of the group will receive the same grade.*

Course Grading:

For conversion from numerical grades to letter grades this Scale will be used at the conclusion of the course:

A = 90 - 100	
B = 80 - 89	E = Below 70
C = 70 - 79	

Policies/Expectations:

Attendance at class sessions is at the discretion of the student. Be advised, however, that

- The instructor is responsible for ensuring that each class session adds value beyond the assigned reading.
- Students are responsible for all course content and announcements, including that delivered in class lectures and discussion.

The instructor will periodically communicate to the e-mail address you provide. If it changes, please tell me promptly.

All work is to be professional in quality and presentation:

- Written work with a pattern of incidental spelling or grammatical errors or ambiguities will be penalized ½ letter grade (5/100 points).

- Written work with spelling and/or grammatical errors or ambiguities which slow or prevent the reader from understanding will be rejected. The student will be offered an opportunity to rewrite the document and resubmit within one week, but will be penalized one letter grade (10/100 points).
- Discussion should be characterized by the same precision and respect expected in the workplace.
- All written work is due at the beginning of class on the due date. Late work will be penalized one letter grade. The instructor reserves the right to reject work received more than one week late.
- Examinations missed without prior notification will be graded as zero. If you have an excused absence you may be administered either a written or oral make-up examination, at the discretion of the instructor.
- Work submitted by you must be your own. If any words or ideas are not yours originally, you must cite the source and make clear the extent to which sources are used. The University's policies concerning plagiarism/cheating will govern.

### **Week-by-Week Outline**

#### **PA/HA 628-401: Personnel Management in Health and Public Administration Fall Semester, 2008**

(The instructor reserves the right to change the syllabus to meet the needs of the class. Any changes will be communicated.)

#### **September 2**

- Review of Course Requirements and Plan
- Discussion of student needs and backgrounds
- External and Internal Environments for Human Resources
- Ways of affiliation (employment, contract, staffing service, volunteer)

Chapter 1: Strategic Human Resources Management

Chapter 2: Healthcare Workforce Planning

#### **September 9**

- Job Analysis
- Wages in the Market (part and full time, temporary regular, salaried v. hourly)

Chapter 7: Job analysis and Job Design

Chapter 11: Compensation Practices, Planning, and Challenges

***First Assignment distributed: Case Discussion Integrative Case #3 Performance Feedback Now and Then, p. 523*** Prepare written responses to all discussion questions.

#### **September 16**

- Recruiting and Hiring

- Behavioral Interviewing: guest speaker Mary Ferlan  
Chapter 8: Recruitment, Selection, and Retention

### **September 23**

- Performance Evaluation, Self-evaluations, 360 degree evaluations
- Pay-for-Performance
- Incentive Compensation
- Competency and accreditation
- Compensation Management: guest speaker Debbie Carswell  
Chapter 10: Performance Management

### **September 30**

- Progressive Discipline, Corrective Action, and Termination
- Dealing with the terminated employee/ severance packages
- Rewards and Recognition
- Employee Grievances

### **October 7**

- Labor Organizing and Collective Bargaining: guest speaker Nancy Johnson  
Chapter 14: Managing with Organized Labor  
*First Assignment due.*

### **October 14**

- Budgeting for Human Resources: phased merit increases, (non)replacement time, overtime, ancillary expenses, benefits, wage compression
- Some regulatory matters FMLA, ADA, NLRB, minimum wage, Equal Opportunity

Chapter 16: Human Resources Budgeting and Employee Productivity

### **October 21 Midterm Examination**

*Second Assignment distributed.*

### **October 28**

- Developing and Managing Benefits Programs: guest speaker TBA  
Chapter 12: Employee Benefits

### **November 4 Academic Holiday—Presidential Election**

### **November 11**

- Managing the Professions
- Physician Management and Credentialing

Chapter 4: Healthcare Professionals

Other reading to be distributed

**Second Assignment due.**

### **November 18**

- Human Resources in Long Term Care: guest speaker John Dailey
- Managing the Work-Life Balance: guest speaker Robynn Pease

### **November 25**

- Using Data to Assess and Plan Human Resources: guest speaker Travis Bailey

### **December 2**

- Group Report: What Is Different About Civil Service Systems?
- Group Report: Ongoing Employee Development

**December 9**

- Group Report: Vacation/Sick Programs v. Paid Time Off Programs
- Group Report: Employee Health and Occupational Safety

**December 16 Examination**