

Graduate Council February 25, 2025 Special Called Meeting

- I. College of Business and Economic Development – Le Moyne Smith School of Business
 1. Delete the Master of Science in Health Informatics. (Do not have signed curriculum form requesting deletion of program). See the memo from Faculty Senate regarding the Faculty Retrenchment Policy.

- II. College of Education and Health – Department of Teaching and Educational Leadership
 1. Delete the Master of Education in K-12 Literacy. See the memo from Faculty Senate regarding the Faculty Retrenchment Policy.

- III. College of Education and Health – School of Professional and Community Education
 1. Change the title for OL 5643, Organizational Globalization and Diversity, to Organizational Culture.



Faculty Senate

February 20, 2025

Dr. Bradley, Chair of ATU Graduate Council

Cc: Mrs. Tammy Weaver, Registrar

Cc: Dr. Tracy Cole, Dean School of Business and Economic Development

Cc: Dr. Tim Carter, Dean School of Education and

Dear Dr. Bradley,

The ATU Faculty Senate has heard a report from EVPAA Dr. Santos on a request for consideration of a program elimination of the M.S. degree in Health Informatics and the MED degree in K-12 Literacy. The ATU Faculty Senate requests your committee meet to discuss this proposal and then forward your committee's response to myself so this information can be shared with the full Faculty Senate body. I would expect that Deans Cole and Carter would forward a program deletion form and associated documentation for your consideration. Your documentation would need to be received by March 4, 2025 for consideration for inclusion on the March Faculty Senate Agenda. Thank you.

Dr. Thomas E. Nupp
Chair ATU Faculty Senate

From: Dr. Adolfo Santos
Executive VP for Academic Affairs and Provost
To: Members of the Faculty Senate
Date: February 4, 2025

Program Discontinuance

Health Information Management, Health Informatics, and K-12 Literacy

Dear members of the Faculty Senate and relevant governance committees. I am writing to seek your review and recommendation by majority vote to support the discontinuance of three academic programs. Two of the three are graduate programs. None of the programs have tenure-track faculty in place. The three academic programs are the following:

- Bachelor of Science in Health Information Management
- Master of Science in Health Informatics
- Master of Education in K-12 Literacy

I will begin with an explanation for program discontinuance of the two health programs and conclude with the K-12 Literacy program.

Program Discontinuance of the Bachelor of Science in Health Information Management and the Master of Science in Health Informatics.

I present this report for your review and to seek your recommendation by majority vote, to support a statement of program discontinuance of the Bachelor of Science in Health Information Management and the Master of Science in Health Informatics.

In the report, we will briefly describe the history of efforts to increase enrollment in these two programs, along with serious on-going discussions to terminate these programs if enrollment numbers did not improve. Following this brief history, we will present evidence that enrollment and graduation numbers continue on the decline, indicating that future cohorts will continue to decrease in size. We will then present evidence that the cost of these two programs significantly outpace all other academic programs, further straining our ability to continue this program.

A Brief History

Not long after the reorganization of the various colleges, which experienced the move of Health Information Management and the Health Informatics from the College of Science Technology Engineering and Math to the College of Business and Economic Development, then Dean Russell Jones had a serious discussion with the faculty of Health Information Management and Health Informatics. Of particular concern was the cost of the program and the declining enrollment numbers in the two programs.

There were some attempts to improve the BS in Health Information Management. In June of 2023, the Board of Trustees approved a request to take the program online, and the faculty have subsequently worked hard to convert all HIM courses to HyFlex format. While this attempt witnessed a slight increase in the number BS students in the Fall of 2023, the numbers continued to decline the following year.

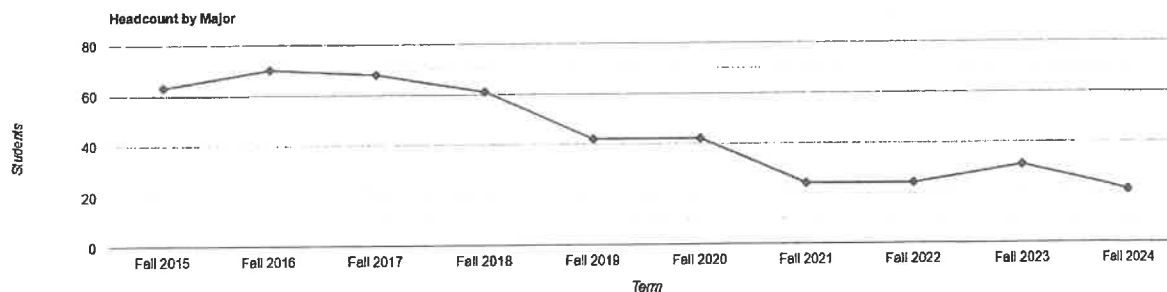
In more recent years, Dean Tracy Cole has expressed similar concerns about the viability of these two programs, raising her concern with the faculty and with the EVPAA & Provost. In attempts to help the undergraduate program, Dean Cole encouraged the faculty to be more flexible with transfer students when possible. HIM Program Director Sara Daniel began working to establish transfer agreements with Arkansas community colleges, but believed that CAHIIM (their accrediting body) restricted their ability to accept transfer courses, especially when a lower-division course would be substituted for a required upper-division course. The faculty therefore arranged a teleconference with CAHIIM representatives and Tammy Weaver to determine the circumstances under which transfer credits could be accepted, and subsequently began working to determine more conducive transfer agreements. The HIM program has since developed a transfer plan that one community college finds acceptable, and has continued working with other institutions toward this goal. Even so, most associate degree programs in this field do not require general education courses, leaving many transfer students with well over 2 more years of coursework to complete the required general education plus at least 40 hours upper-division credits needed for a bachelor's degree.

Continued Decline in Enrollment Numbers

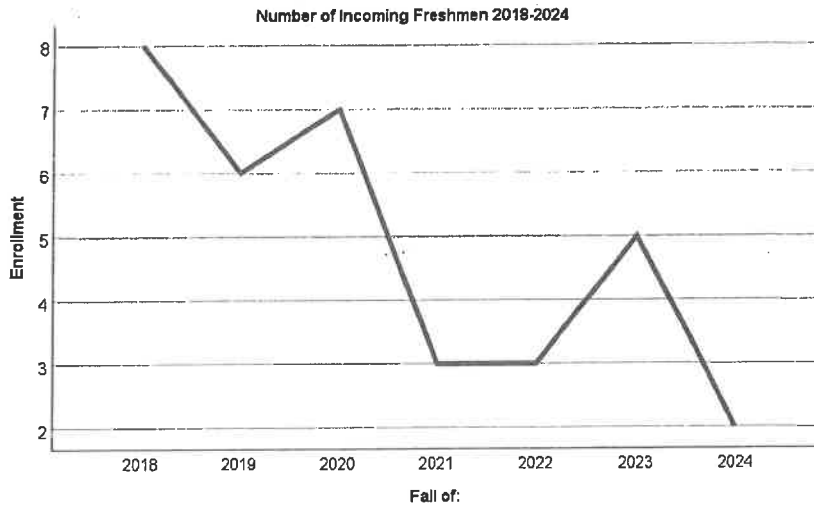
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Average UG Class Size Fall 2022-Spring 2025			Average Grad Class Size Fall 2022-Spring 2025	
Semester	Mean Enrollment	Number of Sections	Mean Enrollment	Number of Sections
Fall 2022	6.9	13	13	2
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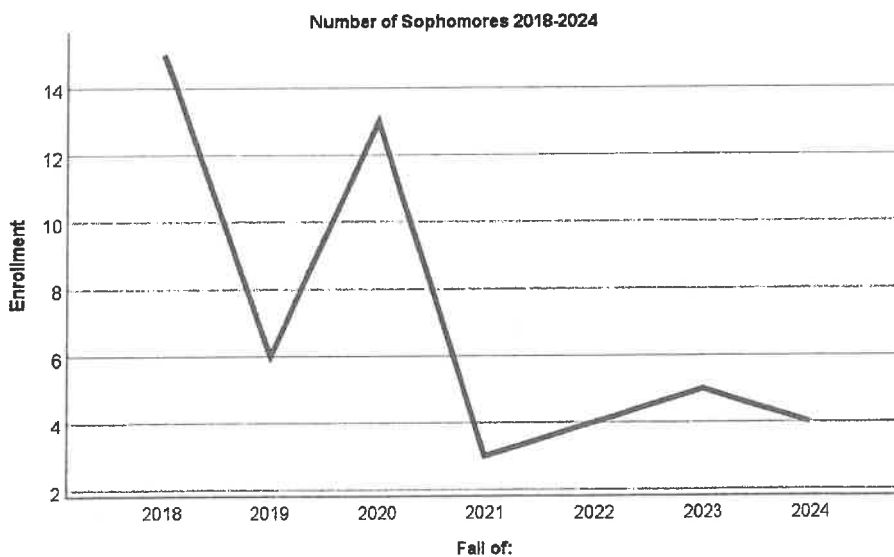
The figure below shows the number of majors in the BS program over time. In Fall 2024, we brought in 2 Freshmen majors. In 2018, we brought in 8.



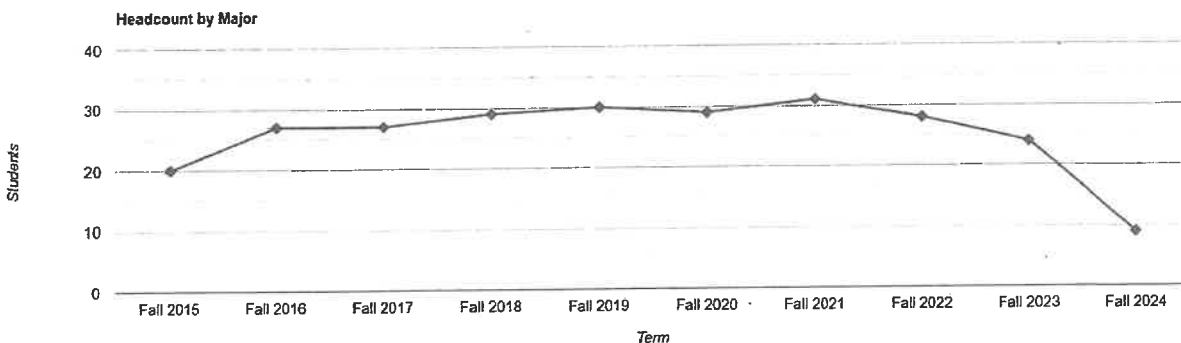
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The number of sophomores over time has also continued to drop. The figure below shows the number of sophomores over time. In the fall of 2024, we only had 4 majors. With such a modest pipeline of freshmen and sophomore students, it is clear that this program is simply not sustainable.



This program currently has an Assistant Professor of Health Information Management, and a Senior Instructor of Health Information Management. We had a third professor, an Assistant Professor of Health Information Management and Informatics. This assistant professor has resigned, which leaves us with no faculty members who are qualified to teach graduate-level Health Informatics courses at this time, and current enrollment cannot support replacement of this faculty position.



The undergraduate program currently has an Assistant Professor of Health Information Management, and a Senior Instructor of Health Information Management. Neither are tenure track positions. We had a third professor who taught in the graduate program – an Assistant Professor of Health Information Management and Informatics. This assistant professor has resigned.

Cost of the Bachelor of Science in Health Information Management

The Bachelor of Science in Health Information Management is the most expensive program at ATU by SSCH. In the Summer of 2024, Ms. Laury Fiorello, VP for Finance and Administration, conducted an analysis of the expenses per semester credit, and reported that the Health Information Management program cost \$1,555.51 per SSCH (for more detail, see Appendix 2). For comparison, below are the average SSCH expenses for each of the colleges and the Health Information Management program.

- Arts and Humanities \$450.64
- Business & Economic Development \$554.88
- Education & Health \$589.04
- STEM \$518.21
- *Health Information Management* \$1,555.51

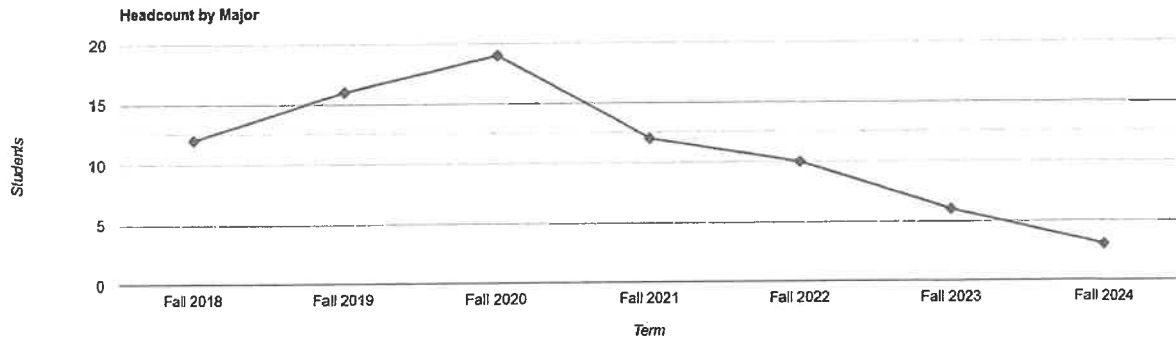
The Health Information Management program is roughly three times more costly than the college averages. This cost is simply not sustainable.

Request of faculty Senate

We seek your support in recommending the closure of the Bachelor of Science in Health Information Management and Master of Science in Health Informatics. These two programs have declining enrollment combined with excessive costs, making the two programs unsustainable.

Program Discontinuance of the Master of Education in K-12 Literacy

The third program I seek your support for discontinuance is the Master of Education in K-12 Literacy. This program has one professor on a terminal contract, which expires in May. In the Fall of 2024, the program only had 3 students. A year earlier, it had 6 students. The graph below shows the number of students in the Master of Education in K-12 Literacy.



In 2022, we graduated 7 students from this program. In 2023, we graduated 3 and in 2024, we graduated 2. Unfortunately, this program does not have a sufficient number of students to remain viable.

Conclusion

While it is never easy to close academic programs, I write to ask for your support to recommend by majority vote, to support the program discontinuance of the Bachelor of Science in Health Information Management, Master of Science in Health Informatics, and the Master of Education in K-12 Literacy.

Appendix 1: Letter of Notification Submitted to the Board of Trustees June 2023

Letter of Notification



A Letter of Notification is required for programmatic and organizational changes that do not require prior review by the Coordinating Board unless requested. The Letter of Notification with supporting documentation must be submitted to ADHE by the established deadline. All changes in existing programs shall be approved by the ADHE Director for immediate implementation and must be included on the agenda of the next scheduled Coordinating Board meeting. This form sets forth the relevant criteria and compliance procedures for institutions submitting letters of notification.

Please complete the institution information below and Category 1, 2, or 3, depending on the requested change.

Institution:

Name of Provost/Chief Academic Officer

Signature

Date

President/Chancellor Approval Date

Board of Trustees Approval/Notification Date

Contact Person:

Contact Person's Title:

Contact Phone Number:

Contact Email Address

Category 1: New or Existing Program Modification (select all that apply)

- Title or CIP change
- Joint Bachelor/Master's degree (2+2, 3+1, or 4+1 Program)
- Program reconfiguration **attach copy of before and after curriculum*
- Program curriculum revision **attach copy of before and after curriculum*
- Existing program offered by distance technology
- Existing certificate or degree program offered at an existing off-campus location
- New certificate program (certification of proficiency, technical certificate, or graduate certificate) **attach copy of curriculum*

Effective Date: Effective Term: Effective Academic Year:

	Before Proposed Changes	After Proposed Changes/New Program
Program/Certificate Title		
Degree Code		
CIP Code		
% Online (if applicable)		

Reason for Proposed Action (attach additional pages as needed)

Category 2: Program Deletion/Inactive or Reactivation

- Delete program/instruction/track *(requires phase-out plan)*
- Place program on "Inactive Status" list *(program must have no declared students)*
- Reactivation of program from inactive status *(reactive for less than 5 years)*

Effective Date: Effective Term: Effective Academic Year:

Program/Certificate/Diploma	Degree Code	CIP Code

Reason for Proposed Action (attach additional pages as needed)

Category 3: Instruction/Research/Service Centers and Administrative/Organization Units

- Establishment of new instruction, research, or service institute/center **attach synopsis of center's mission and role, physical address, projected annual budget, and funding sources.*
- Deletion of instruction, research, or service institute/center.
- Establishment of administrative/organization unit **attach copy of before and after organization chart*
- Reorganization/Deletion of existing administrative/organization unit **attach copy of before and after organization chart*

Effective Date: Effective Term: Effective Academic Year:

Reason for Proposed Action (attach additional pages as needed)



Please save and upload this form and supporting documents to: [ERIC Transfer System](#)



COLLEGE OF BUSINESS
206 West D Street
Russellville, AR 72821
479-956-0490
479-956-4311
www.atu.edu/business

June 1, 2023

To: Dr. Julie Furst-Bowe, Interim VPAA
From: Dean Russell Jones, College of Business and Economic Development
Sub: HIM Program

The HIM program at ATU is the only baccalaureate program of its type in the state. There are four associate degree programs in the state, with more students wanting to continue on with their educational journey. Most want to stay with an Arkansas-based program due to financial needs. The HIM faculty have worked very hard to implement MyFlex over the past year to offer the entire program to others outside of the Russellville area. This is especially helpful now as there is an increased need for workers in the HIM space, with several healthcare facilities reporting that they cannot find workers with this background.

Memorandum

Office of Academic Affairs

TO: Dr. Robin E. Bowen
President
FROM: Dr. Julie Furst-Bowe
Interim Vice President for Academic Affairs
RE: Letters of Notifications for New Program Proposals
DATE: June 1, 2023

Please see below the list of Letters of Notification for new and existing programs.

College of Arts and Humanities – Department of Communication and Media Studies

New Certificate of Proficiency in Digital Content Creation
Program Recognition of Bachelor of Arts in Communication and Bachelor of Arts in Journalism to Bachelor of Arts in Digital Content Creation

College of Business & Economic Development – School of Business
Offer Bachelor of Science in Health Information Management online

College of Science, Technology, Engineering, and Mathematics – Department of Engineering and Computing Sciences
Offer Graduate Certificate in Information Technology online

I support the proposals as submitted and forward to you and the Board of Trustees for consideration.

JFB:ra

Attachments
Proposals as submitted
<https://www.atu.edu/academicaffairs/curriculum/2023>
<https://www.atu.edu/academicaffairs/curriculum/2023>

Appendix 2: Breakdown of Revenue and Expenses by College and Health Information Management

	Academics		Scholarships	Academic Support	Student Support	Administrative Support	Total Expenses	Expenses
	Revenue	Expense	Expense	Expense	Expense	Expense		Per SSCH
Arts & Humanities	\$29,423,430.05	\$9,333,017.56	\$6,359,853.08	\$3,278,414.84	\$2,812,466.41	\$1,240,657.93	-\$23,024,409.82	-\$450.64
Business & Economic Development	\$11,818,980.34	\$5,481,132.14	\$2,108,675.63	\$1,289,849.83	\$1,134,820.02	\$762,428.29	-\$10,776,905.91	-\$554.88
Education & Health	\$17,783,315.85	\$7,728,363.78	\$2,669,769.65	\$2,179,235.87	\$1,910,188.50	\$900,514.83	-\$15,388,072.63	-\$589.04
STEM	\$22,307,353.35	\$8,591,625.39	\$5,391,280.53	\$2,432,877.99	\$2,108,421.17	\$1,098,263.42	-\$19,622,468.50	-\$518.21
Health Information Management	\$368,953	\$510,051.52	\$82,351.94	\$51,790.52	\$45,513.64	\$36,714.89	-\$726,422.51	-1,555.51



ARKANSAS TECH UNIVERSITY

Request for Program Deletion (CERTIFICATE, DEGREE, OPTION, EMPHASIS, CONCENTRATION, or MINOR)

Department Initiating Proposal	Date
Teaching and Educational Leadership	2-12-25

Title	Signature	Date
Department Head	<i>Pam Dixon</i>	2-14-25
Dean	<i>Tim Carter</i>	2/17/25
Assessment	<i>Amanda Burch</i>	2/18/25
Registrar	<i>Sammy Brewer</i>	2/21/25
Graduate College (if appropriate)		
Vice President for Academic Affairs		

Committee	Approval Date
General Education Committee (Undergraduate Proposals Only)	
Teacher Education Committee (Graduate or Undergraduate Proposals)	
Curriculum Committee (Undergraduate Proposals Only)	
Faculty Senate (Undergraduate Proposals Only)	
Graduate Council (Graduate Proposals Only)	

Program Title:
MED K-12 Literacy

LETTER OF NOTIFICATION

Program Deletion

Deletion of a certificate, degree program, option, or organizational unit. Degree programs and certificates can be deleted with enrolled students. However, institutions must have a phase-out plan for those students. Deleted programs and certificates will be removed from the Approved Programs List during the academic year in which the deletion takes effect.

Required Information:

1. **Current degree/certificate/option/unit title**
Master in Education in K-12 Literacy
2. **Degree code**
5825
3. **CIP code**
13.1315
2. **Effective date, term, and academic year**
January 1, 2026, Spring, 2025-26
4. **Reason for deletion and teach out plan**

With only one student expected to graduate in Fall 2025, the program is underutilized, making it less cost-effective to continue offering it at its current level. If enrollment numbers are steadily decreasing, maintaining a program that primarily benefits one student can be seen as inefficient. Also, school districts may no longer compensate teachers for gaining a master's degree which may cause less teachers to enroll.



Faculty Senate

February 20, 2025

Dr. Bradley, Chair of ATU Graduate Council

Cc: Mrs. Tammy Weaver, Registrar

Cc: Dr. Tracy Cole, Dean School of Business and Economic Development

Cc: Dr. Tim Carter, Dean School of Education and

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From: Dr. Adolfo Santos
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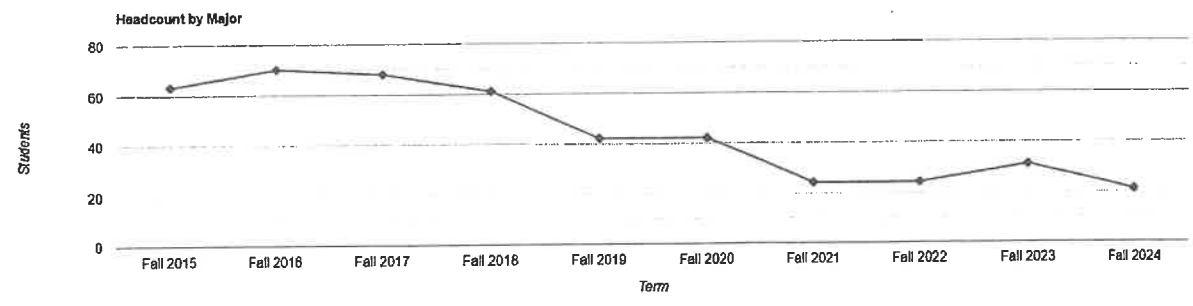
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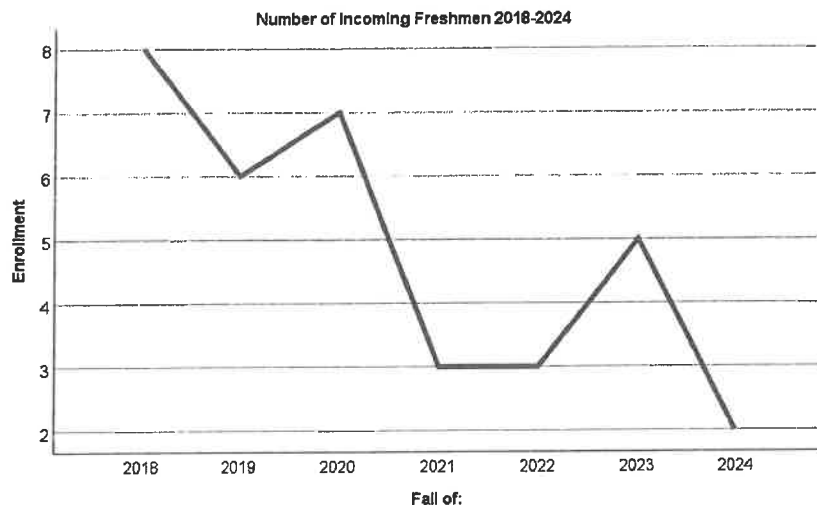
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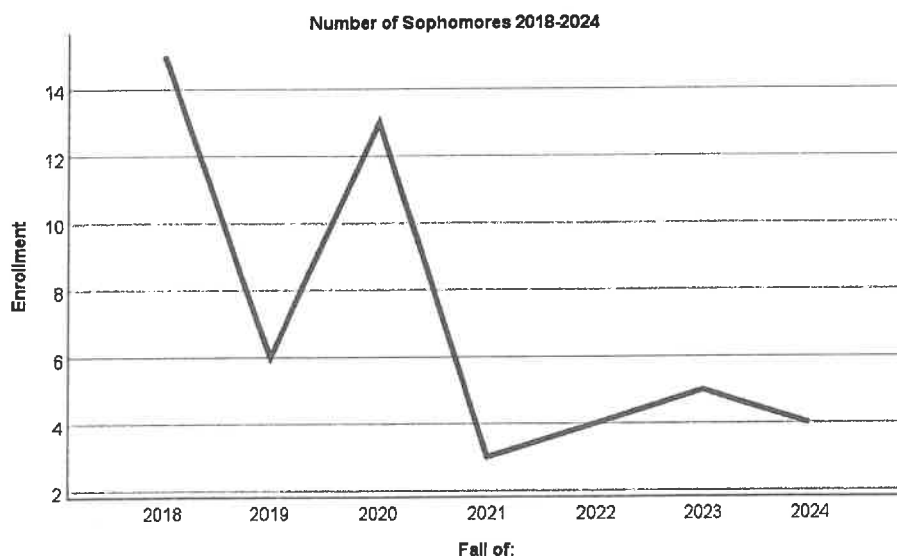
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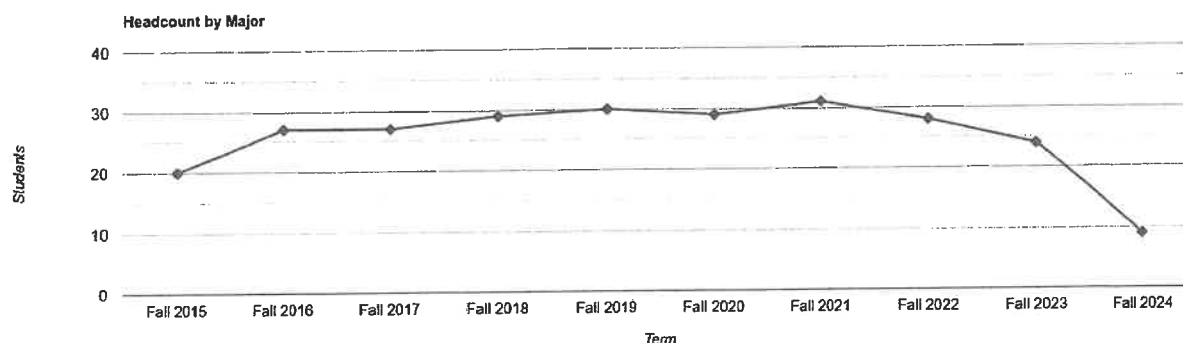
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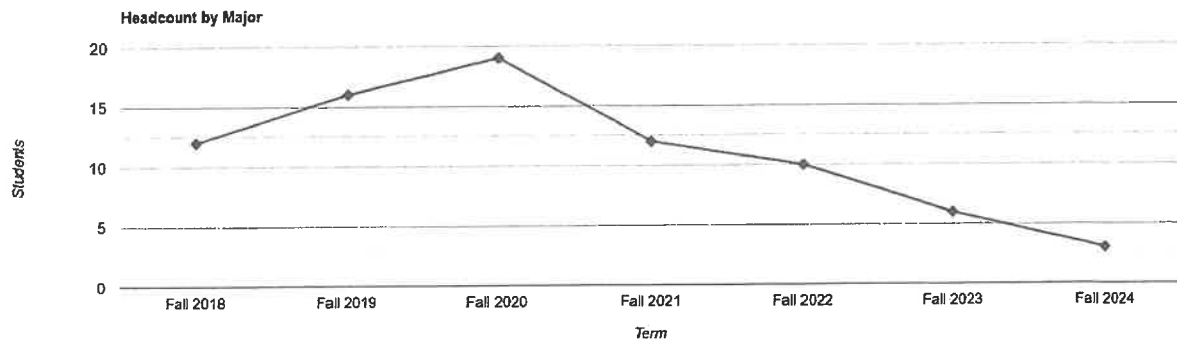
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Appendix 1: Letter of Notification Submitted to the Board of Trustees June 2023

Letter of Notification



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Please complete the notification information below and Category 1, 2, or 3, depending on the requested change.

Institution:

Name of Provost/Chief Academic Officer: _____ Signature: _____ Date: _____
 President/Chancellor Approval Date: _____
 Board of Trustees Approval/Notification Date: _____
 Contact Person: _____ Contact Person's Title: _____
 Contact Phone Number: _____ Contact Email Address: _____

Category 1: New or Existing Program Modification (select all that apply)

- Title or CIP change
- Add Bachelor's/Master's degree (2+2, 3+1, or 4+1) Program
- Program reconfiguration *attach copy of before & after curriculum
- Program curriculum revision *attach copy of before and after curriculum
- Existing program offered by distance technology
- Existing certificate or degree program offered at an existing off-campus location
- New certificate program (certification of proficiency, technical certificate, or graduate certificate) *attach copy of curriculum

Effective Date: _____ Effective Term: _____ Effective Academic Year: _____

	Before Proposed Changes	After Proposed Changes/New Program
Program/Certificate Title		
Degree Code		
CIP Code		
% Online (if applicable)		

Reason for Proposed Action (attach additional pages as needed)

Category 2: Program Deletion/Inactive or Reactivation

- Delete program/option/certificate/track (requires phase-out plan)
- Place program on "inactive status" list (program must have no declared students)
- Reactivation of program from inactive status (inactive for less than 3 years)

Effective Date: _____ Effective Term: _____ Effective Academic Year: _____

Program/Certificate/Option	Degree Code	CIP Code

Reason for Proposed Action (attach additional pages as needed)

Category 3: Instruction/Research/Service Centers and Administrative/Organization Units

- Establishment of new instruction, research, or service institute/center *attach synopsis of center's mission and role, physical address, projected annual budget, and funding sources
- Deletion of instruction, research, or service institute/center
- Establishment of administrative/organization unit *attach copy of before and after organization chart
- Reorganization/Deletion of existing administrative/organization unit *attach copy of before and after organization chart

Effective Date: _____ Effective Term: _____ Effective Academic Year: _____

Reason for Proposed Action (attach additional pages as needed)



Please save and upload this form and supporting documents to: [File Transfer System](#)



COLLEGE OF BUSINESS
106 West O Street
Rothwell Hall, Suite 433
Russellville, AR 72801
479-968-0490
479-358-8211
www.atu.edu/business

June 1, 2023

To: Dr. Julie Furst-Bowe, Interim VPAA
From: Dean Russell Jones, College of Business and Economic Development
Sub: HIM Program

The HIM program at ATU is the only baccalaureate program of its type in the state. There are four associate degree programs in the state, with more students wanting to continue on with their educational journey. Most want to stay with an Arkansas-based program due to financial needs. The HIM faculty have worked very hard to implement MyFlex over the past year to offer the entire program to others outside of the Russellville area. This is especially helpful now as there is an increased need for workers in the HIM space, with several healthcare facilities reporting that they cannot find workers with this background.

Memorandum

Office of Academic Affairs

TO: Dr. Robin E. Bowen
President

FROM: Dr. Julie Furst-Bowe
Interim Vice President for Academic Affairs

RE: Letters of Notifications for New Program Proposals

DATE: June 1, 2023

Please see below the list of Letters of Notification for new and existing programs.

College of Arts and Humanities – Department of Communication and Media Studies

New Certificate of Proficiency in Digital Content Creation
Program Reconfiguration of Bachelor of Arts in Communication and Bachelor of Arts in Journalism to Bachelor of Arts in Digital Content Creation

College of Business & Economic Development – School of Business

Offer Bachelor of Science in Health Information Management online

College of Science, Technology, Engineering, and Mathematics – Department of Engineering and Computing Sciences

Offer Graduate Certificate in Information Technology online

I support the proposals as submitted and forward to you and the Board of Trustees for consideration.

JFB:ae

Attachments
Proposals as submitted
<https://www.atu.edu/and/academicaffairs/curriculum/2023-24/CatalogCurriculumProposals.pdf>

Appendix 2: Breakdown of Revenue and Expenses by College and Health Information Management

	Academics		Scholarships	Academic Support	Student Support	Administrative Support	Total Expenses	Expenses
	Revenue	Expense	Expense	Expense	Expense	Expense		Per SSCH
Arts & Humanities	\$29,423,430.05	\$9,333,017.56	\$6,359,853.08	\$3,278,414.84	\$2,812,466.41	\$1,240,657.93	-\$23,024,409.82	-\$450.64
Business & Economic Development	\$11,818,980.34	\$5,481,132.14	\$2,108,675.63	\$1,289,849.83	\$1,134,820.02	\$762,428.29	-\$10,776,905.91	-\$554.88
Education & Health	\$17,783,315.85	\$7,728,363.78	\$2,669,769.65	\$2,179,235.87	\$1,910,188.50	\$900,514.83	-\$15,388,072.63	-\$589.04
STEM	\$22,307,353.35	\$8,591,625.39	\$5,391,280.53	\$2,432,877.99	\$2,108,421.17	\$1,098,263.42	-\$19,622,468.50	-\$518.21
Health Information Management	\$368,953.	\$510,051.52	\$82,351.94	\$51,790.52	\$45,513.64	\$36,714.89	-\$726,422.51	-1,555.51



ARKANSAS TECH UNIVERSITY

COSMETIC COURSE CHANGE

Department Initiating Proposal	Date
PACE	1/30/2025

Title	Signature	Date
Department Head Dr. Rene Couture	<i>Rene Couture</i>	2/19/25
Dean Dr. Tim Carter	<i>Tim Carter</i>	2/19/25

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)
OL	4643/5643
Official Catalog Title:	
Organizational Globalization and Diversity	
Describe the change you want to make: (e.g., delete the prerequisite, modify the course description)	
Change the course title to: Organizational Culture	
Modify course description to: Prerequisite: Successful completion of the general education English requirement. This course will discuss cultural (racial, gender, ethnic, religious) and global diversity in the workplace and classroom. Topics include cultural self-awareness, the impact of demographic changes and projections, issues in cross/intercultural settings, and theoretical perspectives of multicultural education. Applied strategies from personal, leadership, and management prospective will be explored. Note: Participation in the course requires access to a computer, the internet, and a webcam or other video capture technology.	
Answer the following Assessment questions:	
a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. Not applicable	

b. Explain the rationale for the cosmetic course change.

The current title is not an accurate representation of specific content covered in the course. The proposed title will allow students to understand the broader context of workplace culture and dynamics in the development of organizations.

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.