

## FW: HIM Program Change Concurrence

Grieshaber, Chris <dcgries@ilstu.edu>

Fri 9/23/2022 9:30 AM

To: Peterson, Jennifer <jlpete2@ilstu.edu>

D. Christian "Chris" Grieshaber, Ph.D.

Associate Professor and Chair | Department of Health Sciences

Illinois State University

Campus Box 5220

Normal, IL 61790-5220

309 438-8806

309 438-2450 (FAX)

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**From:** "Cleeton, David L" <dlcleet@ilstu.edu>

**Date:** Thursday, May 26, 2022 at 2:33 PM

**To:** "Grieshaber, Chris" <dcgries@ilstu.edu>

**Subject:** Re: HIM Program Change Concurrence

Our Undergraduate Advisor and Program Director seem to concur that the additional students flowing into ECO 101 & 102 will not be problematic. Good luck on your new venture.

DLC

David L. Cleeton, PhD

Professor & Chair

Economics Department

Campus Box 4200

Illinois State University

Normal, IL 61790-4200

Tel: (309) 438-8588

Mobile: (440) 309-0020

E-mail: DLCleet@ilstu.edu

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**From:** Grieshaber, Chris <dcgries@ilstu.edu>

**Sent:** Thursday, May 26, 2022 2:41:47 PM

**To:** Cleeton, David L <dlcleet@ilstu.edu>

**Cc:** Almeda, Anjie <aaalmed@ilstu.edu>

**Subject:** Re: HIM Program Change Concurrence

Hi David,

Just a quick follow-up on this message. Let me know if you need any additional information from me to support adding our students to ECO 101 and 102.

Thanks!  
Chris

D. Christian "Chris" Grieshaber, Ph.D.  
Associate Professor and Chair | Department of Health Sciences  
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**From:** "Grieshaber, Chris" <dcgries@ilstu.edu>  
**Date:** Tuesday, May 10, 2022 at 2:03 PM  
**To:** "Cleeton, David L" <dlcleet@ilstu.edu>  
**Cc:** Anjie Almeda <aaalmed@ilstu.edu>  
**Subject:** HIM Program Change Concurrence

Hi David!

We are currently in the process of submitting a proposal for a new HIM sequence in healthcare leadership. We are respectfully requesting a letter of concurrence or email from the Department of Economics to allow (starting Fall 2023) Health Informatics and Management students from the Dept. of Health Sciences into:

- ECO 101 (Principles of Microeconomics)
- ECO 102 (Principles of Macroeconomics)

Anticipated enrollment (*high-side projections, 3-5 years*):

- We anticipate steady-state enrollment at around 50 based on internal resources. This enrollment could grow to 60-70 in five years.
- The updated sequence will first be offered in 2023.
- With our typical mix of about 50% native students and 50% discovery/transfer students, there should be about 22-26 students needing to take these courses each year.
- We anticipate a steady-state need of 12-15 seats per semester on the high end. The need will be less in the near term while students join the new major.
- The anticipated enrollment will be consistent with previous HSC enrollments in ECO 101, circa 2000-2015.

Thank you in advance, David. I am happy to answer any questions or provide more details about the sequence if you or anyone else in the department needs them.

Chris

D. Christian "Chris" Grieshaber, Ph.D.  
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## Financial Implication Form

**Illinois State University Request for New Program Approval**

**Purpose:** Proposed new undergraduate and graduate programs (degrees, sequences, minors, and certificates) must include information concerning how the program will be financially supported to proceed through the curricular process.

**Procedure:** This completed form is to be approved by the Department/School Curriculum Committee chair, department chair/school director, college dean, and Provost prior to submission of the proposal to the College Curriculum Committee.

**Definition:** A "program" can be a degree, a sequence within a degree, a minor, or a certificate. This form is to be used for both undergraduate and graduate programs.

Division	College/Unit	Department/School
VP and Provost	College of Applied Science and Technology	Health Sciences

Department/School (if not listed above)

Primary Contact ULID	Primary Contact First Name	Primary Contact Last Name	Primary Contact Email Address
jlpete2	Jennifer	Peterson	jlpete2@ilstu.edu
Secondary Contact ULID	Secondary Contact First Name	Secondary Contact Last Name	Secondary Contact Email Address
dcgries	Chris	Grieshaber	dcgries@ilstu.edu

**Proposed New Program**

Healthcare Leadership Sequence in Health Informatics and Management, BS

**Brief Description of the Proposed Program**

Currently, the Health Informatics and Management plan has two sequences – Health Informatics and Management and the RHIT-HIM online sequence. We are proposing a third, new sequence in healthcare leadership. The current Health Informatics and Management sequence will be renamed in a corresponding name change request to reflect an informatics and analytics emphasis, while the new sequence will reflect an emphasis on leadership and management. The online RHIT-HIM sequence will remain unchanged.

The purpose of these sequences is to better prepare students for the variety of job types and work settings within Health Informatics and Management (HIM). Health Information/Informatics (HI) has changed dramatically in recent years and the job field continues to evolve. A new healthcare leadership sequence will provide students with the business skills to fill positions in areas such as middle and upper healthcare management, revenue cycle management, and change management.

The Health Information/Health Informatics field has expanded in recent years and is continuing to evolve. This is creating a much broader variety of job types and work settings within the field. In the last few years, our program has focused on the technology/IT side of the field. However, we have found that there is student interest in and a need for graduates who are prepared for the healthcare leadership side of the field. Further, based on graduate surveys and input from our advisory committee, we have been made aware that there are

needs for graduates prepared in both the technical side of the field and the business/management side of the field.

The movement to electronic health records has created a demand for health information professionals with informatics technology and data analytic technical skills. These professionals work with the electronic record systems, software development, network and infrastructure support, report writing, data analysis, and utilization of big data. However, there is also demand for health information professionals with broad business and management skills to fill supervisor, specialist, director, and executive positions, as well as positions in areas such as finance and reimbursement, healthcare facility and system management, and compliance and other legal areas. What has changed in the field is the movement away from generalized, traditional health information management jobs to movement towards jobs utilizing a higher level, more specific skill set. Our graduate surveys have revealed that some graduates move into highly technical roles and utilize the information technology skills they have gained in our program, while other graduates have moved into management or financial positions and have felt that they needed more management, business, and finance related knowledge and skills.

These two areas within health information/informatics differ enough that students are usually clearly drawn to the more technical/IT side or the more business/leadership side of the field. We have graduates who pursue Health Informatics/IT master's and those that pursue Healthcare Administration master's degrees. Many students and graduates have a clear path which they want to follow and we would like to meet the needs of students who are interested in either of these paths. There are ample job opportunities in both areas and there is demand for employees in both areas. Haried, Han and Annino (2021) suggest that academic programs provide curriculum in the technical areas to provide the needed technical skills but also need to provide curriculum in business skills to match the "evolving industry needs". In each case, there is a core HIM curriculum required for success.

Haried, P., Han, Y., Annino, D. (2021). A review of health information management and technology careers: A content-analysis of job advertisements. *Journal of Business and Behavioral Sciences*, (33:1), 48-62.

It is our feeling that the addition of the new sequence will enable us to fill the needs of students seeking business, leadership, finance, and similar roles in the health information field. Maintaining our current sequence as well will allow us to prepare graduates for the health informatics and technical roles in the field. Our advisory committee is extremely supportive of the proposed change and feels that offering the two sequences will provide us with an excellent, well-rounded program which will allow us to best meet all the needs of health information field. In addition, we have had graduate feedback indicating that the new sequence would be a better fit for some students based on their career goals, while the existing sequence has served other students quite well.

We feel that the addition of the new sequence will enable us to recruit more students to the Health Informatics and Management major. We have a number of potential students who are looking for a healthcare business/leadership focused major who are not attracted to the current IT-focused sequence. The addition of this sequence will broaden the Health Informatics and Management major's appeal to more students, both those wanting an IT-focused Health Informatics experience and those seeking a business/leadership focused Health Informatics background. Based on recent data from the industry, it is felt that the development of a new sequence in healthcare leadership would best serve new ISU students and HIM graduates and employers.

According to an EAB Report prepared in 2019 for the HIM program:

- Between 2017 and 2027 Emsi Analyst expects regional employment of 'medical and health services managers' to grow 22 percent, significantly higher than the average." This is "one of the occupations for which employers most commonly seek bachelor's-level health information management professionals."
- Emsi Analyst projects regional employment of 'Medical Records and Health Information Technicians' to increase 12 percent between 2017 and 2027."
- Between September 2016 and August 2019 employer demand for health information professionals and health analytics professionals increased an average of approximately 3% per month.
- In-demand skills include health informatics and financial analysis as well as broad management skills and health care-specific skills. Health Administration is the most frequently requested skill for HIM professionals.

A 2021 analysis of Health Information Management and Technology Career Job Advertisements found:

- Common skills needed in the HI workforce are data analysis, medical coding, other IT skills such as software development and network and infrastructure support, as well as management skills to fill supervisor, specialist, director, and executive positions.
- Analyst skills in demand include both systems and business analysis.
- Job advertisement key words included a wide variety of skills in technology as well as business.
- Team or teamwork was the most mentioned key word.
- Haried, Han and Annino (2021) suggest that academic programs provide curriculum in the technical areas to provide the needed technical skills but also need to provide curriculum in the softer skills and business skills to match the “evolving industry needs”.

Historically (prior to the introduction of IT coursework in 2017), the HIM program was a destination program for students who were on campus or looking to come to ISU for nursing but not successfully admitted. A sequence in leadership would have the potential to once again appeal to those students and help keep them at Illinois State. Based on these demands and documented HI workforce needs, a new sequence is proposed in healthcare leadership that will best serve ISU students interested in pursuing a Health Informatics and Management degree and associated career.

Is this a Teacher Education program?	Is this a graduate program?
No	No

### Enrollments

Summarize enrollment and degrees conferred projections for the program for the first- and fifth-years of operation. If possible, indicate the number of full-time and part-time students to be enrolled each fall term in the notes section. If it is not possible to provide fall enrollments or fall enrollments are not applicable to this program, please indicate so and give a short explanation.

Student Enrollment and Degree Projections for the Proposed Program	
Fall Headcount of Program Majors/Minors (1st year)	Fall Headcount of Program Majors/Minors (5th year or when fully implemented)
12	60
Annual FTE Program Majors/Minors (1st year)	Annual FTE Program Majors/Minors (5th year or when fully implemented)
12	60
Annual Degrees Awarded (1st year)	Annual Degrees Awarded (5th year or when fully implemented)
6	25

### Relevant Notes for Enrollment

Prior to FY17, enrollments in Health Information Management were typically around 80-90 full time students and admissions to the major were regularly capped to prevent any further growth (internship sites were a limiting factor at that time). Since the introduction of the IT sequence of courses – a change necessitated by changing industry needs and CAHIIM accreditation requirements – enrollment in the program dropped by more than 80% until recovering in the last year or two. These projections are based on previous experience in health information management and new data from EAB and other sources (above) that reflect an increasing need for management skill sets among HI leaders.

## Budget Rationale

Estimated Costs of the Proposed Program - **For all sections below, only NEW resources not currently available to the program.**

### Operating Expenses

Including but not limited to: Contractual, Commodities, Equipment, etc.

Is the unit's (College, Department, School) current operating budget (contractual, commodities, equipment, etc.) adequate to support the program when fully implemented?

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No

Please explain.

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One new class will be added for the Healthcare Leadership sequence. All other course requirements are existing courses in the program and cooperating units on campus. There is capacity in the department to cover the new HSC course in the long term.

Historically, this has been handled in our department with an upward adjustment of capacity on sections of another class. Our enrollments in HSC 105 have grown over the years from 30 per class to 40 or 50 per class. In some cases we have had more than that. We have also sought concurrence from other programs, so we are not duplicating courses in our department that already exist on campus. We are adding one new course, but the sequence has many new courses that we have added that other units have agreed to teach. It's great collaboration.

If new resources are to be provided to the unit to support the program, what will be the source(s) of these funds?

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We are requesting \$5400 in instructional capacity to cover the need for a new course. In year one. In year two and beyond we will cover the cost of instruction internally.

Operating Expenses (1st year)

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\$5,400.00

Operating Expenses (5th year or when fully implemented)

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\$0.00

### Personnel

What impact will the new program have on faculty assignments in the department?

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Current faculty resources will be adequate to provide instruction after year one. Other units may require additional resources to accommodate HIM students. If enrollment increases beyond projections additional faculty resources may be required to offer added sections of major courses at that time.

Will current faculty be adequate to provide instruction for the new program?

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Yes

Will additional faculty need to be hired, either for the proposed program or for courses faculty of the new program would otherwise have taught?

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No

Will current staff be adequate to implement and maintain the new program?

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Yes

Please explain.

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No additional staff will be needed to provide student support for the new sequence. There is advising capacity in the department to grow by another 75 students which is within the growth projections for this sequence.

Will current advising staff be adequate to provide student support and advisement, including job placement and or admission to advanced studies?

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Yes

Will additional staff be hired?

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No

Please elaborate.

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NA

Faculty FTE (1st year)

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0

Faculty FTE (5th year or when fully implemented)

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0

Faculty Salary Dollar(s) (1st year)

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\$5,400.00

Faculty Salary Dollar(s) (5th year or when fully implemented)

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\$0.00

Other Personnel Costs (1st year)

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\$0.00

Other Personnel Costs (5th year or when fully implemented)

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\$0.00

Facilities

Including but not limited to rental, maintenance, etc.

Are the unit's current facilities adequate to support the program when fully implemented?

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Yes

Will there need to be facility renovation or new construction to house the program?

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No

For a new degree program describe in detail the facilities and equipment available to maintain high quality in this program including buildings, classrooms, office space, laboratories, equipment and other instructional technologies for the program.

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NA

Are library resources adequate to support the program when fully implemented? Please elaborate.

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Yes

Facilities Costs (1st year)

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\$0.00

Facilities Costs (5th year or when fully implemented)

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\$0.00



## Other Costs

Are there any additional costs not addressed above?

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No

Please explain.

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NA

Are any sources of funding temporary (e.g., grant funding)?

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No

How will the program be sustained once these funds are exhausted?

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NA

If this is a graduate program, discuss the intended use of graduate assistantships and where the funding for assistantships would come from.

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NA

## Itemized Costs

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1. Description	1. Cost (1st year)	1. Cost (5th year or when fully implemented)
Instructional Capacity	\$5,400.00	\$0.00

## Total Costs

Please subtotal the Operating, Personnel, Facilities, and Other Costs.

Total Cost (1st Year)	Total Cost (5th year or when fully implemented)
\$5,400.00	\$0.00

## Notes

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## Other Attachment/Documentation

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No Response

## Approval Signatures

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Department/School Curriculum Committee Chair

DSCCC Signature

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Electronically Signed by Meridee Van Draska (mrust@ilstu.edu) - September 15, 2022 at 10:28 AM (America/Chicago)

Department Chairperson/School Director

DCSD Signature

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Electronically Signed by Chris Grieshaber (dcgries@ilstu.edu) - September 19, 2022 at 3:27 PM (America/Chicago)

College Dean

CD Signature

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Electronically Signed by Todd McLoda (tamclod@ilstu.edu) - September 19, 2022 at 4:07 PM (America/Chicago)

Provost

Provost Signature

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Electronically Signed by Aondover Tarhule (tarhule@ilstu.edu) - September 23, 2022 at 8:03 AM (America/Chicago)

College Curriculum Committee Chairperson

CCCC Signature

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No Response

University Curriculum Committee Chairperson

UCCC Signature

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No Response

Chairs and Deans - Routing Steps  
To be completed by the Provost's Office.

The ULID is the part of your Illinois State University email address before the @ symbol.

Dept/School Curriculum Committee Chair ULID	First Name	Last Name	Email Address
mrust	Meridee	Van Draska	mrust@ilstu.edu

Dept/School Chair ULID	First Name	Last Name	Email Address
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dcgries	Chris	Grieshaber	dcgries@ilstu.edu
College/Dean ULID	First Name	Last Name	Email Address
tamclod	Todd	McLoda	tamclod@ilstu.edu
College Curriculum Committee Chair ULID	First Name	Last Name	Email Address
easattl	Liz	Sattler	easattl@ilstu.edu
University Curriculum Committee Chair ULID	First Name	Last Name	Email Address
mecalif	Mary Elaine	Califf	mecalif@ilstu.edu

For Workflow Purposes Only

Primary Contact ULID (HCM Link)		Secondary Contact ULID (HCM Link)	
jlpete2		dcgries	
D/S Curr-Comm Chair ULID (HCM Link)	D/S Curr-Comm Chair Name (Kuali Link)	D/S Chair ULID (HCM Link)	D/S Chair Name (Kuali Link)
mrust	Meridee Van Draska	dcgries	Chris Grieshaber
College/Dean ULID (HCM Link)	College/Dean Name (Kuali Link)	College Curr-Comm Chair ULID (HCM Link)	College Curr-Comm Chair Name (Kuali Link)
tamclod	Todd McLoda	easattl	Liz Sattler
University Curr-Comm Chair ULID (HCM Link)		University Curr-Comm Name (Kuali Link)	
mecalif		Mary Elaine Califf	

## Form Submission - Proposer

Submitted for Approval | Proposer

Chris Grieshaber - September 14, 2022 at 9:31 AM (America/Chicago)

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## Submission Notification

Notification Sent

Chris Grieshaber - September 14, 2022 at 9:31 AM (America/Chicago)

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## Provost (Update)

Approved

J Cooper Cutting - September 14, 2022 at 12:34 PM (America/Chicago)

Ani Yazedjian

---

## D/S Curr-Comm Chair

Approved

Meridee Van Draska - September 15, 2022 at 10:29 AM (America/Chicago)

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## D/S Chair

Approved

Chris Grieshaber - September 19, 2022 at 3:27 PM (America/Chicago)

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## College Dean

Approved

Todd McLoda - September 19, 2022 at 4:08 PM (America/Chicago)

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## Provost (Approve)

Approved

Aondover Tarhule - September 23, 2022 at 8:03 AM (America/Chicago)

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## Approval Email

Notification Sent

Chris Grieshaber - September 23, 2022 at 8:03 AM (America/Chicago)

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## Approval Email

Notification Sent

Approval Email

Generating PDF

Chris Grieshaber

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Approval Email

Notification

Todd McLoda

---

Coll Curr-Comm Chair

Approval

Liz Sattler

---

Univ Curr-Comm Chair

Approval

Mary Elaine Califf

---

Approval Email

Notification

Chris Grieshaber

---

Approval Email

Notification

jlpete2@ilstu.edu

---

Approval Email

Notification

dcgries@ilstu.edu

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## FW: HIM Program Change Concurrence

Grieshaber, Chris <dcgries@ilstu.edu>

Fri 9/23/2022 9:30 AM

To: Peterson, Jennifer <jlpete2@ilstu.edu>

D. Christian "Chris" Grieshaber, Ph.D.

Associate Professor and Chair | Department of Health Sciences

Illinois State University

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**From:** "Carte, Traci" <tacart3@ilstu.edu>

**Date:** Saturday, May 7, 2022 at 6:31 AM

**To:** "Grieshaber, Chris" <dcgries@ilstu.edu>

**Subject:** Re: HIM Program Change Concurrence

Chris:

The School of IT supports this changed set of courses for HIM majors.

Traci Carte

Director, School of IT

Illinois State University

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**From:** Grieshaber, Chris <dcgries@ilstu.edu>

**Sent:** Thursday, May 5, 2022 4:55:40 PM

**To:** Carte, Traci <tacart3@ilstu.edu>

**Subject:** HIM Program Change Concurrence

Hi Traci!

We are currently in the process of submitting a proposal for the updated HIM sequence. We are respectfully requesting concurrence from the School of IT to allow HSC students into:

- IT 170 (Scripting Languages and Automation)
- IT 214 (Social, Legal and Ethical Issues in Information Technology)
- IT 250 (Fundamentals of Information Assurance and Security)
- IT 261 (Systems Development I)
- IT 262 (Information Technology Project Management) and
- IT 378 (Database Processing)

Anticipated enrollment (*high-side projections*):

- We anticipate steady-state enrollment at around 45 based on internal resources.
- The updated sequence will first be offered in 2023 though we have been enabling students to substitute in their current plan of study.

- With our typical mix of about 50% native students and 50% discovery/transfer students, there should be about 22-26 students needing to take these courses each year.
- We anticipate a steady-state need of **12-15 seats per semester on the high end.**
- The anticipated enrollment will be consistent with the seats currently occupied by HIM students in IT 168, 178, 250, 254, 261 and 262

Thank you in advance, Traci. I am happy to answer any questions or provide more details about the sequence if you or anyone else in the department needs them.

Chris

D. Christian "Chris" Grieshaber, Ph.D.  
Associate Professor and Chair | Department of Health Sciences  
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June 10, 2022

D. Christian "Chris" Grieshaber, Ph.D.  
ISU Health Sciences Department  
Campus Box 5220  
Normal, IL 61790-5220

Dr. Grieshaber:

Please allow this letter to serve as a letter of concurrence for students in the Health Informatics and Management (HIM) Program to enroll in the classes in the Management and Quantitative Methods (MQM) Department beginning Fall 2023. The classes that are open to students in the HIM Program and the associated enrollment details are as follows:

- MQM 220 - Business Organization and Management
- MQM 221 - Organizational Behavior and Administration
- MQM 382 - Organizational Leadership

Anticipated enrollment (high-side projections, 3-5 years):

- HIM anticipates steady-state enrollment at around 50 based on internal resources. This enrollment could grow to 60 in five years.
- The updated sequence will first be offered in Fall 2023.
- With our typical mix of about 50% native students and 50% discovery/transfer students, there should be about 22-26 students needing to take these courses each year.
- HIM anticipates a steady-state need of 12-15 seats per semester on the high end. The need will be less in the near term while students join the new major over the next few years.
- The anticipated enrollment will be consistent with previous HSC enrollments in MQM 220 and 323, circa 2000-2015.

If HIM students are interested in other course offerings in MQM, they should request an override from the Department Chairperson. I am excited about this collaboration and look forward to contributing to the success of HIM students. Please feel free to contact me if you require any additional information in this regard.

Sincerely,

**Tina Williams**  
Digitally signed by Tina  
Williams  
Date: 2022.06.10  
10:27:59 -05'00'

Tina Williams, Ph.D.  
Chair and Associate Professor

cc: Dean Ajay Samant  
Dr. Terry Noel  
Ginny Smith