

Board of Trustees

Executive Committee

March 21, 2017

**RESOLUTION TO APPROVE THE MASTER OF SCIENCE MANAGEMENT
(MSM)-HEALTHCARE AND MASTER OF PUBLIC HEALTH (MPH)
DUAL DEGREE PROGRAM**

WHEREAS, Article II, Section 1 of the By-Laws of the Board of Trustees for Case Western Reserve University (the “University”) states, in relevant part, that the Board of Trustees shall oversee the educational programs of the University; and

WHEREAS, Article V, Section A, Par. 2 of the Constitution of the University Faculty states in relevant part that the Faculty Senate shall make recommendations to the President for consideration and transmittal to the Board of Trustees with respect to policies governing standards for curricula and content of all degree programs; and

WHEREAS, at its meeting on February 27, 2017, the Faculty Senate approved a motion to recommend the proposed Master of Science Management (MSM)-Healthcare and Master of Public Health (MPH) dual degree program.

NOW, THEREFORE, BE IT RESOLVED THAT:
the Executive Committee of the Board of Trustees authorizes the officers of the University to take and oversee all necessary actions in order to create the Master of Science Management (MSM)-Healthcare and Master of Public Health (MPH) dual degree program.

APPROVED by the
EXECUTIVE COMMITTEE
Case Western Reserve University
BOARD OF TRUSTEES
Elizabeth J. Keefer
SECRETARY OF THE CORPORATION

Dual-Degree Proposal

Master of Science in Management – Health Care
Master of Public Health

Mendel Singer, PhD MPH
Associate Professor and Vice Chair for Education
Dept. of Population and Quantitative Health Sciences
(formerly Epidemiology and Biostatistics)

Master of Public Health

- 42 Credits
- Terminal, professional degree
- Common complementary degree (11 Dual-degree programs)
 - SOM, Nursing, Dental, MSASS, Law, Management (MBA) and more
- MPH only - 2 years, many work 20 hours/week
- Dual-degree: MPH adds 1 year
- 5 majors, including:
 - Health Care Administration and Policy

Health Care Management

- Many MPH students major in Health Care Administration and Policy
- Pursuing careers in health management
- Many consider MBA-MPH, but few do it
 - MBA = 69 credits, MPH = 42 credits; MBA/MPH = 102 credits
 - Lot of credits and money for 2 Master's degrees
- Major within MPH has limited amount of management courses
 - 3 major courses +- 1 elective
- Students want to get a management degree at right cost in time/\$

MS Management – Health Care

- 30 credits
- Marketed more towards health professionals
 - Already have health credentials
 - Others interested
- Untapped market of people aiming for health care management, but have no health degree

Dual-Degree

- Some students doing MPH decide they need a business background and would opt for this dual-degree
- Some students doing MSM-HC may not have health degree and would like to pursue MPH
- New market for people wanting both types of degrees
- Dual-degree = 63 credits (with 9 credits of double counting)
 - 6 credits less than an MBA, get a management and health master's
 - Can be done in 2 full years: 2 Fall, 2 Spring, 2 Summer
 - Or at a slower pace
- Training people to be health care management leaders
- Demand for health care management is strong
 - Dual-degree graduates would be exceptionally competitive



WEATHERHEAD
SCHOOL OF MANAGEMENT
CASE WESTERN RESERVE
UNIVERSITY

Robert E. Widing, Ph.D.
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January 19, 2017

Paul MacDonald
Chair, Graduate Studies Committee
c/o Rebecca Weiss, Secretary of the University Faculty

Dear Paul,

A proposal for a joint degree program in Masters of Science Management-Healthcare (MSM-HC) and Public Health was submitted for review and approval within the Weatherhead school. After review and discussion in both our Council and Assembly meetings, the faculty voted favorably, unanimously by those present during our Council meeting on May 4, 2016 and later during our Assembly meeting on October 27, 2016.

I concur with the Faculty of the Weatherhead School of Management and recommend approval of this joint degree program. The proposal is attached for your review.

Sincerely,

A handwritten signature in cursive script that reads "R. E. Widing".

Robert E. Widing

**Proposal for a Dual-Degree Program in
Masters of Science Management-Healthcare (MSM-HC) and Public Health**

MSM-HC/MPH

Submitted by:

Mendel Singer, PhD MPH

Associate Professor and Vice Chair for Education

Dept. of Population and Quantitative Health Sciences (formerly Epidemiology and Biostatistics)

mendel@case.edu

368-1951

Proposal for a Dual-Degree Program in Masters of Science Management-Healthcare (MSM-HC) and Public Health (MPH)

Note: The department of Epidemiology and Biostatistics has had a name change approved to Population and Quantitative Health Sciences.

Background

The Master of Public Health program prepares students to address the broad mission of public health, defined as “enhancing health in human populations, through organized community effort,” utilizing education, research, and community service. Public health practitioners must be prepared to identify and assess health needs of different populations, and able to plan, implement and evaluate programs to respond to those needs. It is the task of the public health practitioner to prevent illness and to protect and promote the wellness of human-kind. A Master of Public Health degree provides education in public health basics, including biostatistics, epidemiology, environmental health sciences, health policy, and social and behavioral sciences. Individual interest, experience, and program resources guide emphasis for different students. The CWRU Master of Public Health degree yields a broad base of knowledge and skills necessary in various areas of public health. In addition to providing students with a broad foundation, the MPH program provides students with experience in the direct application of their new knowledge and skills to community health problems. The CWRU MPH Program has a particular emphasis on urban health and care of vulnerable populations.

The Weatherhead School is an international center of management scholarship, committed to preparing and enhancing organizational leadership. A dual degree with the MPH program would be congruent with the Weatherhead School’s commitment to developing innovative educational programs, to fostering strategic partnerships with students and organizations, and to providing services to multiple communities.

Because of the breadth and scope of the field of public health the CWRU MPH and MSM-HC programs are ideally suited to combine in a joint effort. The MPH/MSM-HC shared degree will enable students to obtain graduate preparation in both fields, contributing to public health practice, and increased availability of leadership and knowledge through public health organizations. It is anticipated that this collaboration will improve the management component of the public health educational experience for all students through closer collaboration between departments and through peer interactions of dual degree students and their colleagues. Furthermore, this will diversify the population the programs attract and create an attractive alternative option for students interested in pursuing a dual degree with management and public health but are not pursuing the MBA/MPH currently offered at CWRU. The MSM-HC is a different degree than the MBA and the audience is expected to be different and bring more diversity to the program. We believe the program can thrive bi-directionally as people gravitate towards the MSM-HC are focused on a commitment to health and individuals who are seeking MPH programs might have an interest in management and understanding of health care systems.

Justification

Weatherhead emphasizes the assessment and development of management skills along with knowledge of the functional areas of business and offers a liberalizing experience through exploration of the diverse contexts of management. The MPH program, operates in the School of Medicine and degrees are conferred by the School of Graduate Studies. The MPH program prepares students for the broad mission of public health, defined as “enhancing health in human populations through organized community effort” utilizing education, research and community service. The dual degree program will mutually

enhance each degree and provide greater curriculum depth for graduates to participate in planning, organizing, delivering, and evaluating health-related organizations, systems and services.

The combination of approaches will allow graduates to engage in both contemplative analysis and application of knowledge in the creation of intervention programs, development and analysis of health care policy, management and strengthen students ability to identify relevant public health issues, and employ design thinking to create positive change. The MPH degree is a “terminal” degree and persons with the degree may pursue a variety of career paths. The MSM-HC is considered a supplementary degree in that it enhances careers in other fields – e.g., law, medicine, nursing, or in this case, public health. The MSM-HC/MPH dual-degree would fuel careers in every aspect of public health, including international and global health, public health preparedness and function, environmental health sciences, behavioral sciences, health education, health communications, and health policy and management.

The capacity to view the classical public health content areas through the lens of healthcare management will provide a clear advantage to the dual degree graduate and to the constituency served. These advantages apply to the manner in which public health is taught, research is conducted, community collaborations are framed, and particularly, the manner in which public health interventions are implemented. To the best of our knowledge, this dual program at CWRU will be a positive alternative route to the traditional MBA with a health concentration giving CWRU an advantage over many competitors and advance both marketing and recruiting efforts. We feel the dual degree in MSM-HC/MPH will open up a new market for both programs with applicants who may not have considered either option alone but with the advanced scheduling and appeal of multiple degrees this option may increase in popularity and open a new pool of applicants for both schools.

Dual-Degree Program Objective

The objectives of the MSM-HC/MPH Program are to:

- Analyze the sociocultural, biological, and psychological determinants of sickness and health within populations and its practical applications across the health care fields,
- Enhance the epidemiological and biostatistical skills of a health care focused managerial employee,
- Provide practical skills in analysis and evaluation of health service organizations, delivery and impact of healthcare and policy,
- To improve the capacity to utilize data in guiding health care solutions and informed decision making practices,
- To provide excellent education in health care management and public health to students and professionals in the School of Medicine and Weatherhead School of Management and throughout the University, and
- To provide a solid foundation in business fundamentals (accounting, finance, operations, management) with applications that address contemporary issues in healthcare management.

To provide the skills and knowledge necessary for those who wish to attain the following goals:

- A career managing programs in collaboration and with communities to improve the health of their members, by identifying and assessing the health needs of the population, and planning and implementing programs to meet those needs;
- Management leadership to ensure continued economic viability, human development and effective communication for the public health or health organization and communities in which they practice.

Administration

- Management liaison: Mark Votruba, Director, MSM-HC Program, Weatherhead School of Management
- Overseeing body
 - Simon Peck, Associate Dean of Graduate Programs, Weatherhead School of Management
- Advising group: faculty within the MSM-HC, Weatherhead School of Management
- Public health liaison: Scott Frank, Director, MPH Program, Department of Population and Quantitative Health Sciences (formerly Epidemiology & Biostatistics), School of Medicine
- Overseeing body:
 - Mendel Singer, Associate Professor & Vice Chair of Education. Department of Population and Quantitative Health Sciences, School of Medicine
- Advisory group: MPH Management Team

Stand-alone MPH students' home department is Population and Quantitative Health Sciences (formerly Epidemiology & Biostatistics) in the School of Medicine and MSM-HC home "department" is the Weatherhead School of Management. Dual-degree MSM-HC/MPH students will be home-based in the Weatherhead School of Management. The tuition rate per credit hour is slightly less in WSOM and the cost of a dual-degree is high, so this small break is offered to the students. Having WSOM as the student's "home" also reflects that for most of these dual-degree students, the MSM-H will be their primary program and management will ultimately be more of the defining influence in terms of their career. As such, WSOM recognizes that it will likely be the primary source of career advice for these students, though advisors from the MPH program will also play a key role. Dual-degree students should meet with their advisors from both programs every semester. It also follows that each student's MPH Capstone committee should reflect the dual-degree status and have membership from at least one WSOM faculty or health management professional.

The flow of tuition return is described using an example in Appendix 1. The University takes a small amount off the full tuition and sends the balance (usually about 97% of the full tuition paid) to the home School - which in this case is WSOM. WSOM then keeps 25% of this amount to cover the University head tax on students they will have to pay (as the home department) plus overhead. The remaining amount, the distributable tuition return is then shared between WSOM and the department of Population and Quantitative Health Sciences according based on the number of credits taken in each program. If in a given semester a dual-degree student takes all 9 credits in one program or the other, then that program would get the full distributable tuition return. If 9 of 15 credits were MPH courses and the other 6 were WSOM courses, then 60% (9 of 15) of this distributable tuition return would go to the Population and Quantitative Health Sciences department and WSOM would keep the remaining 40%.

Admission to Dual-Degree Program

The CWRU MPH and MSM-HC recruit students from international, national, local, and university sources, including the community's public health workforce. The programs seek applicants with diverse cultural and experiential backgrounds, with the academic ability to succeed in the professional training offered by the dual-degree program, while contributing to the learning environment for all. Recruitment efforts embrace the university's commitment to non-discrimination.

Prospective students applying to the School of Graduate Studies at CWRU and Weatherhead must complete applications for both the CWRU School of Graduate Studies and Weatherhead School of Management. Applicants must have a bachelor's degree from an accredited institution, grade transcripts, standardized test scores (GRE scores are preferred) are usually required but sometimes waived, a written

statement of purpose, and three letters of recommendation. TOEFL scores are required from international applicants. A personal or telephone interview with a faculty member from the Weatherhead School of Management is required of all applicants.

Students must apply and be accepted to each program to qualify. Applicants may apply simultaneously to each of the two programs before entering either, or, alternatively, may initiate their studies in one program and later apply for the other. However, as the graduate programs are separated schools, the applicants will be advised that they need to communicate with each program to ensure that each program has its own set of application forms completed. Applications will be copied and shared between the two programs as needed. Independent admission reviews will be conducted in each department and applicants will be evaluated on the basis of academic merit, evidence of experience in or commitment to the fields, demonstration of strong communication skills, work experience, service activities, and references. Admission into one program is not a guarantee that the student will gain admission to the other or be accepted as a dual-degree student. Subsequently, the two programs will communicate about applicants that have been accepted separately into each program regarding admission into the dual-degree program in order to assure that applicants' career goals and abilities are appropriate for the rigors and content of the dual-degree program.

In order for students to take advantage of the benefits of the dual-degree program over doing the degrees consecutively, they need to be enrolled in both programs simultaneously. Students who begin in one program or the other and then decide to do the dual-degree will need to be accepted into the other program and enroll in that second program prior to graduating from the first program. This will ensure they can do the double-counting of 9 credits, get advising appropriate for this career track and be able to pay the slightly lower per credit hour tuition rate at WSOM.

Entry into the Dual-Degree After Starting in a Single Degree Program

Students originally enrolled in either the MSM-HC or MPH programs can apply for the dual-degree program as long as they will matriculate into the additional program prior to graduation from the first program, i.e. they can't start the 2nd degree program, as part of the dual-degree program, after graduating from the first program.

Since all dual-degree MSM-HC/MPH students will be home-based in WSOM, students who were originally enrolled in the MPH program alone and are accepted into the dual-degree program, will need to have the MPH Administrative Director work with Graduate Studies and the Registrar's office to move their home program ("billing career") to the management school.

Awarding of the MSM-HC and MPH Degrees

A dual-degree MSM-HC/MPH student may graduate with the MPH degree upon completion of the requirements for the MPH degree, even if they have not yet completed the requirements for the MSM-HC degree. However, Weatherhead policy is not to award their degree to a dual-degree student if that student will not be graduating from the MPH program until some time in the future. Thus, a dual-degree student who has completed requirements for the MSM-HC degree, cannot graduate with that degree unless they have either already graduated with their MPH or are graduating with their MPH simultaneously with the MSM-HC.

Program Structure

The Weatherhead School awards the MSM-HC degree in 30 credit hours taken part-time over 2 years. The School of Graduate Studies awards the MPH degree for 42 credit hours taken full-time over 2 years not including summer. The two years for the MSM-HC includes two summers. Because of the complementary

nature of both degrees, students who integrate the MSM-HC/MPH course work to complete the dual-degree will be able to reduce the degree credits of the MPH by 6 credits and the MSM-HC by 3 credits, without compromising the integrity of either degree. Dual-degree candidates will count 9 credits toward their MSM-HC degree, replacing 6 MSM-HC curriculum credits and replacing the Action Learning Project (MGMT 497) with the practicum experience (MPHP 650). The total reduction of credit requirements for both degrees moves from 72 to 63 credits. The anticipated length of time to complete the dual degree is two years and one summer session in-between year one and two. Students completing the dual-degree on a part-time basis may complete dual-degree requirements in up to five years. There are alternative timelines and accepted students could elect to be full-time MPH students for one year and then elect to do the dual degree with MSM-HC or start as a MSM-HC dedicated student and apply to the dual degree program after they complete their first year of studies.

Students will develop planned programs of study (PPOS) with their advisors and may customize their approach and pace through the program. As identified above, each program has a set of core courses that must be completed; 21 core credits in MPH and 18 core credits in MSM-HC for a combined total of 39 required credit hours.

In addition to its 21 required credits, the stand-alone MPH program requires 9 concentration credits and 6 elective credits while the stand-alone MSM-HC program requires 9 credits taken from a list of approved elective courses. Dual-degree MSM-HC/MPH candidates will combine their 9 MSM-HC electives and 9 MPH concentration and 6 elective courses to complete a total of 24 credit hours of advanced electives.

Students will select electives in consultation with faculty advisors from both programs (see advising section below). A minimum 9 out of the 21 elective credits must be MPHP designated courses. The remaining 12 credits of electives must enhance an understanding of issues in the field of healthcare management and must be relevant to the student's academic goals.

Registration for Courses:

There is no concern about being blocked out of courses due to timing of registration. MSM-HC students cannot be blocked out of their program's courses (all required; no electives). MPH students cannot be blocked out of their required courses (including the required major course for these students).

MPH/MSM-HC Dual-Degree Sample Course Sequence

Current credit requirements:

- MPH program: 42 credit hours, usually taken 12+12+9+9 over four full semesters.
- MSM-HC program: 30 credit hours, taken part-time in lock-step, with one course in each summer (6+6+3+6+6+3).

Dual-degree requirements:

- 63 credit hours (42+30-9)
- MGMT 497 (Action Learning project) will be omitted in lieu of the MPHP practicum
- Two HSMC courses will count towards both degrees.

**Appendix 2 depicts an example curriculum that would allow a full-time student to complete the requirements for the dual-degree in 2 years.*

Capstone Experience

The proposed MSM-HC/MPH dual-degree is a “side-by-side” dual-degree program, composed of existing curricular elements of ongoing programs in Weatherhead and the School of Graduate Studies provided by faculty already engaged in these efforts. The key integrative experience which will succeed in making the interdisciplinary character of the program explicit is the capstone experience. The six credit hour capstone project must embrace both the domains of public health and healthcare management and approval of the capstone project will occur in consultation with a capstone advisory committee that must include members from both departments.

The capstone project places students in health-related settings to work on projects of mutual interest to the agency or organization and the student. The experience affords students the opportunity to apply the knowledge and skills they have acquired through their academic course work to a problem involving the health of the community and to complete a service-oriented project mutually beneficial to the student’s academic progress and the needs of the field placement site. Students learn to identify ethical, social, and cultural issues relating to public health policies, research and interventions, to identify the process by which decisions are made within the organization or agency, and to identify and coordinate the use of resources at the site.

The nature of the capstone project will be determined jointly by the student, the field site director, and the student’s capstone advisory committee. The student is required to produce a master’s degree essay (See Appendix 3 for master’s essay requirements) relating to the outcomes of the project and to take an organized, scholarly approach to the topic. The student will be guided and supported by his/her capstone advisory committee consisting of MPH and MSM-HC faculty as project advisors, a primary preceptor at the capstone site, and a content expert relevant to the project topic. Capstone advisors may or may not be the same as their chosen faculty advisors described in the following section. Capstone projects will be evaluated based on an assessment of performance in the context of the field placement, as well as preparation and presentation of the master’s essay. The capstone advisory committee will determine the grade collaboratively.

Student Advising Structure

Each dual-degree student will have a faculty advisor in the MPH program with a secondary advisor in Weatherhead. The advisor(s) will be responsible for the usual supervision and guidance of individual students, including development of and revisions to a Planned Program of Study (PPOS) for the student. Advisory sessions will take place with both MPH program and Weatherhead advisors present. It is recommended that students meet with their advisors at a least once a semester. Students will be assigned one MPH staff or faculty advisor and one Weatherhead faculty member as their advisors. In addition, there will be a Program Advisory Committee, consisting of the student’s individual advisors and program directors of each program.

Appendix 1: Tuition Revenue Sharing for the Dual MSM-HC/MPH Degree Program

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Agreement between the Master of Public Health Program in the Department of Population and

Quantitative Health Sciences in the School of Medicine and the Weatherhead School of Management

Graduate student tuition revenues generally filter back to the student's home school (or department). Dual-degree MSM-HC/MPH students will be home-based in the School of Management. A student's home base or billing center is defined as the department or management center from which the student registers and to which tuition revenues return after the university collects its agreed upon initial percentage.

Since dual-degree MSM-HC/MPH students will be home-based in the School of Management, Weatherhead will reimburse the Department of Population and Quantitative Health Sciences in the School of Medicine for MPHP coded courses taken on a semester basis through a tuition revenue account provided by the School of Medicine's Office of Finance and Planning. This will be done prior to the hard close in December and June of each year, but after the close of all registration activity for each semester (after the deadline for class withdrawal). An accounting of all MPHP coded courses taken by MSM-HC/MPH dual degree students will be conducted by a liaison in the Department of Population and Quantitative Health Sciences prior to the close of each semester. The School of Medicine will send the accounting in the form of an "invoice memo" to the School of Management. Weatherhead will do a journal for the amount of MPHP coded courses taken on a semesterly basis using the Weatherhead tuition rate for the total tally of MPHP courses. Refer to example below:

| <b>Example:<br/>1 dual MSM-HC/MPH student for first semester student 2015-2016</b>                                                                                                                                                                                                                                  |                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| 15 total MSM-HC and MPHP credit hours taken in the first semester as a full time student. MSM-HC/MPH coursework tuition billed out to student at \$1633 per credit hour, but capped at full-time charge of 12 credits<br>*Tuition rate does not increase after 12 credits per semester in the School of Management. | $12 \times \$1633 = \$19,596$                                                           |
| University takes a small percentage off the total tuition for the student health services, 97% of the tuition can then be given to the home department for splitting revenue between the programs                                                                                                                   | $\$19,596 \times 97\% = \$19,008.12$                                                    |
| 25% of the tuition revenue will be kept by the home school to cover indirect and administrative costs charged per student by the university                                                                                                                                                                         | $\$19,008.12 \times 25\% = \$4,752.03$                                                  |
| The remaining 75% of the tuition will be available to split between the schools to cover teaching costs                                                                                                                                                                                                             | $\$19,008.12 - \$4,752.03 = \$14,256.09$                                                |
| First semester MSM-HC/MPH student took total of 9 MPH credits and 6 MSM-HC credits. 60% (9/15) of course load in MPH program, so 60% of distributable tuition revenue is to be journaled from School of Management back to the Department of Population and Quantitative Health Sciences                            | $\$14,256.09 \times 60\% = \$8,553.65$                                                  |
| 6 MSM-HC credits, 40% of course load, so 40% of distributable tuition revenue is kept by WSOM.                                                                                                                                                                                                                      | $\$14,256.09 \times 40\% = \$5,702.44$<br>(or $\$14,256.09 - \$8,553.65 = \$5,702.44$ ) |

\*This example is based on the first semester of the course sequence as seen page 7. It is a reflection that a full-time student pays up to 12 credits per semester within the School of Management, but may enroll in a limited number of additional credits without additional costs.

**Appendix 2:**

| <b>Term</b>   | <b>Course</b>               |                                                   | <b>MPH Credits</b> | <b>MSM-HC credits</b>    |
|---------------|-----------------------------|---------------------------------------------------|--------------------|--------------------------|
| Fall, yr1     | MPHP 403                    | Research and Evaluation Methods                   | 3                  |                          |
|               | MPHP 411                    | Introduction to Health Behavior                   | 3                  |                          |
|               | MPHP 483                    | Intro. to Epidemiology for Public Health Practice | 3                  |                          |
|               | ACCT 401                    | Financial and Managerial Accountancy              |                    | 3                        |
|               | HSMC 421                    | Health Economics and Strategy                     | (3)                | 3                        |
|               |                             |                                                   |                    |                          |
| Spring, yr1   | MPHP 405                    | Statistical Methods in Public Health              | 3                  |                          |
|               | MPHP 439 or MPHP 456        | Health Mgmt&Policy/Health Policy&Mgmt Decisions   | 3                  |                          |
|               | MPHP 650 (practicum)        | Public Health Practicum                           | 3                  | (3)                      |
|               | HSMC 420                    | Health Finance                                    |                    | 3                        |
|               | HSMC 457                    | Health Decision Making and Analytics              | (3)                | 3                        |
|               |                             |                                                   |                    |                          |
| Summer, yr1   | MBAP 411                    | Identifying Design Opportunities                  |                    | 3                        |
|               |                             |                                                   |                    |                          |
| Fall, yr2     | MPHP 652 (capstone, part 1) | Public Health Capstone                            | 3                  |                          |
|               | MPHP 406                    | History and Philosophy of Public Health           | 3                  |                          |
|               | MPHP 468                    | Continual Improvement of Health Care              | 3                  |                          |
|               | MBAP 407                    | Managerial Marketing                              |                    | 3                        |
|               | MBAP 408                    | Operations Management*                            |                    | 3                        |
|               |                             |                                                   |                    |                          |
| Spring, yr2   | MPHP 652 (capstone, part 2) | Public Health Capstone Project                    | 3                  |                          |
|               | MPHP 429                    | Environmental Health                              | 3                  |                          |
|               | MPHP elective               | Elective                                          | 3                  |                          |
|               | MBAP 404                    | Managing People in Organizations                  |                    | 3                        |
|               | HSMC 425                    | Dialogues in Healthcare Management                |                    | 3                        |
| <b>Totals</b> |                             |                                                   | <b>36 + (6)</b>    | <b>27 + (3) “double-</b> |
|               |                             |                                                   | <b>“double-</b>    | <b>counted” = 30</b>     |

|  |  |  |                      |  |
|--|--|--|----------------------|--|
|  |  |  | <b>counted" = 42</b> |  |
|--|--|--|----------------------|--|

### **Appendix 3: Capstone Essay Requirements**

Each student will be required to develop a master's essay based on his or her field experience. This master's essay represents the culminating experience required for the MPH degree program. The student will write the essay based on the approved capstone proposal crafted in consultation with his or her capstone advisory committee. The capstone advisory committee is analogous to a thesis committee for a student in the M.S. or Ph.D. program. The student develops the proposal in collaboration with the committee during the semester prior to initiating the project. Structure of the capstone essay should generally follow the format listed below.

Following completion of the capstone project, on which the master's essay is based, and the completion of the master's essay, each student will be required to formally present his or her experience and/or his or her research findings. (Refer to capstone presentation guidelines worksheet). The essay is due to all members of the advisory committee at least 2 weeks prior to the presentation. Should the student's capstone advisory committee request any changes to the essay, the modifications need to be incorporated into a final document to be submitted (to all previously named parties) prior to or at the time of the final presentation. The student will receive support and encouragement to publish peer-reviewed, scholarly work based on the master's essay.

Samples of other students' capstone essays are on file with the MPH office and available to reference upon request.

Students are responsible for arranging for their capstone advisory committee members to review and evaluate the essay. Students are also responsible for distributing essay evaluation forms to members of the capstone advisory committee, along with the essay, for performance assessment. Students should instruct committee members to complete and sign these forms and submit them to the MPH office so that a grade may be cast. Until all forms are signed off by each advisor, the student will not receive a passing grade.

Pamela B. Davis, MD, PhD  
Dean  
Senior Vice President for Medical Affairs  
Office of the Dean

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April 8, 2016

Roy Ritzmann, PhD  
Chair, Faculty Senate  
c/o Rebecca Weiss, Secretary of the University Faculty  
Adelbert Hall  
7001

Dear Dr. Ritzmann:

As noted in the accompanying memo from Dr. Bill Schilling, Chair of the School of Medicine's Faculty Council, the Faculty Council has recommended approval of a Dual-Degree Program in Masters of Science Management-Healthcare and Public Health offered through the Weatherhead School of Management and the Department of Epidemiology and Biostatistics in the School of Medicine.

This program provides an opportunity to view and address public health concerns with the added knowledge of healthcare management. The departments and faculty have experience with the management and coordination necessary for successful dual degree programs.

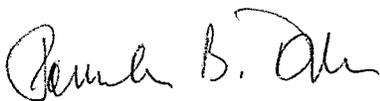
The proposal approval process is outlined in Dr. Schilling's memo. An ad hoc Committee was convened to review this new program and after revisions, the program was approved by the Faculty Council.

I concur with the Faculty of Medicine and recommend approval of this dual degree program.

Please submit the proposed dual degree program to the appropriate committees for their review at their earliest opportunity. I would be pleased to answer any questions that might arise during the review process.

Thank you.

Sincerely,



Pamela B. Davis, MD, PhD

c: Dr. Bill Schilling, Chair, Faculty Council  
Nicole Deming, Assistant Dean for Faculty Affairs and Human Resources, SOM

enclosures



## Memorandum

To: Pamela B. Davis, MD, PhD  
Dean, School of Medicine  
Case Western Reserve University

From: William Schilling, PhD  
Chair, Faculty Council

Re: Dual Degree Program

Date: April 6, 2016

At its March 21, 2016, meeting, the Faculty Council voted to recommend approval of a dual-degree program in Masters of Science Management-Healthcare and Public Health. The program is offered by the Department of Epidemiology and Biostatistics in the School of Medicine and the Weatherhead School of Management.

In accordance with our SOM practices, an *ad hoc* committee composed of members of the Faculty Council Steering Committee, Graduate Directors, the SOM members of the Faculty Senate's Committee on Graduate Programs, and the Associate Dean for Graduate Education was created to review the program proposal. The *ad hoc* committee was chaired by Nicholas Ziats and met with Mendel Singer, PhD, MPD, Associate Professor and Vice Chair for Education in the Department of Epidemiology and Biostatistics. The *ad hoc* committee reviewed the document, discussed the proposal, and engaged with the program presenter. After the meeting was concluded a summary of changes was created. These changes were adopted and the revised proposal was circulated to the *ad hoc* committee for a vote. The *ad hoc* committee approved the amended proposal was sent to the Faculty Council.

Dr. Singer presented to Faculty Council and shared that the program will target those who already have a healthcare degree (management and health degree). This dual-degree program could be completed intensively in 2 years, including summers. It will be ideal for non-clinicians and those wanting to work with communities. A motion was made to approve and seconded. A vote was taken, all were in favor, none opposed. The motion passes.

After your review, I hope you will join me in recommending approval of the proposal for a Dual-Degree Program in Masters of Science Management-Healthcare and Public Health. Please let me know if I can provide any additional information. Thank you for your consideration.

Sincerely,



William P. Schilling, Ph.D.  
Faculty Council Chair  
Professor of Physiology and Biophysics  
Case Western Reserve University School of Medicine

cc: Nicole Deming, JD, MA