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| For Academic Affairs and Research Use Only | |
| CIP Code: |  |
| Degree Code: |  |

**New Course Proposal Form**

**[ ] Undergraduate Curriculum Council**

**[X] Graduate Council**

|  |
| --- |
| **[X] New Course or [ ]Experimental Course (1-time offering) (Check one box)** |

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

Email completed proposals to [curriculum@astate.edu](mailto:curriculum@astate.edu) for inclusion in curriculum committee agenda.

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| --- | --- |
| Christine E Wright 2/27/2019 **Department Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **COPE Chair (if applicable)** |
| Christine E Wright 2/27/2019 **Department Chair:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Head of Unit (If applicable)** |
| Evi Taylor 3/7/2019 **College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Undergraduate Curriculum Council Chair** |
| Susan Hanrahan 3/7/2019 **College Dean** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Graduate Curriculum Committee Chair** |
| |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **General Education Committee Chair (If applicable)** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Vice Chancellor for Academic Affairs** |

1. Contact Person (Name, Email Address, Phone Number)

Christine Wright, [cwright@astate.edu](mailto:cwright@astate.edu), 870-972-2274

2. Proposed Starting Term and Bulletin Year

Spring 2021

3. Proposed Course Prefix and Number (Confirm that number chosen has not been used before. For variable credit courses, indicate variable range. *Proposed number for experimental course is 9*. )

OTD 7373

4. Course Title – if title is more than 30 characters (including spaces), provide short title to be used on transcripts. Title cannot have any symbols (e.g. slash, colon, semi-colon, apostrophe, dash, and parenthesis). Please indicate if this course will have variable titles (e.g. independent study, thesis, special topics).

Business Principles in Occupational Therapy

5. Brief course description (40 words or fewer) as it should appear in the bulletin.

The purpose of this course is to introduce business principles including but not limited to business plan development, marketing, personnel management and quality improvement.

6. Prerequisites and major restrictions. (Indicate all prerequisites. If this course is restricted to a specific major, which major. If a student does not have the prerequisites or does not have the appropriate major, the student will not be allowed to register).

1. **Yes** Are there any prerequisites?
   1. If yes, which ones?

Admission to the OTD Program.

* 1. Why or why not?

The course will not be offered outside of the OTD program.

1. **Yes** Is this course restricted to a specific major?
   1. If yes, which major? Occupational Therapy Doctorate

7. Course frequency(e.g. Fall, Spring, Summer). *Not applicable to Graduate courses.*

N/A

8. Will this course be lecture only, lab only, lecture and lab, activity, dissertation, experiential learning, independent study, internship, performance, practicum, recitation, seminar, special problems, special topics, studio, student exchange, occupational learning credit, or course for fee purpose only (e.g. an exam)? Please choose one.

Seminar

9. What is the grade type (i.e. standard letter, credit/no credit, pass/fail, no grade, developmental, or other [please elaborate])

Standard Letter

10. **No** Is this course dual listed (undergraduate/graduate)?

11. **No** Is this course cross listed?

*(If it is, all course entries must be identical including course descriptions. Submit appropriate documentation for requested changes. It is important to check the course description of an existing course when adding a new cross listed course.)*

**11.1** – If yes, please list the prefix and course number of cross listed course.

Enter text...

**11.2** – **Yes / No** Are these courses offered for equivalent credit?

Please explain. Enter text...

12. **Yes / No** Is this course in support of a new program?

a. If yes, what program?

No

13. **Yes / No** Does this course replace a course being deleted?

a. If yes, what course?

No

14. **No** Will this course be equivalent to a deleted course?

a. If yes, which course?

Enter text...

15. **Yes** Has it been confirmed that this course number is available for use?

*If no: Contact Registrar’s Office for assistance.*

Course prefix number provided and approved by Meredith McFadden.

16. **No** Does this course affect another program?

If yes, provide confirmation of acceptance/approval of changes from the Dean, Department Head, and/or Program Director whose area this affects.

Enter text...

**Course Details**

17. Outline (The course outline should be topical by weeks and should be sufficient in detail to allow for judgment of the content of the course.)

| **Course Agenda** | | | |
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|  |  | Dynamical Systems Theory in Occupational Therapy Management | Jacobs Ch. 4 |
|  |  | Starting a New Program, Business, or Practice | Jacobs Ch. 9 |
|  |  | Entrepreneurship | Jacob Ch. 10  **Assignment 1: Business idea proposal due** |
|  |  | Strategic Planning | Jacobs Ch. 6 |
|  |  | Financial Planning and Budgeting | Jacobs Ch. 7 **Assignment 2: SWOT analysis for business due** |
|  |  | Marketing Occupational Therapy | Jacobs Ch. 8 **Assignment 3: Start up budget proposal due** |
|  |  | Communication in the Workplace | Jacobs Ch. 12 **Assignment 4: Marketing proposal due** |
|  |  | Personnel Management | Jacobs Ch. 13 |
|  |  | Conflict Resolution | Jacobs Ch. 14 **Assignment 5: Facility and personnel proposal due** |
|  |  | Motivating Employees | Jacobs Ch. 15 |
|  |  | Mentoring and Professional Development | Jacobs Ch. 16 **Assignment 6: Ongoing funding proposal due** |
|  |  | Global Perspectives in Occupational Therapy Practice | Jacobs Ch. 17 |
|  |  | Leadership Development | Jacobs Ch. 18  **Assignment 7: Program evaluation and quality improvement proposal due** |
|  |  | Passion = Energy = Quality: Leading Others to Love Their Work | Jacobs Ch. 19 |
|  |  | Business Proposal Presentations |  |
|  |  | Business Proposal Presentations |  |

18. Special features (e.g. labs, exhibits, site visitations, etc.)

N/A

19. Department staffing and classroom/lab resources

Dr. Christine Wright will teach course and request classroom space in the College of Nursing and Health Professions.

1. Will this require additional faculty, supplies, etc.?

No

20. **No** Does this course require course fees?

*If yes: please attach the New Program Tuition and Fees form, which is available from the UCC website.*

21. Justification for course being included in program. Must include:

a. Academic rationale and goals for the course (skills or level of knowledge students can be expected to attain)

**ACOTE Standards**

**B.5.3. Business Aspects of Practice** Demonstrate knowledge of and evaluate the business aspects of practice including, but not limited to, the development of business plans, financial management, program evaluation models, and strategic planning.

**B.5.6. Market the Delivery of Services** Demonstrate leadership skills in the ability to plan, develop, organize, and market the delivery of services to include the determination of programmatic needs and service delivery options, and formulation and management of staffing for effective service provision.

**B.5.7. Quality Management and Improvement** Demonstrate leadership skills in the ability to design ongoing processes for quality management and improvement (e.g., outcome studies analysis and client engagement surveys) and develop program changes as needed to demonstrate quality of services and direct administrative changes.

**B.5.8. Supervision of Personnel** Develop strategies for effective, competency-based legal and ethical supervision of occupational therapy and non–occupational therapy personnel. Analyze staff development and professional abilities and competencies of supervised staff as they relate to job responsibilities.

At the conclusion of the course, the learner will:

1. Develop a business plan including financial personnel and marketing needs.
2. Understand entrepreneurial opportunities in emerging markets.
3. Demonstrate application of best practice program development and quality improvement strategies.
4. Learn how to monitor employee competency and influence professional development.
5. How does the course fit with the mission established by the department for the curriculum? If course is mandated by an accrediting or certifying agency, include the directive.

The Accreditation Council for Occupational Therapy Education new standards become effective July 31, 2020. We want bring the Fall 2019 incoming class in under the new standards now since we are already implementing a new curriculum design. In order to be compliant with the new standards had to develop a business course that addressed **B.5.3., B.5.6., B.5.7. and B.5.8.**

c. Student population served.

Occupational Therapy Doctorate Program

d. Rationale for the level of the course (lower, upper, or graduate).

The course is only offered at the graduate level because we are a doctoral program.

**Assessment**

**Relationship with Current Program-Level Assessment Process**

22. What is/are the intended program-level learning outcome/s for students enrolled in this course? Where will this course fit into an already existing program assessment process?

This course will not fit into the existing assessment process. We are introducing a new assessment process with the new curriculum design. The entering class of Fall 2019 will begin under the new assessment process.

23. Considering the indicated program-level learning outcome/s (from question #23), please fill out the following table to show how and where this course fits into the program’s continuous improvement assessment process.

*For further assistance, please see the ‘Expanded Instructions’ document available on the UCC - Forms website for guidance, or contact the Office of Assessment at 870-972-2989.*

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| **Program-Level Outcome 1 (from question #23)** | Provide intervention that is ethically, socially, economically, politically, and environmentally relevant to individuals and populations in the lower Mississippi delta region. |
| Assessment Measure | Certification exam |
| Assessment  Timetable | Spring annually |
| Who is responsible for assessing and reporting on the results? | Occupational Therapy Department Curriculum Committee. |

*(Repeat if this new course will support additional program-level outcomes)*

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| **Program-Level Outcome 1 (from question #23)** | Develop and implement health and wellness programs for local, state, and regional populations. |
| Assessment Measure | Certification exam |
| Assessment  Timetable | Spring annually |
| Who is responsible for assessing and reporting on the results? | Occupational Therapy Department Curriculum Committee. |

**Course-Level Outcomes**

24. What are the course-level outcomes for students enrolled in this course and the associated assessment measures?

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| **Outcome 1** | Develop a business plan including financial personnel and marketing needs. |
| Which learning activities are responsible for this outcome? | Reading  Seminar  Proposal assignment |
| Assessment Measure | Business plan proposal and presentation |

*(Repeat if needed for additional outcomes)*

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| **Outcome 2** | Understand entrepreneurial opportunities in emerging markets. |
| Which learning activities are responsible for this outcome? | Reading  Seminar  Proposal assignment |
| Assessment Measure | Business plan proposal and presentation |

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| **Outcome 3** | Demonstrate application of best practice program development and quality improvement strategies. |
| Which learning activities are responsible for this outcome? |  |
| Assessment Measure | Program development and quality improvement assignment |

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| **Outcome 4** | Learn how to monitor employee competency and influence professional development. |
| Which learning activities are responsible for this outcome? |  |
| Assessment Measure | Business proposal and presentation |

**Bulletin Changes**

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| **Instructions** |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Follow the following guidelines for indicating necessary changes.**  **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.**  - Deleted courses/credit hours should be marked with a red strike-through (~~red strikethrough~~)  - New credit hours and text changes should be listed in blue using enlarged font (blue using enlarged font).  - Any new courses should be listed in blue bold italics using enlarged font (***blue bold italics using enlarged font***)  *You can easily apply any of these changes by selecting the example text in the instructions above, double-clicking the ‘format painter’ icon 🡪 , and selecting the text you would like to apply the change to.*  *Please visit* [*https://youtu.be/yjdL2n4lZm4*](https://youtu.be/yjdL2n4lZm4) *for more detailed instructions.* |

**OTD 7232. Advocacy and Leadership** Course provides a summary review of the most recent

literature and trends in areas of advocacy, leadership and management. This course will assist in

preparation for these roles in the professional environment. Prerequisite, Admission to the OTD

Program. Fall.

**OTD 7242. Development & Assessment** Provides an overview of the area of development

and assessment as it relates to program, personal and professional development. The program

may relate to many content areas such as occupational therapy services, societal change and

strategic planning. Prerequisite, Admission to the OTD Program. Fall.

**OTD 7252. Health Care Delivery Systems** Provides an overview of the area of

development and assessment as it relates to program, personal and professional development.

The program may relate to many content areas such as occupational therapy services, societal

change and strategic planning. Prerequisite, Admission to the OTD Program. Fall.

**OTD 726V. Level III Fieldwork: Doctoral Rotation** In-depth field experience in one or more

of the following student selected areas including but not limited to clinical practice, research, theory,

leadership, program development, policy development, advocacy and education. Prerequisite,

Admission to the OTD Program. Spring.

**OTD 7272. Capstone** Completion of the culminating doctoral project that relates to

practice and demonstrates synthesis of advanced knowledge. Prerequisite, Admission to the OTD

Program. Spring.

**OTD 7323. From Process to Practice** Development of knowledge and skills in the application

of the OT process across clinical practice settings. Restricted to Occupational Therapy Doctorate

majors.

**OTD 7353. Implementing Behavioral Strategies** Provides foundational knowledge and

evidence-based application of behavioral psychology theory and related assessment, treatment

and educational strategies for use with individuals with autism and other disorders in educational,

health care, and community settings. Prerequisite, Admission to the OTD Program.

***OTD 7363. Concepts of Occupational Therapy Instructional Design***

*The purpose of this course is to prepare learners for work in an academic setting. Prerequisite, Admission to the OTD Program.*

***OTD 7373 Business Principles in Occupational Therapy****The purpose of this course is to introduce business principles including but not limited to business plan development, marketing, personnel management and quality improvement. Prerequisite, Admission to the OTD Program.*

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