

RESOLUTION

authorizing
a
MASTERS DEGREE PROGRAM
in
HEALTH CARE ADMINISTRATION
at
THE COLLEGE OF THE BAHAMAS
by
WESTERN CONNECTICUT STATE UNIVERSITY

April 8, 1999

WHEREAS, Board Resolution #94-103 authorized any of the CSU System universities to establish credit or non-credit instructional programs at overseas sites operated in partnership with foreign institutions or individuals, and authorized the President of such university to enter into contracts with such foreign institutions or individuals to carry out these programs, and

WHEREAS, Board Resolution #94-103 further authorized the Chancellor to promulgate procedures for establishing and operating such overseas instructional programs, and

WHEREAS, The Chancellor subsequently, on December 2, 1994, circulated such procedures, which provide that in the case of proposals for credit programs, it is expected that once the CSU Chancellor has indicated a willingness to receive a formal proposal, the CSU System university will prepare its proposal and operate in compliance with CSU Board of Trustees policy established in the Attachment to BR# 94-103 and meet stated accreditation requirements, and

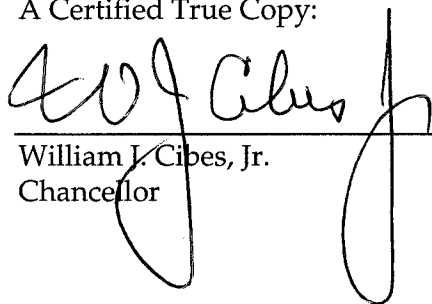
WHEREAS, Western Connecticut State University has developed a proposal for a contract with the College of the Bahamas to offer a Master's degree program in Health Care Administration, which is a currently authorized graduate degree program offered by Western Connecticut State University, on a one-time basis, during the period necessary to offer one complete sequence of required courses, and

WHEREAS, The Chancellor has reviewed this proposal and found that it complies with the procedures promulgated on December 2, 1994, therefore, be it

RESOLVED, That the contract for the operation of this Master's degree program in Health Care Administration to be offered on a one-time basis at an off-campus site with The College of the Bahamas be approved, and be it further

RESOLVED, That the President of Western Connecticut State University is authorized to enter into this agreement and shall annually report to the Board concerning the educational functioning and fiscal condition of this programs, as required by Board Resolution #94-103.

A Certified True Copy:



William J. Cipes, Jr.
Chancellor

**PARTNERSHIP CONTRACT BETWEEN
WESTERN CONNECTICUT STATE UNIVERSITY
AND
THE COLLEGE OF THE BAHAMAS**

PURPOSE

This agreement is made between The College of The Bahamas (COB) and Western Connecticut State University (WCSU) to offer course work, provide course outlines and syllabi, provide qualified faculty and education which will lead to a Masters in Health Administration degree.

BACKGROUND

The Bahamas and COB have initiated a program to enhance the level of education for its health care leaders. An important thrust of this initiative is to upgrade health care management skills for the benefit of the Bahamian health care system. In order to achieve this goal, current faculty and healthcare professors who are in possession of Bachelor degrees will need to earn Masters degrees. Because of WCSU's relationship with COB, the Office of the Vice President of Research, Planning & Development of COB requested that WCSU offer graduate courses to faculty and other interested healthcare professionals needing to complete a Masters degrees. Additionally, this graduate program would be one of the beginning steps in a series of processes assisting COB's strategic vision of graduate programs under a University umbrella.

LIMITATIONS

This contract represents a time-limited scope of work which will result in the completion of a Masters degree for interested faculty members and healthcare professionals. This contract is not intended to offer joint off-site programs or to initiate continuous, long-term services to the COB. Upon completion of the scope of work outlined in this contract, services will cease.

RESPONSIBILITIES

The College of The Bahamas (COB) will identify specific faculty members and other healthcare professionals with undergraduate degrees to participate in this Masters of Health Care Administration program that will be provided through a partnership with Western Connecticut State University (WCSU).

- WCSU will deliver credit-bearing, graduate courses.
- WCSU will retain control of the Masters offerings and ensure that all course work meets the same standards as maintained in Connecticut.
- WCSU will employ full-time and adjunct faculty to teach the courses.
- WCSU will provide course outlines for each course offered in this program.
- WCSU will ensure that the integrity of the course work and faculty will meet the same standards as maintained in Connecticut.
- WCSU will provide syllabi for all courses instructed by faculty provided by WCSU and will provide access to similar syllabi that would assist local adjunct in crafting the MGT 550 courses.

- Admissions and matriculation requirements will be based on the standards maintained at WCSU in Connecticut.
- COB will assign responsibility for the co-ordination of the MHA programme to an individual who will act as a liaison between COB and WCSU.
- Courses will be offered on an agreed upon time line and sequence of course offerings at one or more pre-determined sites in Nassau, Bahamas.
- A total of 36 credits will equal the total number of credits required for this program.

PROPOSED PLAN OF STUDY AND CERTIFICATE

Program requirements for a Masters in Health Care Administration will be mutually agreed upon by COB and WCSU, and will vary only in the nature of specific need to the Bahamian health care system and in the four elective courses offered in the traditional MHA program.

Management Core:

- MGT 501 Organizational Behavior
- MGT 547 Human Resource Management*(MGT 501)

Health Services Core:

- MGT 580 Health Delivery Systems
- MGT 581 Health Services Financial Management
- MGT 582 Managing Health Services Organizations
- MGT 585 Health Services Quality Management
- MGT 590 Concentration Related Research Project
- MGT 595 Strategic Management of Health Services
- MGT 544 Negotiations and Conflict Resolution
- MGT 550 Bahamian Health Services Economics
- MGT 550 Bahamian Health Planning and Systems
- MGT 550 Bahamian Health Services Law

PROPOSED TIMELINE

Based on the enrollment number of 15-30 potential students, the overall program should be completed in two years or less, as mutually agreed upon by COB and WCSU. A tentative guideline follows:

See Appendix A attached

TERMINATION OF THE AGREEMENT

The College of the Bahamas (COB) and Western Connecticut State University (WCSU), recognize that the Agreement may be unilaterally cancelled by either party as follows:

1. Before Start-up. COB will recruit individuals to start initial courses. If either party believes that the response is insufficient to support the MHA program, that party may send a written notice of cancellation of this agreement prior to the offering of any course.

2. After Start-up. After the start of the program, the parties recognize that the situation may change. At any time COB or WCSU may send written notice of cancellation of this Agreement. If this occurs, both parties would work together to complete any obligations to each other and to enrolled students. The program would close down in specific phases to ensure that COB and WCSU meet all responsibilities to students and to each other.
3. Any future cohort(s) of MHA program students will be students of COB, and the involvement of WCSU in a partnership or any portion thereof a partnership will be negotiated at that time.

RECRUITMENT OF STUDENTS

The College of the Bahamas and Western Connecticut State University agree to the following:

1. The success of this program requires the identification of a body of adult learners with a health care background, who have the desire to pursue masters level preparation in education. Recruiting efforts will seek these individuals. Candidates for academic credit will have an undergraduate degree and otherwise meet the admission standards for the Graduate School program at the Ansell School of Business, WCSU.
2. COB will provide one professional employee on-site in Nassau, Bahamas. This individual, referred to under the Responsibilities clause above, will have a title similar to Coordinator or Director and will report to COB. In this Agreement, this individual will have primary responsibility for recruiting and supporting students throughout the program. The same person referred to above will also be responsible for recruitment.

INSTRUCTIONAL SITE

The MHA program courses will be offered at one or more sites mutually selected by COB and WCSU. Copying, typing and other administrative support will be provided, at cost to the student, to support the teaching and research activities.

Classes will be offered in a room with a chalkboard and overhead projector, TV and VCR, and a faculty computer with PowerPoint projection capabilities. Also available will be a student computer lab, at cost to the student, with adequate computers and printers to support course offerings. Word processing, spreadsheet, graphics and Internet software will be available.

Distance learning opportunities will be explored to have courses transmitted to COB from the campus of WCSU.

HOUSING FACILITIES

The College of The Bahamas (COB) will provide the cost of accommodations for the duration of the stay for a faculty member. Lodging should be at the deluxe or superior level at the Nassau Beach Hotel or similar hotel. Accommodations—all hotel charges and taxes, including room and modified American meal plan (breakfast and dinner), will be paid by The College of The Bahamas. Arrangements will be made by COB.

TRANSPORTATION

Transportation to and from the airport to the above said housing facilities will be provided, along with transportation to the instructional site from the housing facilities, along with any administrative site visits to the campus of the COB. Travel arrangements will be made by COB.

PERSONNEL

The College of The Bahamas (COB) and Western Connecticut State University (WCSU) agree that the VP Research, Planning and Development in conjunction with the Office of Academic Affairs at COB will be responsible for ensuring that academic activities match the quality standards in The Bahamas and in Connecticut. The VP Research, Planning and Development and the appointed Coordinator/Director is responsible for scheduling and otherwise administering courses for this program, that will meet the reasonable need of faculty provided by WCSU.

LIBRARY FACILITIES

The College of The Bahamas will provide library and Internet support for their MHA students at a level equivalent to those provided for WCSU-MHA students. Library resources will include those at COB, WCSU, and possibly those at Bahamian health care organizations. Students, adjunct faculty, the COB Co-ordinator and the VP Research, Planning and Development will have electronic access to the WCSU library. Students will not have access to hard copies of WCSU library materials unless otherwise agreed to.

SCHEDULE OF COURSES AND CLASS SIZE

Course will be scheduled to meet attendee and faculty needs that satisfy both COB and WCSU. Course will meet the minimum 37.5 hour per 3 credit course standard. Schedules will meet the approval of both COB and WCSU. Enrollment for each class shall not exceed 30 persons nor be below 15 students.

FINANCIAL STRUCTURE

Course Costs

- \$178 per credit per course until 8/1/99, approximately \$200 per credit thereafter (anticipated tuition increase)
- \$25 student fee per course
- 25% administrative fee

Accommodation Costs

- Accommodations—up to \$1,000 per trip (for housing, meals, etc.) or at cost
- Air fare—approximately \$600 round trip
- Faculty stipend--\$1,000 per course
- Ground transportation—at cost and as specified under the Transportation Clause above (to be determined)

Minimums

- COB will guarantee a minimum class size of 15.
- COB will pay WCSU a minimum of \$11,481 per course.

A complete breakdown of costs based on 15, 20, and 25 students is below.

COSTS PER COURSE

FEES PER COURSE	15 STUDENTS	20 STUDENTS	25 STUDENTS
\$534 Tuition	\$8,010	\$10,680	\$13,350
\$25 Fee	375	500	625
25% Administrative	2,096	2,795	3,494
\$1,000 Faculty Stipend	1,000	1,000	1,000
TOTAL	\$11,481	\$14,975	\$18,469
Cost per student	765	749	739

**COSTS PER COURSE
1999-2000 (ANTICIPATED)**

FEES PER COURSE	15 STUDENTS	20 STUDENTS	25 STUDENTS
\$600 Tuition	\$9,000	\$12,000	\$15,000
\$30 Fee	450	600	750
25% Administrative	2,363	3,150	3,937
\$1,000 Faculty Stipend	1,000	1,000	1,000
TOTAL	\$12,813	\$16,750	\$20,687
Cost per student	854	837	827

PAYMENT ARRANGEMENTS

Thirty days before the scheduled start of the MHA program and quarterly thereafter, WCSU will submit an invoice to COB, until completion of the first 12 course rotation.

Twenty-one days before the scheduled offering of a course, COB will decide if the course has sufficient enrollments to be offered.

Twenty-one days before the scheduled course offering, the cost of airfare for the faculty member will be paid to the faculty. (If COB chooses to purchase the airline tickets this arrangement is acceptable, provided that the time of departure and selection of airport for departure is arranged with the instructor. The airline ticket is to be available to the faculty 14 days before departure.)

Fourteen days before the start of a course, COB will forward a bank draft or wire in the amount of \$11,481 to the bank account of WCSU.

COLLEGE OF THE BAHAMAS

By _____ Date: _____
Title

WESTERN CONNECTICUT STATE UNIVERSITY

By _____ Date: _____
Eugene P. Buccini, V.P. for Academic Affairs

By _____ Date: _____
Richard Sullivan, V.P. for Finance

APPENDIX A

**WESTERN CONNECTICUT STATE UNIVERSITY
MHA BAHAMAS PROGRAM – 1999 COURSE SCHEDULE
AS OF DECEMBER 1998**

DATE	COURSES	FACULTY
MARCH		
Week of 3/22/99	MGT 580 (1)	WCSU
	MGT 501 (1)	WCSU
APRIL		
TBD	MGT 544 (1)	WCSU
MAY		
Week of 5/24/99	MGT 580 (2)	WCSU
	MGT 582 (1)	WCSU
JUNE		
Week of 5/31/99	WCSU MHA Symposium	
Week of 6/7/99	MGT 582 (2)	WCSU
	MGT 501 (2)	WCSU
Week of 6/21/99	MGT 547 (1)	WCSU
Week of 6/28/99	MGT 544 (2)	WCSU
JULY		
TBD	MGT 550-A	COB
TBD	MGT 585 (1)	WCSU
AUGUST		
TBD	MGT 585 (2)	WCSU
TBD	MGT 547 (2)	WCSU
SEPTEMBER		
TBD	MGT 550-B	COB
OCTOBER		
TBD	MGT 581 (1)	WCSU
TBD	MGT 595 (1)	WCSU
NOVEMBER		
TBD	MGT 581 (2)	WCSU
TBD	MGT 595 (2)	WCSU

DATE	COURSES	FACULTY
DECEMBER TBD	MGT 550-C	COB
JANUARY 2000 TBD TBD	MGT 590 MHA Bahamas Symposium	WCSU

KEY

(1) and (2) refer to first and second parts of course

MGT 550-A is Bahamian Health Services Economics

MGT 550-B is Bahamian Health Planning Systems

MGT 550-C is Bahamian Health Services Law

COB refers to The College of The Bahamas

ITEM

Masters Degree Program in Health Care Administration at College of Bahamas

BACKGROUND

Western Connecticut State University and the College of the Bahamas (COB) have established a relationship in the interest of extending WCSU's expertise in health care administration to improve the professional quality of health care delivery in the Bahamas.

ANALYSIS

The proposed partnership is essentially limited to the provision of a single sequence of the required courses for WCSU Masters in Health Administration over a two-year period. It also requires COB to recruit a cohort of students. WCSU faculty will provide direct instruction through travel to the Bahamas and also provide course outlines and syllabi to assist instruction by COB faculty. Control of the Master's offerings will be retained by WCSU.

The proposed partnership is within the bounds of WCSU's mission and represents an interesting extension of WCSU's expertise to another culture in which a real need exists to improve the delivery of health care services. The partnership also should provide the opportunity for professional growth for WCSU faculty and enable an enrichment of instruction for WCSU students. The proposed activities are limited in time and scope and reflect concern for the maintenance of quality and accountability.

The proposed partnership to offer WCSU's MHA to COB students falls within the purview of BR #94-103 which authorizes CSU System Universities to offer credit or non-credit instruction at overseas sites.

CHANCELLOR'S RECOMMENDATION

Approve authorizing Western Connecticut State University to offer a Master's degree program in Health Care Administration at the College of the Bahamas.