

Master of Health Administration Governance Committee

The Master of Health Administration (MHA) program has established mission, vision, values, goals, and objectives that guide program curriculum and impact student outcomes. The MHA Governance Committee (MHAGC) ensures that all program-related activities comply with accreditation and institutional standards and work toward meeting program goals. This governance committee is based on the principles of accountability, continuous quality improvement, ownership and program sustainability.

The Governance Committee complies with the policies and procedures set forth by the Department of Public Health, the College of Health and Human Services, and the University Faculty Handbook. The MHAGC also provides oversight of graduate certificates and JUMP.

I. Policy

A. Committee Leadership

Program coordinator for the MHA program, or designee, chairs the Governance Committee.

B. Committee Membership

1. Full-time faculty and staff member with primary responsibility to the MHA and/or HCA program.
2. Graduate student representative appointed from the student governance organization (SHA) and/or designated by MHA faculty.
3. Full-time WKU faculty whose primary responsibility is outside of the MHA program but teaches grad courses with HCA designation.
4. Part-time/adjunct MHA faculty.

C. Responsibilities

1. Program Operation Accountability and Sustainability
 - a. Establish meeting and workday agendas
 - b. Create, review and revise program policies and practices
 - c. Maintain transparent communications
 - d. Stakeholder meetings/involvement
 - e. Student involvement
 - f. Monitoring program resources and outcomes
2. Continuous Quality Improvement and Strategic Planning
 - a. Assess program goals and objectives using measurable data.
 - b. Develop and revise assessment instruments to meet institutional and accreditation requirements, to include competencies and program goals.
 - i. Course syllabi support higher learning teaching and assessment methods
 - ii. Individual student competencies are evaluated
 - iii. Curriculum/competency mapping
 - c. Collect and analyze data.

- d. Create annual report to synthesize data from all sources.
 - e. Create strategic plans as needed for program sustainability.
 - f. Monitor progress toward meeting goals.
 - g. Review and address any student complaints related to program.
 - h. Assure program competencies, goals and outcomes align with program mission, vision and values.
3. Program Review and Ownership
- a. Routinely monitor curricula.
 - b. Routinely monitor and evaluate integrative experiences of students meet industry standards and evaluation/input of stakeholders. Examples include: SHA events, Alumni connections, study abroad, conferences, case competition, research presentation, culminating experience.
 - i. Minimum two program-initiated and/or communicated experiential learning opportunities per year.
 - ii. Evaluate culminating experience offerings.
 - iii. Monitor opportunities and support of student involvement with community engagement, professional associations and research development.
 - c. Discuss and approve all changes to program requirements and curriculum recommended by MHA faculty, Advisory and other stakeholders.
 - d. Scheduling and Staffing Courses
 - i. Staff courses per WKU policies.
 - ii. Course sequencing.
 - e. Faculty Development
 - i. Provide resource for workforce development opportunities with community partners.
 - ii. Support faculty participation in professional development and continuing education.
 - iii. Review self-reported faculty pedagogical plan and personal/professional goals.
 - f. Accreditation
 - i. Prepare annual and interim reports.
 - ii. Prepare documents for self-study.
 - g. Student Recruitment and Retention
 - i. Maintain up-to-date recruitment material.
 - ii. Maintain up-to-date handbook, website and other postings (social media, etc).
 - iii. Provide consistent quality student advising per advising policy.

II. Procedure/Meetings

1. Governance Committee.

The Governance Committee shall meet minimum once per academic year. Meetings will be scheduled and announced at the beginning of each academic year. GC meetings are

open to standing committee members; however, portions may be closed when discussing individual students (e.g., student award nominations) or other sensitive or confidential information.

- a. A call for agenda items and reports will be sent to members approximately ten business days prior to the meeting and agenda and related provided at least one calendar week prior to the meeting. Agenda items and reports from committee members can be submitted to highlight past or upcoming activities.
- b. A simple majority is required for motions to pass. A quorum must be present for voting. Each member has one vote, with the exception of part-time, adjunct, and faculty with primary assignments outside of the MHA program collectively have a single vote.
- c. Minutes are to be kept at each meeting and posted on the agenda of the next scheduled meeting.

2. Workdays.

A strategic planning workday may be held at the beginning of each academic year. Additional workdays are scheduled as needed to address specific curricular or program needs. Governance committee members are expected to attend.

- a. Agendas and related documents are posted at least 48 hours in advance.
- b. Minutes are to be kept and submitted to GC to post on the agenda of the next scheduled meeting.
- c. Recommended motions are submitted to GC to post as new business on the agenda for the next scheduled meeting.

3. Program Committees.

Standing committees are established to provide direction and oversight of major and on-going programmatic activities. Ad hoc committees are established, as needed, to address a specified and time-limited need. All committees, whether standing or ad hoc, are advisory; recommendations for substantial initiatives come forth from the committees and are voted upon by GC members. Standing committees include MHA Curriculum and MHA Admission Committee.

- a. Membership to standing and ad hoc committees will be determined by the GC; student representation will be determined by the student governance organization or designated by MHA faculty.
- b. Minutes are to be kept and submitted to GC to post on the agenda of the next scheduled meeting.
- c. Recommended motions are submitted to GC to post as new business on the agenda for the next scheduled meeting

4. Stakeholders.

An external Advisory Committee shall consist of leaders from external stakeholder organizations and other appropriate individuals such as student representatives, program alumni, and all full-time MHA faculty. Faculty will recommend committee members, being mindful to create representation from a variety of priority populations.

- a. The advisory committee will be an open group with minimum eight (8) stakeholder representatives from the healthcare administration community. This

group will inform faculty of needs and trends they observe in the healthcare community, while faculty will update them of what is transpiring in graduate health administration programs.

- b. Meet minimum annually to provide an environmental assessment of the current trends and future developments to help guide research, teaching and program gaps related to program competencies and outcomes.
- c. Link department to external resources and opportunities as warranted.
- d. Serve as ambassadors for the department.
- e. Assist in identifying internships, mentoring and career opportunities for students.
- f. Help review and inform the program mission, vision, values and goals.

IV. Related Policies

Ad Hoc Committee
MHA Advising Policy
Course Staffing Policy
Workforce Development Policy
MHA Curriculum Committee Policy
MHA Admission Committee Policy
MHA Enrollment and Capacity Policy

V. Related Documents

Assessment plan
JUMP Program
MHA Strategic Plan
MHA Continuous Quality Improvement Policy and Plan
MHA Handbook
MHA HCA Advisory Committee
Student Self-Assessment
Student Survey

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