



Commission on Accreditation
of Healthcare Management Education

Distance Education: CAHME

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Ad Hoc Committee on Online Instruction

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Key Definitions

Online

Asynchronous or synchronous, web-based and otherwise electronically transmitted formats of instruction.

Online Instruction

Broadly encompasses what in the past was referred to as “**distance education**” and also includes **e-learning** and **blended instruction**.

Ad-Hoc Committee on Online Instruction (Distance Education) Recommendations

1. Course work of an online program must include at least 120 hours face to face instructional time
2. Class sizes should be appropriate to facilitate faculty/student interaction
3. Use qualified faculty course content experts that have responsibility for the majority of instructional time - face to face & online
4. Promulgate principles for good practice for online education

Criterion IB3	The Program will ensure that facilities, equipment, and supplies are sufficient to support Program quality and achieve the Program's mission, goals and objectives..
Self Study Handbook	Add new requirements to IB3b- 1. opportunities and resources for orientation to and assistance for students and faculty to use the technology... [including] the approach to re-orientation for students and faculty if there is a change 2.... describe the availability of assistance in the online environment <u>and</u> state the required response times to help requests from students and faculty

Criterion IIA3	The Program will have a process that regularly evaluates the extent to which students attain the competencies that form the basis for the program's curriculum.
Ad-Hoc Committee Concern	How online students are measured for attaining the competencies, particularly as applied to interpersonal skills? How the Program knows that enrolled students are turning in their own work.
Self Study Handbook Recommendation	<p>No different than burden for residential programs and should be noted in site visitor training</p> <ol style="list-style-type: none"> 1. Online students to be included in site visit interviews via teleconference or video conferencing 2. Make an assessment of program efforts to assure that there is academic integrity and that the honor code is upheld. i.e. work is student's own

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Criterion IIA4	The Program will ensure that students are provided appropriate support services, and that these services are evaluated regularly as a basis for ongoing improvement.
Ad-Hoc Committee Concern	Assistance in the online environment, How online students are advised (career, academic) and documentation What is done for students identified as “in trouble” academically
Self Study Handbook Recommendation	No different than burden for residential programs 3. Make an assessment on the mechanisms to identify students in academic trouble in online programs and what resources are available to those students.

Criterion IIA7	The Program will have a process for handling formal student complaints and use these complaints, where appropriate, for program evaluation and improvement.
Ad-Hoc Committee Concern	Demonstrate how complaints are handled for online classes, instructors, and group members
Self Study Handbook Recommendation	No different than burden for residential programs and should be noted in site visitor training and for the fellow review of records

Criterion IIIA2	The Program will structure its curriculum so that students achieve levels of competency appropriate to graduate education.
Ad-Hoc Committee Concern	How does a program ensure that online students maintain the correct course sequencing, and complete the program within the statutory time frame of the university for graduate students?
Self Study Handbook Recommendation	No different than burden for residential programs and should be noted in site visitor training

Criterion IIIA5	The Program will provide opportunities at appropriate points in the curriculum for students to gain an understanding of and to interact with professionals across the broad range of health professions.
Ad-Hoc Committee Concern	An online Program should be able to demonstrate how interdisciplinary exposure is achieved in the online or onsite environment of the program.
Self Study Handbook Recommendation	No different than burden for residential programs. Criterion should be reworded deleting opportunities in favor of experiences.

<p>Criterion IIIC1</p>	<p>The Program will ensure that students demonstrate critical thinking and problem solving skills as well as management competencies in applied, experiential settings.</p>
<p>Ad-Hoc Committee Concern</p>	<p>An online Program should be able to demonstrate how critical thinking is elicited in the online environment.</p>
<p>Self Study Handbook Recommendation</p>	<p>Amend a requirement for IIIA3 to include archival of asynchronous material for the self study year.</p> <p>1. For programs with online and/or blended instruction, the Program will maintain an archive of all asynchronous work for review. This will include the electronic communications from class discussion boards and assignments that occur within each course during the self study year.</p> <p>Reword Criterion IIIC1 to change the words applied, experiential settings to <u>field based applications</u></p>

Criterion IIIC3	The Program will provide, throughout the curriculum, opportunities for students to participate in team-based activities.
Ad-Hoc Committee Concern	An online Program should be able to demonstrate how team-based activities are organized, implemented and evaluated.
Self Study Handbook Recommendation	Add a new requirement: For programs with online instruction, describe the team building opportunities that occur within the required face to face instructional time

Criterion IVC1	The Program faculty will incorporate a range of teaching and assessment methods aligned with the Program's defined competencies.
Ad-Hoc Committee Concern	Online Program should be able to demonstrate how intellectual, behavioral and social skills are taught and assessed.
Self Study Handbook Recommendation	<p>No different than burden for residential programs for intellectual, behavioral and social skills and is captured in the face to face instructional time requirement</p> <p>New requirement to IVC1</p> <p>1. Describe how these approaches develop and assess the behavioral and social skills.</p>

Ad Hoc Online Summary Recommendation 1	<p>The course work of an online program must include at least 120 hours face to face instructional time. Location does not need to be a university setting, as long as students are synchronously learning course material under the supervision of and in learning sessions that are facilitated by program faculty.</p>
Self Study Handbook Recommendation	<p>REQUIREMENT H</p> <p>If the program is primarily residential, describe the program as follows:</p> <p>Total # of credit hours required – Max #of credit hours available online -- (Not courses delivered in a blended format) Min # of credit hours delivered face to face – Equivalent # of contact hours delivered face to face -</p>

All other programs, please describe the program face to face instructional time in the following table:

Activity Description	Curriculum Sequence Pre (before) Mid (during) Post (final or graduation requirement) If part of course requirement list course title only	Facilitator	Minimum Number of Face to Face Hours
		Total	

Principles of Good Practice Online Instruction for Competency Development

1. Be part of a comprehensive curriculum plan that demonstrates effective integration between instructional components offered on campus and online.
2. Result in learning appropriate to the rigor and breadth of the professional graduate degree in healthcare management.
3. Provide for appropriate participation and interaction between and among faculty and students.
4. Include evaluative components to assess student performance appropriate to the method of delivery.