Dear Dr. Sivakumaran,

**1. Describe the program(s) into which the new people will teach/administer.**

The Department of Health Informatics & Information Management (HIIM) is eager to enhance existing Bachelor of Science in Health Information Management (BSHIM) and Master of Health Information Management (MHIM) programs to be marketed and delivered online through TXST Global. The HIIM department faculty and staff are already at full workload delivering the existing campus and online programs with 16-week semesters and most courses offered once per year. Adjusting our curriculum to the TXST Global framework of 8-week courses offered multiple times per year will require an initial investment in resources to meet the development timeline and to support resulting enrollment growth.

**2. Define current enrollment and maximum capacity (growth potential).**

The BSHIM program currently has around 80 active majors while the MHIM program has around 50 active graduate students. With no maximum limit on the number of online students allowed by our program accreditations, these enrollment numbers may easily double or more in AY2025 and thereafter with appropriate marketing support and funding for teaching faculty.

**3. Describe how the investment in more human capital will result in additional productivity.**

To develop and roll out the additional 8-week sections with a course schedule enabling multiple admissions each year, HIIM will need an initial investment of 3 FTE resources: 2 faculty and 1 staff. This investment in department workload capacity is necessary to complete the initial curriculum changes in a timely manner while fulfilling ongoing commitments for teaching and research. After the initial curriculum development is completed, these resources will be required to teach and support the increased number of online sections in the expanded schedule. All positions will be filled in compliance with university policies governing hiring of faculty and staff including position titles, ranks, and compensation.

**4. Describe each position’s role and responsibilities.**

Please approve these three new positions and associated funding. Let me know if you have any questions.

**BSHIM Global Curriculum Coordinator (1 FTE Faculty)**

Reporting to the HIIM Department Chair, this full-time faculty position will work closely with the existing BSHIM Program Director and faculty members (10FT, 7PT) to accomplish the following:

* Coordinate with TXST Global contacts for the BSHIM online program
* Coordinate efforts of faculty to update the BSHIM curriculum to 8-week delivery
* Coordinate BSHIM program and course changes with the department, college, and university curriculum processes including Curriculum Services for the program and course catalog and the Registrar’s Office for the course schedule.
* Ensure consistency across BSHIM Canvas course sites and syllabi
* Coordinate BSHIM course scheduling to enable year-round rolling enrollments
* Communicate with BSHIM faculty to ensure consistency in course delivery
* Coordinate department contributions to BSHIM marketing and promotional materials
* Manage content of the HIIM Department website related to the BSHIM program including appropriate links to TXST Global and other university web pages
* Support the BSHIM Program Director to maintain program-level accreditation
* Support the BSHIM Clinical Coordinator to develop clinical sites and preceptors in new locations
* Support the Department Chair to recruit qualified online faculty to meet delivery needs
* Teach one or more course sections in the online BSHIM program

**MHIM Global Curriculum Coordinator (1 FTE Faculty)**

Reporting to the HIIM Department Chair, this full-time faculty position will work closely with the existing MHIM Program Director and graduate faculty members (7FT, 1PT) to accomplish the following:

* Coordinate with TXST Global contacts for the MHIM online program
* Coordinate faculty efforts to update the MHIM curriculum to 8-week delivery and maintain 16-week sections as needed for current students already in the program.
* Coordinate MHIM program and course changes with the department, college, and university curriculum processes including Curriculum Services for the program and course catalog and the Registrar’s Office for the course schedule.
* Ensure consistency across MHIM Canvas course sites and syllabi
* Coordinate MHIM course scheduling to enable year-round rolling enrollments
* Communicate with MHIM faculty to ensure consistency in course delivery
* Coordinate department contributions to MHIM marketing and promotional materials
* Manage content of the HIIM Department website related to the MHIM program including appropriate links to TXST Global and other university web pages
* Support the MHIM Program Director to maintain program-level accreditation
* Support the MHIM Clinical Coordinator to develop clinical sites and preceptors in new locations
* Support the Department Chair to recruit qualified graduate faculty to meet delivery needs
* Teach one or more course sections in the online MHIM program

**Administrative Assistant II (1 FTE Staff)**

Reporting to the HIIM Department Chair, this full-time staff position will support both the BSHIM Global Curriculum Coordinator and the MHIM Global Curriculum Coordinator as well as the BSHIM and MHIM Program Directors and Department Chair on all administrative matters related to TXST Global programs. Anticipated responsibilities include:

* Coordinate with administrative staff of TXST Global
* Provide departmental support to BSHIM and MHIM students around the globe ensuring maximum student success
* Provide departmental support to faculty in the online BSHIM and MHIM programs serving students around the globe
* Prepare, review, and maintain department contributions to BSHIM and MHIM program marketing materials
* Other administrative duties needed to support online BSHIM and MHIM programs

**5. Summarize the request.**

In conclusion, an investment in these additional human capital resources for HIIM will result in a growth in enrollment for our department and college.

Thank you for your time and the opportunity to grow the university through TXST Global initiatives.

David Gibbs