

## **MEMORANDUM**

**TO:** Steering Committee

**FROM:** Committee on Academic Programs (CAP)

**RE:** Healthcare Management Graduate Certificate proposal

**DATE:** May 10, 2024

### **Background and Charge:**

On April 17, 2024, the Committee on Academic Programs (CAP) received a charge from Steering to review a proposal for a Healthcare Management graduate certificate program in accordance with the graduate certificates policy.

Steering asked CAP in consultation with GSC to:

- review the proposal to inform the committee members regarding the overall scope of the proposed graduate certificate,
- verify that all steps in the approval process for the proposed graduate certificate have been followed and that, if the certificate impacts other units, all the pertinent stakeholders have provided input or been notified of that proposal,
- prepare a final recommendation, indicating concurrence or non-concurrence.

### **Summary of Process:**

Testimony Tier: Tier I. The issue requires minimal testimony from the campus community. The assigned council or committee should consult with relevant stakeholders before preparing the final recommendation, and there is no need for surveys or open fora.

The proposal had been reviewed and approved by the Graduate Student Council.

### **Final Recommendation**

CAP reviewed the submitted documents, and concurs that all steps in the approval process for the proposed graduate certificate have been followed and that all the pertinent stakeholders have provided input or been notified of the proposal.