

Governance Policy and Procedure

MHPC OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Subject: Program Structure

Number: 201

Title: Governance

Date: 3/31/10

Reviewed/Revised: 6/16/2016

Purpose: To clarify governance processes for the MHPC OTA Program predicated on the philosophy of shared-governance, mutual respect and collaboration.

Policy: The Consortium will be managed under the authority of a Governing Board of Directors comprised of representatives from each of the member institutions, including the presidents of each community college conferring the AAS Degree in Occupational Therapy Assistant. The Governing Board holds the authority to mutually *agree* by majority vote on the following:

- a. Best practices to develop, sponsor, and manage certificate or degree programs determined appropriate for the health care industry of Missouri
- b. Appointment and removal of Consortium staffing/personnel, subject to guidelines and policies governing the Consortium
- c. Amendments to the Memorandum of Understanding
- d. Establishment and modification of fee structures and allocation of operational deficits/revenues/reserves
- e. Determination of the location, sequence and rotation cycle(s) of Consortium program(s) between participating community colleges in the Consortium
- f. Approve policies and procedures and revisions as proposed.

Advisory Board—The Governing Board of Directors may establish an External Advisory Board comprised of industry leaders, legislators and other stakeholders who are key in promoting and supporting health workforce development.

Oversight Committee -- The Governing Board of Directors may establish an Oversight Committee to operate each instructional program within the Consortium. Each Oversight Committee shall be comprised of the program's director, lead faculty/staff, designated official(s) representing the member institutions (e.g., chief academic officers, chief student services officers, Directors of Nursing and Allied Health, and/or chief business officers.), and others as agreed upon by majority consent.

The Oversight Committee will be responsible for:

- a. Preparation of program accreditation applications for submission to the appropriate national and state accreditation agency(s).
- b. Preparation of new program applications for submission to the Missouri Coordinating Board of Higher Education (CBHE) through the Department of Higher Education.
- c. Preparation, implementation and operations of other student, academic, and business affairs policies, processes, and procedures as delegated by the Governing Board.

Home Campus - Each student admitted to a Consortium program will select one “home” campus from among the member community colleges offering the program of study. The admitted student is expected to enroll and pay tuition and fees directly to the “home” campus. When professional coursework is delivered face-to-face or in a group instructional television mode, the admitted student is also expected to physically attend coursework delivered at the “home” campus. Admitted students may be required to travel to other approved site(s) to attend assigned practice laboratory and clinical training. Once a student completes all program requirements, the “home” campus shall grant and confer the student’s certificate/degree, and these outcomes shall be counted and reported in accountability measures such as graduation rates, retention rates, and other institutional assessments.

University of Missouri in Columbia (MU) - The role of the University of Missouri in Columbia is limited to providing Consortium infrastructure to include Consortium activities and functions as: staffing, teaching and curricular expertise, educational technology for networked delivery, fiscal/operational agency, and maintenance of files.

In no case will the University of Missouri in Columbia ever request authority to offer or award any associate degrees.

- a. MU will serve as the fiscal agent to bill and collect charge back use fees to offset consortium expenses, as well as serve as the Consortium’s primary fund-raiser to private industry.
- b. MU will provide on-site guidance and supervision for each Consortium program personnel assigned to the member community college(s), adhering to established routines and processes.
- c. Faculty and staff employed by the University of Missouri are subject to faculty bylaws as well as other related institution specific policies and procedures.
- d. The accredited institution is the Missouri Health Professions Consortium and as such the Program Director (PD) reports to the MHPC Governing Board of Directors; thus the PD shall be appointed, retained and/or removed from that position upon majority vote.
- e. The MHPC Governing Board of Directors will assign a CEO to serve as institutional representative and administrative contact for the Accreditation Council for Occupational Therapy Education (ACOTE).

f. MHPC OTA Program faculty and staff will report to the Program Director.

Procedure:

1. The addition or removal of individual Consortium members shall require Governing Board of Director approval by majority vote, a formal addendum to the Memorandum of Understanding, and shall require signatures of all then-members of the Consortium.
2. The addition or removal of individual programs/degrees shall require formal addendum to the MOU and shall require signatures of all then members of the Consortium.
3. The decision to terminate, suspend, or make inactive any Consortium program will require approval of the majority of the Governing Board of this Consortium. However, in every case, no Consortium program shall be terminated until all students enrolled in the approved CBHE program have completed all required coursework. In the event the Consortium is dissolved, or a specific Consortium program is dissolved, all associated net revenues after expenses will be divided equitably among all then members at the time of dissolution.
4. Policies and procedures may be amended at any time by majority vote of the Governing Board of Directors.
5. Governing Board of Director meetings will be held in both virtual and face to face formats, including at least one face to face meeting to be held annually, generally in coordination with the Missouri Community College Association president's meeting.