Program name: Healthcare Administration Program

Chair: Ekta Singh

Date: 2022-12-02

Attendees: Kelly Daniel, Julie White, Rachel Smith-Tryon, Patrick Egbunonu, Maha Othman, Karen Weisbaum

Meeting Summary:

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This meeting was attended by Ekta Singh, Kelly Daniel, Julie White, Rachel Smith-Tryon, Patrick Egbunonu, Maha Othman, and Karen Weisbaum. Julie White discussed the leadership lecture series she is teaching and Maha Othman discussed mentorship for healthcare administration students. Other topics discussed included the Lumia Cerner project, the MBA program, the Kingston Health Coalition, the Sciences Research Ethics Board at Queens, the changes to the healthcare administration program, the critical skills and competencies needed for students to graduate from the program, the need for communication, collaboration, customer service, intercultural competency, technology, academic writing, labor relations, quality improvement processes, understanding of healthcare system design, merging courses, the need for more real-life experiences, guest speakers to talk about healthcare law and the importance of understanding human rights, the Capstone Student Research Poster Showcase, a Health Care and MIN Holiday Social, and the Healthcare Admin Faculty Profile. Maha Othman shared her story with the research students and the faculty thanked her for being an advocate and for her support. Everyone congratulated each other and wished each other a great day and weekend.

Main items discussed in the meeting:

1. Introduction of members and their affiliations

2. Discussion of Julie White's leadership lecture series and Maha Othman's mentorship for healthcare administration students

3. Discussion of the Lumia Cerner project, MBA program, and Kingston Health Coalition

4. Election of a PAC chair and changes to the healthcare administration program

5. Critical skills and competencies needed for students to graduate from the program

6. Switching from an 18 month program to a two semester program

7. Inviting guest speakers to classes to talk about healthcare law and the importance of understanding human rights

8. Healthcare administration program highlights over the last six months

9. Need for more interprofessional development and incorporation of basic sciences into the program

10. Need for more networking opportunities for the students

11. Creating more professional development opportunities for students

12. Use of Teams platform to remove barriers in terms of capacity

13. Upcoming events, such as the Capstone Student Research Poster Showcase and a Health Care and MIN Holiday Social

14. Creating a Healthcare Admin Faculty Profile to highlight the expertise of the faculty

15. Maha Othman's story with the research students

16. Advice and feedback received

17. Congratulations and wishes

Action Items/Recommendations:

1. Elect a PAC chair for the Sciences Research Ethics Board at Queens.

2. Change the healthcare administration program from a one semester program to two two-semester programs, one focused on leadership and the other on digital innovation.

3. Deliver the healthcare administration program in a 14-week format.

4. Identify the critical skills and competencies needed for students to graduate from the program.

5. Invite guest speakers to classes to talk about healthcare law and the importance of understanding human rights.

6. Create more professional development opportunities for students, such as inviting guest speakers to classes to talk about different subject matters.

7. Utilize the Teams platform to remove barriers in terms of capacity.

8. Participate in upcoming events, such as the Capstone Student Research Poster Showcase and a Health Care and MIN Holiday Social.

9. Create a Healthcare Admin Faculty Profile to highlight the expertise of the faculty.

10. Provide students with more networking opportunities.

11. Incorporate basic sciences into the healthcare administration program.

12. Provide students with more real-life experiences.