

# Request for Graduate Addition, Deletion, or Change of a Major or Degree

NOTE: Before you submit a request for a new Major or Degree, you must submit an INTENT TO PLAN form. Only after the INTENT TO PLAN goes through the approval process are you ready to submit this request for a new Major or Degree. For detailed information on new programs please see: <http://wvhepcdoc.wvnet.edu/resources/133-11.pdf>.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures to the Graduate Council Chair.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: School of Medicine

Dept/Division: Physician Assistant Program

Contact Person: Ginger Boles, MS PA/C

Phone: 304-629-1341

Degree Program Master of Medical Science Physician Assistant

CIP 51.0912

Check action requested:  Addition  Deletion  Change

88 1.29.19

Effective Term/Year

Fall 20

Spring 20

Summer 20

**Information on the following pages must be completed before signatures are obtained.**

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head <u>Brian Williams</u>	Date <u>1/30/19</u>
College Curriculum Chair <u>Sean Louden</u>	Date <u>1/28/19</u>
College Dean <u>[Signature]</u>	Date <u>1/28/19</u>
Graduate Council Chair _____	Date _____
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____
Board of Governors Approval _____	Date _____

## Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 2

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Please provide a rationale for addition, deletion, change: (May attach separate page if needed)

See attached

Please describe any changes in curriculum:

List course number, title, credit hours. Note whether each course is required or optional. Enter NONE if no change. (May attach separate page if needed)

See Attached

**1. ADDITIONAL RESOURCE REQUIREMENTS:** If your program requires additional faculty, equipment or specialized materials to ADD or CHANGE this major or degree, attach an estimate of the time and money required to secure these items.

NOTE: Approval of this form does not imply approval for additional resources. Enter NONE if not applicable.

See Attached

**2. NON-DUPLICATION:** If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the request and any response received from them. Enter NONE if not applicable.

See Attached

*For catalog changes as a result of the above actions, please fill in the following pages.*

# Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 3

### 3. *Current Catalog Description*

Insert the *Current Catalog Description* and page number from the latest catalog for entries you would like to change.  
(May attach separate page if needed)

N/A This is a new program.

### 4. *Edits to the Current Description*

Attach a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

# Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 4

## 5. New Catalog Description

Insert a 'clean' copy of your proposed description, i.e., no strikethroughs or highlighting included. This should be what you are proposing for the new description. (May attach separate page if needed)

See attached

## Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 5

Please insert in the text box below your change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Major or Degree:

Type of Change: *(addition, deletion, change)*

Rationale:

See Attached

# Graduate addition of major or degree

## Rationale for addition, deletion, change

The Joan C. Edwards School of Medicine submitted an Intent to Plan document to the Graduate Council for a new Physician Assistant (PA) Program in the spring of 2018. The Board of Governors of Marshall University approved that plan on April 25, 2018. We now provide a formal plan for the new degree for your review.

The Joan C. Edwards School of Medicine in collaboration with Marshall Health developed an academic program that meets the requirements as set forth for Provisional Accreditation, per the fourth edition of the Standards for PA education by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). The Marshall University Program will be a 28-month program with rigorous academic courses and challenging clinical rotations.

Initial application has been made to the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA), and a site visit is scheduled on the campus of Marshall University March 2-3, 2020. Per their website, the ARC-PA is the accrediting agency that “protects the interests of the public and PA profession by defining the standards for PA education and evaluating PA education programs within the territorial United States to ensure their compliance with those standards”. The ARC-PA “encourages excellence in PA education through its accreditation process by establishing and maintain standards of quality for educational programs”. The ARC-PA process is peer review and requires extensive documentation in the form of an application, reports due on a timely basis, and periodic site visits to clarify, verify and validate information and compliance with ARC PA standards. This evaluation ensures the quality of programs and fosters a rigorous self-study process to facilitate program improvement.

As a part of our application and review, we must document the creation of this degree program for the ARC-PA. This document will provide the information to the Graduate Council and the Marshall University Board of Governors as required for the approval of a new program. Although we are asking for approval of the program now, the first cohort of students will not begin until the Spring term of 2021. Between the approval of this program and its start, we will provide the Graduate Council all the materials for the creation of the program’s new courses.

Pending a successful site visit with the ARC–PA, students will matriculate in January of 2021 with the first class graduating in May of 2023. The program continues to work on curriculum development complaint with ARC –PA standards and complete syllabi that meet Marshall University guidelines as well as ARC requirements are targeted to be complete in June of 2019 with submission to the Graduate Council in September of 2019.

There is national demand for PAs. According to the Bureau of Labor Statistics, employment of PAs will grow 37 percent in the next eight years. There is a high demand for PAs because they are integrated into all healthcare disciplines and settings, there is a shortage of physicians, and the cost-effectiveness of PA services. Having a PA program affiliated with the School of Medicine will be invaluable as we move forward. When a team approach of healthcare professionals is utilized, a wider range of services can be offered and more patients will be affected in the region, state and nationally. On January 8, 2019 *US*

*News and World Report* released a study that ranked Physician Assistants as the number one job in healthcare and the number three best job overall.

According to data from the Centralized Application Service for Physician Assistants (CASPA) of 25,593 applicants in the year 2016-2017, only 8,206 matriculate into programs. The average program's matriculation rate is 6.2%. On the Alderson Broaddus University (ab.edu) webpage, they advertised that their maximum class size is 36, while they have 2,000 applicants each year. For their latest class, the University of Charleston had 1,001 CASPA applications and matriculated 25 (their total class size is slightly larger due to a pipeline program). Class sizes for PA programs in this state are small, therefore many qualified applicants are turned away. Marshall University is poised to offer a competitive program, within a School of Medicine which will provide advantages for academic and clinical training.

Ms. Boles, the Director of the Physician Assistant Program, met with the Provost, Dr. Jaime Taylor on December 13, 2018 to answer questions, and discuss the Physician Assistant Program. She also met with Mr. Michael McGuffey, Senior VP for Institutional Research /Special Assistant to the President and Mr. Mark Robinson, Senior VP for Finance/ CFO. Ms. Boles has also met with Dr. Steve Wilson, Medical Director for the program and Mr. Matt Straub, CFO with Marshall Health. She has had weekly meetings with Dr. Miller, Vice Dean for Medical Education, Joan C Edwards School of Medicine.

## **Recruitment**

Recruitment will be done in a multitude of ways

- Ms. Boles has been working with the School of Medicine in a pipeline program, and speaking to high school students regarding the profession and program at Marshall University
- A Pre-Physician Assistant club is being formed in the undergraduate arena at Marshall University.
- The PA program at Marshall University will be listed on the CASPA site, as well as the Physician Assistant Education Association (PAEA) web site, and the ARC –PA web site.
- A web page will be developed for the program citing admission requirements, course expectations and admission processes.
- Representation will occur at college graduate fairs
- Links will be on the Marshall University website as well as the Marshall University School of Medicine website for information on the PA program
- Open houses will be held for interested applicants in the Physician Assistant Program

## Changes in Curriculum

All courses are new and are required in the curriculum. As noted previously, the program will submit course approval materials during the fall of 2019 for review.

### First Semester (Spring)

- PAS 500 Foundations of Medicine 7 Credit hours
- PAS 520 Gross Anatomy for the PA 4 credit hours (includes lab)
- PAS 530 Pharmacology Principles 3 credit hours
- PAS 550 History and Physical Exam 3 credit hours (includes lab)

### Second Semester (Summer)

- PAS 600 Clinical Medicine I 6 credit hours
- PAS 601 Pharmacology for the PA I 2 credit hours
- PAS 602 Clinical Concepts I 2 credit hours
- PAS 603 Clinical Assessment I 2 credit hours
- PAS 604 Testing and Procedures I 2 credit hours
- PAS 605 PA's in Health Care 2 credit hours
- PAS 606 Evidence Based Practice 2 credit hours

### Third Semester (Fall)

- PAS 610 Clinical Medicine II – 6 credit hours
- PAS 611 Pharmacology for the PA II 2 credit hours
- PAS 612 Clinical Concepts III – 2 credit hours
- PAS 613 Clinical Assessment II 2 credit hours
- PAS 614 Testing and Procedures II 2 credit hours
- PAS 615 Health Policy for the PA 2 credit hours
- PAS 616 Clinical Specialties I 3 credit hours

### Fourth Semester (Spring)

- PAS 620 Clinical Medicine III 6 credit hours
- PAS 621 Pharmacology for the PA III 2 credit hours
- PAS 622 Clinical Concepts III – 2 credit hours
- PAS 623 Clinical Assessment III 2 credit hours
- PAS 624 Testing and Procedures III 2 credit hours
- PAS 625 PA Professional Practice 2 credit hours
- PAS 626 Clinical Specialties II 3 credit hours
- PAS 627 Psychiatry for the PA 2 credit hours

### Clinical Year

- PAS 650 Primary Care I 4 credit hours
- PAS 651 Primary Care II 4 credit hours
- PAS 652 Psychiatry 4 credit hours
- PAS 653 Internal Medicine I 4 credit hours
- PAS 654 Internal Medicine Subspecialty 4 credit hours
- PAS 655 Women's Health 4 credit hours
- PAS 656 Pediatrics 4 credit hours
- PAS 657 General Surgery 4 credit hours
- PAS 658 Emergency Medicine 4 credit hours
- PAS 659 Orthopedics 4 credit hours
- PAS 660 Clinical Elective 4 h credit hours
- PAS 690 Senior Seminar 3 credit hours



### **Additional Resource Requirements**

Physician Assistant programs are overseen by an accrediting body, the ARC-PA. This body mandates that each program have a Program Director, Medical Director, at least three full time faculty positions -- two of which must be Physician Assistants that are certified (the other must also be eligible to teach medical courses in a Master Degree PA program) and at least one full time administrative assistant. These are not meant to be all encompassing numbers, rather they are the minimum requirements to meet the standards. The MU PA Program will utilize some faculty already present in the medical school for some clinical medicine courses and basic science instruction. Ms. Boles has weekly meetings with Dr. Bobby Miller, Vice Dean for Medical Education, Joan C. Edwards School of Medicine. Funding is overseen by the School of Medicine/ Marshall Health.

All new faculty will have 12-month teaching appointments. Faculty will be governed by the Board of Governors Policy and held to the Graduate College's criteria for Graduate Faculty status. School of Medicine faculty will be involved in teaching courses in the Physician Assistant Program. Dr Nitin Puri will be teaching a portion of the Clinical Medicine Courses. Other School of Medicine educators teaching in the pre-clerkship curriculum of the MD program have been identified as potential leaders and instructors in the foundational sciences and medicine courses. These include: Dr's, Norton, Serrat, Delidow, Egleton, Salisbury, Sodhi, Green, Aldridge, Grover, Primerano, Sollars, Koc, and Mangariua.

### **Non – Duplication**

Please see attached documents verifying non duplication in the School of Medicine, the School of Physical Therapy and the College of Health Professions.

Physician Assistant Programs are overseen by an accrediting body, the ARC-PA. This body mandates curriculum and instruction through the "B standards" of the ARC-PA Accreditation Standards, fourth edition. The curriculum is specifically aimed at training students to graduate and pass the national certifying exam for physician assistants through the NCCPA. The curriculum is a professional curriculum and specific instructional objectives and learning outcomes are mandated elements of the curriculum. Because of the nature of NCCPA's objectives and outcomes, we believe our courses will present a unique and discipline-specific perspective of the topics covered thus reducing the chance of duplication. Ms. Boles has met with Dr. Miller, the Vice Dean for Medical Education weekly. She has also met with Dr. Rob Stanton from the School of Pharmacy. Due to the sequential nature of the program, duplicate courses are not taught anywhere else.

### **Program Description**

The Physician Assistant Program in the Marshall University Joan C. Edwards School of Medicine offers a Master of Medical Science Physician Assistant Degree. This program will prepare students to practice as Physician Assistants in primary and specialty care across the life span to patients in culturally diverse and rural settings. The program will provide students with the tools and skills to support lifelong learning, to apply evidence based medicine in practice and to work in inter-professional teams.

## **Admission Requirements**

Students must meet all minimum admission requirements for the Graduate College of Marshall University. Please refer to their webpage at <https://www.marshall.edu/graduate/select-your-degree-or-certificate-program/how-to-apply-for-admission/>

In addition to the minimum requirements above, applicants must meet the following:

**Pre-requisite classes – all prerequisites should have been taken within the last 10 years.**

1. General Chemistry with lab -- 8 credit hours
2. Statistics --- 3 credit hours
3. Anatomy with lab -- 4 credit hours
4. Physiology with lab -- 4 credit hours
5. Organic 1 with lab or Biochemistry 4 credit hours
6. Microbiology with lab 3 credit hours
7. Medical Terminology -- one semester (1 credit hour - 3 credit hours)
8. Psychology – 3 credit hours
9. College Algebra -- 3 credit hours (Can be replaced with Pre -Calculus or Calculus)

Bachelor's degree from a regionally accredited college or University

**PA shadowing** --- some PA shadowing is encouraged, with the goal of understanding the role of a Physician Assistant. If an applicant is invited for an interview, the applicant will be expected to discuss briefly the role of a PA. Hours of shadowing should be documented on the application.

## **Required GPA**

Required GPA overall 3.0/ 4.0 scale on all undergraduate, post-baccalaureate, and graduate courses taken, both science and non-science, as calculated by CASPA.

Required GPA for Admission prerequisites 3.0/4.0 scale as calculated by the program.

Notes Regarding GPA:

- 1) Marshall University will calculate GPAs for international applicants.
- 2) Anatomy with lab and Physiology with lab may be replaced with Anatomy and Physiology 1 and 2 with labs ---- for a total of 8 hours.
- 3) No AP credit will be accepted for any pre-requisite courses.
- 4) All prerequisites must have an assigned grade and not Pass/Fail.
- 5) Online or virtual labs will not be accepted as prerequisite courses.

- 6) Required Science GPA 3.0/4.0 Scale on all courses with subject codes of Biology/Zoology, Chemistry (Inorganic, Organic, and Biochemistry), Physics, and other science, as calculated by CASPA.

Valid GRE is required (less than five years old) / MCAT can be substituted.

Marshall University will utilize the Centralized Application Service for Physician Assistant Programs (CASPA) application for all applications. A personal statement and three letters of recommendation will be required for the CASPA application.

#Applicants who are WV residents will be given additional points in the admission rubric

#Applicants who have obtained or will obtain by matriculation an undergraduate degree from MU will be given an interview as long as they meet basic admission requirements.

Students must have health insurance by the time of matriculation.

Basic computer skills to include use of email and to conduct web based and electronic searches.

Admission is selective and will be on a rolling admission cycle.

Students may apply prior to obtaining all pre-requisite courses, or obtaining their baccalaureate degree. Students who have not completed all prerequisites, the baccalaureate degree, or both will be conditionally admitted pending completion of admission requirements. Students must complete all admission requirements prior to matriculation.

### **Duration of Degree Program**

This program requires 28 months of continuous and full-time enrollment for a total of 122 credit hours. There is NO part-time option.

### **Entry term**

Matriculation will occur in January (Spring Semester)

### **Degree Requirements**

#### **Plan of Study**

#### **First Semester (Spring)**

PAS 500	Foundations of Medicine	7 hours
PAS 520	Gross Anatomy for the PA	4 hours (includes lab)
PAS 530	Pharmacology Principles	3 hours
PAS 550	History and Physical Exam	3 hours (includes lab)

#### **Second Semester (Summer)**

PAS 600	Clinical Medicine 1	6 hours
PAS 601	Pharmacology for the PA I	2 hours
PAS 602	Clinical Concepts 1	2 hours
PAS 603	Clinical Assessment 1	2 hours

PAS 604	Testing and Procedures 1	2 hours
PAS 605	PA's in Health Care	2 hours
PAS 606	Evidence Based Practice	2 hours
<b>Third Semester (Fall)</b>		
PAS 610	Clinical Medicine II	6 hours
PAS 611	Pharmacology for the PA II	2 hours
PAS 612	Clinical Concepts II	2 hours
PAS 613	Clinical Assessment II	2 hours
PAS 614	Testing and Procedures II	2 hours
PAS 615	Health Policy for the PA 1	2 hours
PAS 616	Clinical Specialties 1	3 hours
<b>Fourth Semester (Spring)</b>		
PAS 620	Clinical Medicine III	6 hours
PAS 621	Pharmacology for the PA III	2 hours
PAS 622	Clinical Concepts III	2 hours
PAS 623	Clinical Assessment III	2 hours
PAS 624	Testing and Procedures III	2 hours
PAS 625	PA Professional Practice	2 hours
PAS 626	Clinical Specialties II	3 hours
PAS 627	Psychiatry for the PA	2 hours
<b>Clinical Year</b>		
PAS 650	Primary Care I	4 hours
PAS 651	Primary Care II	4 hours
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PAS 653	Internal Medicine I	4 hours
PAS 654	Internal Medicine Subspecialty	4 hours
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PAS 656	Pediatrics	4 hours
PAS 657	General Surgery	4 hours
PAS 658	Emergency Medicine	4 hours
PAS 659	Orthopedics	4 hours
PAS 660	Clinical Elective	4 hours
PAS 690	Senior Seminar	3 hours

Coursework will include rigorous academic study, laboratory and clinical methods of instruction. This degree requires satisfactory completion of all courses in this field of study. In addition to completing the University degree requirements, all students in the PA program must:

- maintain a GPA of 3.0 on a 4.0 grading scale (There is a complete remediation policy, as well as progression standards, which will be outlined in the policies and procedures for the PA program) and
- be recommended for graduation by the Physician Assistant Student Progress Committee (Student Progress Committee will be outlined clearly in the PA Policy and Procedures handbook. Ms. Boles has met with attorney, Jendonnae Houdyschell who has agreed to review handbook for accuracy and compliance with local, state, and federal guidelines)

**Certification:**

Physician Assistants must graduate from an accredited program to be eligible for the National Commission on Certification of Physician Assistants (NCCPA) examination. The NCCPA exam is the only certifying exam for PA's in the United States. All US States, DC and territories rely on the NCCPA examination for licensure and regulation of PA's. Per the NCCPA website "Individuals who have never been certified and who graduated from an ARC-PA accredited physician assistant program on or after January 1, 2003, will be eligible to take PANCE for up to six years after completing the requirements for graduation from that program. During that six-year period, PANCE may be taken a total of six times. When either the six attempts or six years are exhausted, whichever occurs sooner, the individual loses eligibility to take PANCE. The only way to establish new eligibility is to complete an unabridged ARC-PA accredited physician assistant educational program again." For further information on certification please visit the NCCPA website at <https://www.nccpa.net/>

**Transfer Credit:**

Due to the sequential and concurrent nature of coursework in the Physician Assistant Program, transfer credits are not accepted.

**Accreditation**

Marshall University has applied for Accreditation - Provisional from the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). Marshall University anticipates matriculating its first class in January of 2021, pending achieving Accreditation - Provisional status at the June 2020 ARC-PA meeting. Accreditation - Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA Standards or when a program holding accreditation-provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for the graduation of the first class (cohort) of students.

Department: School of Medicine

New Major or Degree: Physician Assistant

Credit Hours: 122 including classroom, laboratory, and clinical hours

Rationale:

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# COVER SHEET INTENT TO PLAN

### Graduate Intent to Plan--Major or Degree

**NOTE:** This "Intent to Plan" form must be submitted and go through the approval process BEFORE you submit the form titled, "Request for Graduate Addition, Deletion or Change of a Major or Degree." For detailed information on new programs please see: <http://wvhepcdoc.wvnet.edu/resources/133-11.pdf>.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures to the Graduate Council Chair. If attachments are included, please merge into a single file.
3. *The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.*

College: School of Medicine

Dept/Division: N/A

Contact Person: Stephen L. Wilson

Phone: 304-939-1108

New Degree Program Master of Medical Science Physician Assistant

Effective Term/Year    Fall 20     Spring 20     Summer 20

**Information on the following pages must be completed before signatures are obtained.**

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head <u>N/A</u>	Date _____
College Curriculum Chair <u>[Signature]</u>	Date <u>2/23/18</u>
College Dean <u>[Signature]</u>	Date <u>2/23/18</u>
Graduate Council Chair <u>Christofero</u>	Date <u>4-10-18</u>
Provost/VP Academic Affairs <u>[Signature]</u>	Date <u>1-18-19</u>
Presidential Approval <u>[Signature]</u>	Date <u>1-29-19</u>
Board of Governors Approval _____	Date _____



# PROGRAM PRO-FORMA BUSINESS MODEL

Pro Forma For New or Existing Program  
 Program: Master of Medical Science -  
 Physician Assistant  
 Academic Year for First Entering Class: AY20-21

MMS, Physician Assistant

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
	AY18-19	AY19-20	AY20-21	AY21-22	AY22-23	AY23-24	AY24-25	AY25-26	AY26-27	AY27-28	AY28-29
<b>PERSONNEL EXPENSES</b>											
Full-time Faculty	\$ 128,588	\$ 599,440	\$ 635,946	\$ 655,024	\$ 674,675	\$ 694,915	\$ 715,763	\$ 784,406	\$ 807,938	\$ 832,177	\$ 857,142
Part-time Faculty	\$ -	\$ -	\$ 70,840	\$ 77,409	\$ 79,731	\$ 82,123	\$ 84,587	\$ 87,124	\$ 89,738	\$ 92,430	\$ 95,203
Graduate Assistants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff	\$ 9,455	\$ 38,955	\$ 73,063	\$ 75,255	\$ 77,513	\$ 79,838	\$ 82,233	\$ 84,700	\$ 87,241	\$ 89,859	\$ 92,554
Faculty Recruitment		\$ 12,000									
<b>PERSONNEL EXPENSES TOTAL</b>	<b>\$ 138,043</b>	<b>\$ 650,395</b>	<b>\$ 779,849</b>	<b>\$ 807,688</b>	<b>\$ 831,919</b>	<b>\$ 856,876</b>	<b>\$ 882,583</b>	<b>\$ 956,231</b>	<b>\$ 984,918</b>	<b>\$ 1,014,465</b>	<b>\$ 1,044,899</b>
<b>EMPLOYEE-BASED EXPENSES</b>											
Number of Employees	3	7	7	7	7	7	7	7	7	7	7
Desk Cost: Phone/Network, Software, Computer Replacement (5yr cycle)	\$ 5,700	\$ 9,100	\$ 3,500	\$ 3,500	\$ 3,500	\$ 7,700	\$ 9,100	\$ 3,500	\$ 3,500	\$ 3,500	\$ 7,700
<b>EMPLOYEE-BASED EXPENSES TOTAL</b>	<b>\$ 5,700</b>	<b>\$ 9,100</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>	<b>\$ 7,700</b>	<b>\$ 9,100</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>	<b>\$ 7,700</b>
<b>ANNUAL OPERATING EXPENSES</b>											
New Program Application	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Accreditation Fees (ARC-PA)	\$ 19,000	\$ 7,500	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Faculty Development	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Associations, Conferences, and Travel	\$ 20,050	\$ 34,950	\$ 34,950	\$ 34,950	\$ 34,950	\$ 34,950	\$ 34,950	\$ 34,950	\$ 34,950	\$ 34,950	\$ 34,950
Events	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Office Expense	\$ 10,000	\$ 10,000	\$ 7,500	\$ 7,725	\$ 7,957	\$ 8,195	\$ 8,441	\$ 8,695	\$ 8,955	\$ 9,224	\$ 9,501
Equipment Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Copier (Copy Charges in Office Expense)	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library Resources/Other Books&Manuals	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Clinical rotations (@2500 /stdt/semester (3))	\$ -	\$ -	\$ -	\$ -	\$ 163,875	\$ 163,875	\$ 199,500	\$ 199,500	\$ 199,500	\$ 199,500	\$ 199,500
Gross Anatomy Costs	\$ -	\$ -	\$ 13,000	\$ 13,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
Simulation Activities	\$ -	\$ -	\$ 20,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Laboratory supplies	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Standardized Patients	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Exams	\$ -	\$ -	\$ -	\$ 1,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Facility Costs	\$ -	\$ 300,000	\$ 200,000	\$ 208,000	\$ 216,320	\$ 224,973	\$ 233,972	\$ 243,331	\$ 253,064	\$ 363,186	\$ 273,714
Student Recruitment	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
CASPA Application Service - Set-up fee	\$ -	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Contingency		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Indirect Costs to University	\$ -	\$ -	\$ 22,500	\$ 56,250	\$ 78,750	\$ 101,250	\$ 111,375	\$ 122,513	\$ 134,764	\$ 148,240	\$ 163,064

Pro Forma For New or Existing Program  
 Program: Master of Medical Science -  
 Physician Assistant  
 Academic Year for First Entering Class: AY20-21

MMS, Physician Assistant

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
	AY18-19	AY19-20	AY20-21	AY21-22	AY22-23	AY23-24	AY24-25	AY25-26	AY26-27	AY27-28	AY28-29
<b>ANNUAL OPERATING EXPENSES TOTAL</b>	\$ 94,050	\$ 488,950	\$ 456,950	\$ 504,925	\$ 704,852	\$ 736,243	\$ 791,238	\$ 811,988	\$ 834,233	\$ 958,101	\$ 883,729
PERSONNEL EXPENSES TOTAL	\$ 138,043	\$ 650,395	\$ 779,849	\$ 807,688	\$ 831,919	\$ 856,876	\$ 882,583	\$ 956,231	\$ 984,918	\$ 1,014,465	\$ 1,044,899
EMPLOYEE-BASED EXPENSES TOTAL	\$ 5,700	\$ 9,100	\$ 3,500	\$ 3,500	\$ 3,500	\$ 7,700	\$ 9,100	\$ 3,500	\$ 3,500	\$ 3,500	\$ 7,700
<b>ANNUAL OPERATING EXPENSES TOTAL</b>	<b>\$ 94,050</b>	<b>\$ 488,950</b>	<b>\$ 456,950</b>	<b>\$ 504,925</b>	<b>\$ 704,852</b>	<b>\$ 736,243</b>	<b>\$ 791,238</b>	<b>\$ 811,988</b>	<b>\$ 834,233</b>	<b>\$ 958,101</b>	<b>\$ 883,729</b>
<b>TOTAL EXPENDITURE ESTIMATES</b>	<b>\$ 237,793</b>	<b>\$ 1,148,445</b>	<b>\$ 1,240,299</b>	<b>\$ 1,316,113</b>	<b>\$ 1,540,271</b>	<b>\$ 1,600,820</b>	<b>\$ 1,682,921</b>	<b>\$ 1,771,718</b>	<b>\$ 1,822,651</b>	<b>\$ 1,976,066</b>	<b>\$ 1,936,328</b>
New Students	0	0	25	25	30	30	30	30	30	30	30
Total Students	0	0	25	48	75	80	85	85	85	85	85
Tuition Revenue	\$ -	\$ -	\$ 638,250	\$ 1,585,839	\$ 2,405,005	\$ 2,728,846	\$ 3,000,551	\$ 3,150,123	\$ 3,307,207	\$ 3,472,197	\$ 3,645,397
Other Non-student Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUE ESTIMATES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 638,250</b>	<b>\$ 1,585,839</b>	<b>\$ 2,405,005</b>	<b>\$ 2,728,846</b>	<b>\$ 3,000,551</b>	<b>\$ 3,150,123</b>	<b>\$ 3,307,207</b>	<b>\$ 3,472,197</b>	<b>\$ 3,645,397</b>
<b>ANNUAL NET REVENUE</b>	<b>\$ (237,793)</b>	<b>\$ (1,148,445)</b>	<b>\$ (602,049)</b>	<b>\$ 269,726</b>	<b>\$ 864,734</b>	<b>\$ 1,128,026</b>	<b>\$ 1,317,631</b>	<b>\$ 1,378,405</b>	<b>\$ 1,484,556</b>	<b>\$ 1,496,132</b>	<b>\$ 1,709,070</b>
<b>CUMULATIVE REVENUE</b>	<b>\$ (237,793)</b>	<b>\$ (1,386,237)</b>	<b>\$ (1,988,286)</b>	<b>\$ (1,718,560)</b>	<b>\$ (853,826)</b>	<b>\$ 274,200</b>	<b>\$ 1,591,830</b>	<b>\$ 2,970,235</b>	<b>\$ 4,454,791</b>	<b>\$ 5,950,923</b>	<b>\$ 7,659,992</b>

# NON DUPLICATION CORRESPONDENCE

Office of the Dean

January 29, 2019

To Whom It May Concern,

I am writing this letter in support of the Masters of Medical Science Physician Assistant Program at Marshall University. This program will complement the medical school and provide high quality medical education to develop the needed healthcare providers within our state.

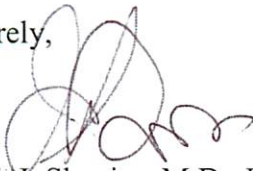
There is a demand for physician assistants in our state, as well as nationwide. With the increasing age, and higher than average number of seniors in our state over the age of 65, there is a growing demand for health care and the need for physician assistants in the state is growing. Having a physician assistant program will complement the School of Medicine. The need for trained healthcare teams is ever expanding.

Our state currently has three physician assistant programs not within a medical university. Although WVU is currently entering the process of beginning a physician assistant program as well, admission class numbers are small. Currently only one other PA program in the state is a state school. I believe that training PA students within the Joan C. Edwards School of Medicine will be an advantage for our faculty to train the top PA's in the region and state and become the leader in the state, as well as competitive nationally.

We have been in contact with the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) and are working with them through an intensive accreditation process, to deliver a high quality program consistent with the standards in PA education.

I give my full support to the Physician Assistant Program in the Joan C. Edwards School of Medicine at Marshall University. I believe we will offer a program to make the Joan C. Edwards School of Medicine and Marshall University proud. If you have any questions do not hesitate to contact me.

Sincerely,



Joseph Y. Shapiro, M.D., F.A.S.N., M.A.C.P., F.A.H.A.  
Vice President and Dean, Joan C. Edwards School of Medicine  
Professor of Medicine  
Marshall University

**WE ARE... MARSHALL.**



**MARSHALL UNIVERSITY.**  
Joan C. Edwards School of Medicine

www.jcesom.marshall.edu

Office of the Dean

January 29, 2019

Dr. Lori Howard  
Chair, Graduate Council  
Marshall University  
One John Marshall Drive  
Huntington, WV 25755

Dear Dr. Howard:

The School of Medicine has been working with Ms. Ginger Boles, MS PA/C, Program Director for the Physician Assistant Program, on the curriculum demands of the Physician Assistant Program. She has weekly meetings with Dr. Bobby Miller, the Vice Dean for Medical Education for the School of Medicine. Both he and Dr. Nitin Puri, Associate Dean of Medical Education, are members of the Physician Assistant Program Curriculum Committee. Due to the nature of the sequential curriculum in the Physician Assistant program, there is no duplication that occurs in courses taught within the medical school.

If I can be of further assistance, please do not hesitate to contact me.

Sincerely,

Joseph I. Shapiro, M.D., F.A.S.N., M.A.C.P., F.A.H.A.  
Vice President and Dean, Joan C. Edwards School of Medicine  
Professor of Medicine  
Marshall University

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## Boles, Ginger

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**From:** Brazeau, Gayle  
**Sent:** Thursday, January 31, 2019 6:46 PM  
**To:** Prewitt, Michael; Somerville, Chuck; Boles, Ginger  
**Cc:** Brazeau, Gayle; Blough, Eric; Stanton, Rob; Broedel-Zaugg, Kimberly  
**Subject:** Re: Course Duplication

Good Evening all,

I have taken a look at these courses and also spoken with Eric. With respect to these courses, we do cover many of the same topics but our therapeutics courses are integration of clinical pharmacy, pharmacology and medicinal chemistry. We do not have separate Pharmacology courses.

We do have a separate pharmacokinetics course that includes pharmacogenetics. The course that might be the closest is Principles of Disease and Drug Action, but it focuses on looking at pathophysiology and pharmacology. The current Doctor of Pharmacy Curriculum is found at:  
<https://www.marshall.edu/pharmacy/pharmd/#fndtn-efs-tabpane-1-3>

That being said, we do have outstanding clinicians in the various clinical areas from psychiatry, cardiology, infectious disease, oncology, etc. that could perhaps work with others to provide some of these key areas as a part of a course.

Thank you. Regretfully, I will not be able to attend tomorrow's meeting. I am happy to talk at another time.

Gayle

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**From:** Prewitt, Michael  
**Sent:** Tuesday, January 29, 2019 8:39 AM  
**To:** Somerville, Chuck; Brazeau, Gayle  
**Subject:** Fwd: Course Duplication

I just sent a note to Ginger, the new PD of the PA program, for us to try and meet regarding their planned curriculum and whether there is any duplication we need to review.

Mike

Sent from my iPad

Begin forwarded message:

**From:** "Boles, Ginger" <[bolesg@marshall.edu](mailto:bolesg@marshall.edu)>  
**Date:** January 29, 2019 at 8:21:25 AM EST  
**To:** "Prewitt, Michael" <[prewittm@marshall.edu](mailto:prewittm@marshall.edu)>  
**Subject:** RE: Course Duplication

Dr. Prewitt,

Attached are the course descriptions. Our curriculum is driven by our accrediting body, the ARC-PA. As you can tell, the courses will all follow the clinical medicine courses and be based off of items covered in that course. The organ systems will all be divided between the clinical medicine courses. If you have any questions please do not hesitate to contact me.

Ginger Boles, MS PA/C

**From:** Prewitt, Michael <[prewittm@marshall.edu](mailto:prewittm@marshall.edu)>  
**Sent:** Monday, January 28, 2019 9:03 PM  
**To:** Boles, Ginger <[bolesg@marshall.edu](mailto:bolesg@marshall.edu)>  
**Subject:** Re: Course Duplication

Can you send me the descriptions, I think the Graduate Council will want to see syllabi as will my faculty committee.

Mike

Sent from my iPhone

On Jan 28, 2019, at 7:59 PM, Boles, Ginger <[bolesg@marshall.edu](mailto:bolesg@marshall.edu)> wrote:

Dr. Prewitt,

Thank you for the welcome to Marshall University. I look forward to great things here at Marshall. Thank you also for the clarification, I actually meant I had been referred to you by both Mr McGuffey and Dean Pittenger. I apologize for any confusion.

I met with Dr Howard the Chair of the Graduate Council and she walked me through the process of the Application for Degree. Her instructions were that course names and numbers were due with this document. I have completed the Application for Degree, and on reviewing realized I needed a few additional pieces of documentation, hence the email this evening. The targeted date for that is Feb 1, 2019. We discussed course syllabi and descriptions and targeted those to be turned into the Graduate Council in August.

Having said all that, course syllabi are not complete but course descriptions are, if that is helpful. I appreciate all the help, as every University's process is different.

Respectfully,  
Ginger

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**From:** Prewitt, Michael  
**Sent:** Monday, January 28, 2019 6:11:44 PM  
**To:** Boles, Ginger  
**Subject:** Re: Course Duplication

Ginger,



## Boles, Ginger

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**From:** Prewitt, Michael  
**Sent:** Monday, February 4, 2019 1:53 PM  
**To:** Boles, Ginger; Pfof, Gretchen; Somerville, Chuck  
**Cc:** Wilson, Stephen L; McGuffey, Michael  
**Subject:** RE: Meeting

Ginger,

As far as I can see by reading the course descriptions you emailed us, I don't see any apparent duplication. Once you have detailed course syllabi completed I'd appreciate an opportunity to review them.

Thanks.

Mike

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**From:** Boles, Ginger <bolesg@marshall.edu>  
**Sent:** Monday, February 4, 2019 12:42 PM  
**To:** Prewitt, Michael <prewittm@marshall.edu>; Pfof, Gretchen <gretchen.pfof@marshall.edu>; Somerville, Chuck <somervil@marshall.edu>  
**Cc:** Wilson, Stephen L <wilsonsl@marshall.edu>; McGuffey, Michael <mcguffey@marshall.edu>  
**Subject:** RE: Meeting

Good afternoon everyone !! First, Dr. Somerville, please accept my sincere apology, somehow I left you off the email below on Friday – I specifically remember looking up your email address but obviously I did something wrong – I am sorry.

I received documentation yesterday from Dr. Davis regarding no course duplication. From our meeting on Friday, my understanding was there were no concerns of course duplication from anyone at the meeting. Dr. Prewitt and Dr. Somerville – Could you provide me with something in writing today please,?

I appreciate everyone's time.  
Thank you  
Ginger

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**From:** Boles, Ginger  
**Sent:** Friday, February 1, 2019 2:18 PM  
**To:** Prewitt, Michael <prewittm@marshall.edu>; Pfof, Gretchen <gretchen.pfof@marshall.edu>  
**Cc:** Wilson, Stephen L <wilsonsl@marshall.edu>; McGuffey, Michael <mcguffey@marshall.edu>  
**Subject:** Meeting

Just wanted to take a minute and thank everyone for meeting today on this snowy Friday. I truly appreciate everyone's time and support.

Have a good weekend.  
Ginger

Ginger Boles, MS PA/C  
Founding Physician Assistant Program Director  
Joan C. Edwards School of Medicine  
Marshall University  
1600 Medical Center Dr, Office 3403  
Huntington, WV 25701  
304-691-1979 (phone)  
[bolesg@marshall.edu](mailto:bolesg@marshall.edu)

## Boles, Ginger

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**From:** Somerville, Chuck  
**Sent:** Monday, February 4, 2019 5:41 PM  
**To:** Boles, Ginger  
**Cc:** Wilson, Stephen L  
**Subject:** Re: Meeting

Dear Ms. Boles;

Thanks very much for meeting with us last week to discuss your work toward the establishment of a Physician Assistant program at Marshall University.

Though some of our existing courses include content that will overlap with some of the courses that you are developing, both the context for the information and the intent of the coursework is necessarily different. I am satisfied that the curriculum within your program will create no conflict with existing coursework or programs in the College of Science. In fact, we look forward to the opportunity to prepare students to enter your program.

Good luck in completing your preparations for the new PA Program. Please let me know if there is anything that the College of Science can do to help.

Best Regards,

Chuck Somerville

**Charles C. Somerville, PhD, FLS**  
Dean, College of Science  
Marshall University  
(304)696-2424

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**From:** "Boles, Ginger" <bolesg@marshall.edu>  
**Date:** Monday, February 4, 2019 at 12:41 PM  
**To:** Michael Prewitt <prewittm@marshall.edu>, "Pfof, Gretchen" <gretchen.pfof@marshall.edu>, Charles Somerville <somervil@marshall.edu>  
**Cc:** "Wilson, Stephen L" <wilsonsl@marshall.edu>, "McGuffey, Michael" <mcguffey@marshall.edu>  
**Subject:** RE: Meeting

Good afternoon everyone !! First, Dr. Somerville, please accept my sincere apology, somehow I left you off the email below on Friday – I specifically remember looking up your email address but obviously I did something wrong – I am sorry.

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I appreciate everyone's time.  
Thank you  
Ginger

**From:** Boles, Ginger  
**Sent:** Friday, February 1, 2019 2:18 PM  
**To:** Prewitt, Michael <prewittm@marshall.edu>; Pfof, Gretchen <gretchen.pfof@marshall.edu>  
**Cc:** Wilson, Stephen L <wilsonsl@marshall.edu>; McGuffey, Michael <mcguffey@marshall.edu>  
**Subject:** Meeting

Just wanted to take a minute and thank everyone for meeting today on this snowy Friday. I truly appreciate everyone's time and support.

Have a good weekend.  
Ginger

Ginger Boles, MS PA/C  
Founding Physician Assistant Program Director  
Joan C. Edwards School of Medicine  
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1600 Medical Center Dr, Office 3403  
Huntington, WV 25701  
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