Wright State University

CORE Scholar

5-22-2001

Undergraduate Curriculum and Academic Policy Committee Minutes, May 22, 2001

Undergraduate Curriculum
and
Academic Policy Committee

Minutes
of
May 22, 2001 Meeting

Present: Jeanne Fraker, Jennie Gallimore, Joe Law, Jeff Wehmeyer (for Jan Maxwell), Richard Mercer, Patricia Renick, Tom Sav, Mark Sirkin, Tim Wood. Guests from the COLA: Jack Dustin, Jerri Killian, Mary Wenning

Approved Minutes of April 19 UCAPC Meeting

Course Inventory and Modification Requests

COLA

Approved Course Inventories: HEB 100

COSM

Approved Course Modifications: M&I 426, M&I 445, BIO 201, BIO 401, BIO 399
Approved Course Inventories: CHM 437, EH 499, EH 453, MT 447, MT 449, MT 450, PSY 215, SM 205
Course Inventory Tabled: EH 457 was discussed as a possible duplicate to an existing course offered by the CECS. The proposed course is being returned to the COSM. The committee requests that the COSM coordinate the proposal with the CECS if it is to be resubmitted to the committee.

CEHS

Approved Course Modifications: ATR 261, ATR 284, ATR 285, ATR 286, ATR 303, ATR 361, ATR 384, ATR 385, ATR 386, ATR 460, ATR 485, ATR 486, ED 327, ED 407

UC

Approved Course Inventories: UVC 111

Program Changes

CECS: Approved B.S. in Computer Science Program Change

Increase required Science hours from 3 to 4 credit hours
Degree Requirements Change: Increase to 193 credit hours

The proposal is available for review in the Faculty Office.

COLA: Approved B.A. and B.S. in Urban Affairs, Concentration in Public Administration Change

Allow substitution of Ohio Certified Public Manager Program Certificate (340 contact hours)
for twelve credit hours (90 contact hours) of URS electives
Degree Requirements Change: No Change

The proposal is available to view and print as a PDF
B.A. and B.S. in Urban Affairs
Also, the proposal is available for review (with all documentation) in the Faculty Office.

New Programs

COLA: American Humanics Certificate in Nonprofit Management

Core Courses 11 hours (includes internship or approved 300 hours of supervised service ,4 hours)
Specialization Courses 12 hours
Total 23 hours

The committee has not yet received a written response to the proposal from the COBA. Thus,
the proposal was approved conditional on that response and any further coordination
between the COLA and the COBA not requiring additional review by the UCAPC.

Adjournment: The Committee adjourned for the the Academic Year 2000-01.

****** Addendum ******
May 25, 2001

Representatives from the COBA and the COLA met to further discuss the the American Humanics Certificate
proposal. It was agreed to change the name of the proposal to American Humanics Nonprofit Certificate Program
and to replace references to management with administration, where appropriate. Therefore, the revised program
proposal is approved by the UCAPC and is available to view below as a PDF

American Humanics Nonprofit Certificate

Also, the proposal is available for review (with all documentation) in the Faculty Office.
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UCAPC HOME

<u>**PROPOSAL**</u>

**Academic Consideration
for the
Ohio Certified Public Manager Program**

This proposal requests that beginning Fall 2001, academic consideration be granted for successful completion of the Ohio Certified Public Manager (OCPM) program to students enrolled in degree programs offered by the Department of Urban Affairs and Geography (URS) at Wright State University (WSU).

We propose that for students seeking a WSU Bachelor of Arts or Bachelor of Science degree in Urban Affairs with concentration in the Public Administration track, the OCPM certificate be accepted as a substitute for twelve (12) undergraduate, upper-level, elective, URS credit hours. To clarify further, we are requesting that 340 OCPM contact hours be accepted as a substitute for 90 WSU/URS contact hours. This substitution shall be granted upon receipt of the OCPM certificate, which verifies successful completion of the 340-hour OCPM program. Thus, the URS undergraduate student who has completed the OCPM program shall be required to complete 20 credit hours of coursework in the public administration track rather than the 32 credit hours required of the typical URS undergraduate student seeking a Bachelor degree with a concentration in public administration.

We further propose that graduate students seeking a Master of Urban Administration (MUA) degree who have previously completed the OCPM program or who complete the OCPM program while enrolled in the MUA program, shall be required to satisfactorily complete 45 credit hours of approved graduate work, including all required core courses, to graduate with an MUA degree from WSU. This is in contrast to the 52 credit hours of approved graduate work required of the MUA student at WSU who has not completed the OCPM program.

The OCPM program is a nationally recognized, statewide, comprehensive management development program designed specifically for public managers in Ohio. The OCPM program was awarded accreditation in May 1999 by the National Certified Public Manager Consortium, and accreditation shall be reviewed every five years. The OCPM program culminates in professional certification that involves 340 contact hours comprised of two years of intensive study, work-related projects, and traditional testing. OCPM training is experientially oriented, utilizing small group activities and discussions, and provides a balance between theory and real world application. A complete course listing of the OCPM program is presented in Attachment A.

Participation in the OCPM program is targeted to those individuals responsible for managing people and programs, in all levels of government, whose wealth of experience, education, and training are critical to strengthening public service in Ohio. The OCPM program is offered by the Ohio Public Management Consortium, consisting of 12 universities in partnership with the Ohio Department of Administrative Services (ODAS), and is sponsored by the Urban University Project (UUP) and the Ohio Board of Regents. The OCPM steering committee is comprised of

representatives from the Ohio City/County Manager Association, the Ohio Municipal League, and the County Commissioners Association of Ohio, among others.

Partnerships between universities and governments in 23 states are currently offering the Certified Public Manager (CPM) program across America. A random sample of academic credit awarded for completion of the CPM program by universities from nine of these 23 participating states is shown in Attachment B. Please note that this attachment reflects credit hours awarded under a semester, rather than a quarter, system within the granting institution.

Ohio began its charter OCPM class in Columbus during Fall 1998. The initial OCPM student cohort completed the program and received their OCPM certificates in Fall 2000. There are currently nine additional OCPM cohorts operating in Ohio; four in Columbus, four in Cleveland, and one in Youngstown.

Results of a study recently conducted to assess the need for and interest in the OCPM program in Ohio's Southwest region show significant demand for this type of training program. Moreover, findings suggest academic credit awarded for completion of the OCPM program would likely increase enrollment in both the OCPM training program and the WSU/URS degree programs. Indeed, the OCPM program would likely serve as a feeder to WSU/URS degree programs. It is toward this end that this proposal is respectfully submitted.

The Department of Urban Affairs and Geography at Wright State University is scheduled to administer and deliver the OCPM program for the southwest region of Ohio beginning Fall 2001.

PROPOSAL FOR A NEW CERTIFICATE PROGRAM

American Humanics Nonprofit Certificate Program

Submitted by:

The Department of Urban Affairs and Geography
Dr. Jack Dustin, Chair
Dr. Mary Wenning, Assistant Professor

College of Liberal Arts
Wright State University

Amended May 2001

Table of Contents

I. TITLE AND LOCATION

A. *Title:* American Humanics Nonprofit Certificate Program

B. *Location:* Department of Urban Affairs and Geography. The Department offers a variety of classes in nonprofit administration and faculty members have expertise in the nonprofit sector.

II. OBJECTIVES

A. *Primary Objective:* The primary objective of the proposed American Humanics Nonprofit Certificate Program is to prepare undergraduate students for entry-level positions in nonprofit administration.

B. *University Mission:* The proposed American Humanics program reflects the university's goals for certificate programs. It adds value to students' major areas of study by introducing opportunities in the nonprofit sector; enhances students' job readiness and professional performance; and provides students with a nationally recognized credential upon successful completion of the program. The American Humanics certificate increases their job opportunities in the nonprofit sector. Employment opportunities include youth and human services, community development, health care, and the arts.

III. DESCRIPTION

A. *General Description:* The American Humanics Certificate may be earned as part of any major for a bachelor's degree at Wright State University (WSU). WSU academic credit hours will apply toward this certificate. The American Humanics Certificate Program requires that students demonstrate competency in key areas of nonprofit administration. Competency is achieved through both coursework and co-curricular requirements. Academic competency is attained by completing 23 credit hours of 200 to 400 level coursework, which includes a 300-hour internship (4 academic credit hours). Co-curricular activities include a student-organized annual retreat and the American Humanics National Management Institute conference. Appendix A contains the undergraduate catalog description for the proposed program.

American Humanics, Inc. is a national strategic alliance of almost 100 universities and colleges and 25 national nonprofit partners. The mission of the alliance is to prepare and certify college students for entry-level positions in the nonprofit sector through the American Humanics Certificate Program. The certificate program evolved from the American Humanics Foundation, which began in 1948. As of 2000, there were over 2,500 American Humanics alumni working in nonprofit organizations throughout the U.S.

B. *Demonstrated Need:* Employment opportunities in the nonprofit sector are expected to grow. Recent shifts in federal and state policies regarding the provision of housing and human services will accelerate growth in the already rapidly growing nonprofit sector. Wright State is in the unique position of helping its students take advantage of that growth. There are currently no American Humanics certificate programs in southwestern or central Ohio.

The *Nonprofit Management Needs Assessment Survey* was mailed to 100 nonprofit organizations in the Miami Valley region to measure the level of unmet need for a nonprofit program. Forty-two organizations responded to the survey. Almost 97% of the 42 respondents indicated that there is a need for nonprofit management training in the area. Eighty-five percent indicated that such a program would have some benefit to their organization and 87% indicated that candidates certified in nonprofit administration would have a competitive advantage in their organization's employment selection process. (Results from the survey are presented in Appendix B).

The results from the Needs Assessment Survey mirror findings from a more comprehensive study of nonprofits in the Miami Valley region (Dolan 1997). When asked about the primary source of training and development for employees, almost 30% of the responding organizations indicated that they rely on academic institutions for training.

At an informational meeting, representatives from several of Wright State University's student organizations (House of Representatives and Residential Community Association) indicated that the American Humanics Certificate program will meet an unmet need among undergraduate students. These leaders suggested that although members of their organizations are interested in applying their knowledge and skills in the nonprofit sector, many students are unaware of nonprofit career opportunities. Finally, leaders from several area nonprofit organizations and agencies (e.g., the United Way and the YMCA/YWCA) have indicated both excitement and a willingness to partner with the university to develop a successful American Humanics Certificate program. (Appendix B contains letters of support from these organizations.)

IV. ADMISSION REQUIREMENTS

This certificate is available to students pursuing a bachelors degree in any area. To be accepted into the program, a student must have at least a 2.5 cumulative grade point average in the most recent college work; formally apply to the Certificate program; and successfully complete an interview with the American Humanics Program Director. The application and interview will help identify students likely to succeed in the program, such as students who are truly interested in establishing careers in the nonprofit sector. The 2.5 cumulative grade

point requirement reflects the fact that American Humanics students must participate in co-curricular activities. Balancing co-curricular and academic requirements involves excellent time management and solid academic standing.

V. PROGRAM REQUIREMENTS

A. *General Requirements:* Students seeking the American Humanics Nonprofit Certificate must take up to 23 academic credit hours and participate in co-curricular activities. Required co-curricular activities include participation in the American Humanics Student Association, attendance at 1 annual retreat and at least 1 American Humanics National Management Institute conference.

B. *Core and Specialization Courses:* All students seeking the American Humanics Certificate must take three courses: Management of Nonprofit Agencies, Fund Raising/Grant Writing and a 300-hour internship. Each of these core courses directly links nonprofit management to the skills and knowledge acquired in students' major areas. Students must also complete 12 credit hours of specialization courses. The Program Director will advise American Humanics students on specialized courses. With the Director's approval, students may concentrate their studies in specific nonprofit competency areas or select courses from any of the specialization areas.

C. *List of Core Courses* (11 hours)

URS 475 Management of Nonprofit Agencies (3 credit hours)
URS 492 Internship or approved 300 hours of supervised service (4 credit hours)
URS 425 Fund Raising/Grant Writing (4 credit hours)

D. *List of Specialization Courses* (12 hours approved by Program Director)

Public Relations and Marketing
COM 345 Public Relations: Principles and Practices
COM 445 Conference Leadership
EDL 301 Professional Skills in Organizational Leadership
MKT 301 Principles of Marketing

Operational Skills
MGT 321 Human Resource Management
PLS/URS 346 Public Personnel Management
PLS/URS 446 Public Budgeting
URS 414 Fiscal Administration
URS 423 Managing Volunteers
URS 470 Urban Leadership

Nonprofit and Social Service Values
LAW 420 Legal Aspects of Managing a Diverse Workforce
SOC 360 Sociology of the Family
SW 270 Introduction to Social Work
URS 450 Ethics in the Public Service

Innovation Skills
MGT 410 Organizational Development
MGT 474 Quality Business Practices
URS 423 Public Management Strategies
URS 425 Strategic Planning

Development
URS 415 Community Development I
URS 416 Community Development II

E. *List of Required Co-Curricular Activities*

American Humanics Management Institute Conference (at least 1)
American Humanics Student Association (membership and participation)
American Humanics Annual Retreat (at least 1)

F. *Core Course Descriptions*

URS 475 Management of Nonprofit Agencies
Examines the organizational and administrative foundations of nonprofit
organizations. Areas such as the nature and mission of nonprofit organizations,
evaluating performance, resource development/fundraising, and managing
volunteers are explored.

URS 492 Senior-Level Internship
Senior-level internship in which students work in the offices of a local agency.

URS 425 Fund Raising/Grant Writing
Focuses on effective fund raising and grant writing strategies for nonprofit
managers.

G. *Specialization Course Descriptions*

Public Relations and Marketing
COM 345 Public Relations: Principles and Practices
Simulation focusing on the processes of public relations campaign: fact finding,
action planning, and implementation of communication channels, and program
evaluation. (Prereq. COM 256 or permission)

COM 445 Conference Leadership
Simulation focusing on the creation, development and execution of a professional conference through assessment of participants' needs. (Prereq. COM 101, 141, 102)

EDL 301 Professional Skills in Organizational Leadership
This course examines the elements of organizational communication including verbal and non-verbal communication.

MKT 301 Principles of Marketing
Explores the structure and functioning of the American marketing system and surveys the economic and social determinants; cost, productivity, and efficiency; product, price, promotion, and distribution of exchange elements; and marketing research and planning.

Operational Skills
MGT 321 Human Resource Management
Analysis of human resources system; interrelationship of policy areas such as staffing, development and utilization. (Prereq. MGT 302)

PLS/URS 346 Public Personnel Management
Examines methods of employment, training, compensation, and employee relations.

PLS/URS 446 Public Budgeting
Examination of the major phase of the governmental budget cycle, types of budget, budgetary reform, economic and public impact of government budgeting, and decision-making process.

URS 414 Fiscal Administration
Reviews financial reporting and accounting, the municipal bond market, pension systems, state and local taxes, user charges, and intergovernmental relations.

URS 423 Managing Volunteers
Explores issues and topics related to the recruitment and retention of volunteers by nonprofit managers.

URS 470 Urban Leadership
Examines the leadership role of the administrator in formulating programs, policies, and service delivery options. Explores topics such as managing the internal and external environments, improving productivity and effectiveness, and policy/program creation.

LAW 420 Legal Aspects of Managing a Diverse Workforce
Employment discrimination is examined in the broader context of workforce diversity. Major federal laws, court cases, and changing demographics impose obligations and present opportunities for employers and employees.

SOC 360 Sociology of the Family
Sociological analysis of family development over its life cycle. Involved is the relationship of the family to society and the individual. (Prereq. SOC 200)

SW 270 Social Work as a Profession
Introduction to the profession: historical development, value base, social systems perspective on social problems, and major fields of practice.

URS 450 Ethics in the Public Service
Systematic development of ethics in public service, including individual roles and obligations, values, standards, and codes of conduct.

Innovation Skills
MGT 410 Organizational Development
Focuses on development as a systematic, continuing process designed to improve an organization's ability to cope with change. (Prereq. MGT 302, 321)

MGT 474 Quality Business Practices
A domestic and global survey of best quality business practices and consulting processes. Examines team application of latest quality assessment and development tools. (Prereq. MGT 302)

URS 423 Public Management Strategies
Explores issues and topics related to the administration of urban nonprofit organizations, community development agencies, and local governments.

URS 425 Strategic Planning
Explores issues and topics related to the use of strategic planning by public and nonprofit organizations.

Development
URS 415 Community Development I
Focuses on the importance, the profession, and the practice of community development. Introduces theories of community and development and studies current neighborhood programs and policies.

URS 416 Community Development II
Examines three fundamental organizing strategies—self-help, technical assistance, and conflict—which are used to improve a community's quality of life. The course combines classroom learning and field experience. (Prereq. URS 415)

H. *Student Portfolio:* After completing all program requirements, the certificate candidate must submit a portfolio containing materials that demonstrate competency in each of the American Humanics competency areas. A faculty committee of at least three members will review the portfolio. The committee shall include the Program Director, 1 faculty member from the Department of Urban Affairs and Geography and 1 faculty member from the candidate's major area of study.

I. *Certification:* Students who have completed coursework and co-curricular requirements, at the recommendation of the Program Director, petition for national certification from the National American Humanics office.

VI. PROGRAM QUALITY

The proposed American Humanics Certificate Program requires students to take 11 hours of upper division (400 hour) coursework, and 12 hours from a list of upper and lower division (200 to 400 level) courses. The upper-level core courses are knowledge areas applicable to all nonprofit organizations. Because the American Humanics Certificate Program supplements other majors, students are expected to be able to perform adequately in upper-division courses.

The specialization courses range from 200 to 400 level courses and are focused on meeting specific competencies. In this case the course content is more important than whether they are upper or lower division courses.

VII. STUDENT PERFORMANCE

Students must achieve a 3.0 average in all required courses. In addition, students must demonstrate competency in each of the American Humanics competency areas before they are recommended for national certification by American Humanics, Inc.

VIII. CURRICULUM COORDINATION

The proposed American Humanics Certificate Program is open to undergraduate students from all majors from all colleges. Students will complete 11 hours of core courses offered by the Department of Urban Affairs and Geography and 12 hours from a list of existing courses that includes courses offered by Communications, Marketing, Social Work, Sociology, Law, Political Science and Organizational Leadership. Letters supporting the American Humanics Nonprofit Certificate Program are forthcoming from the Chairs of Political Science, Social Work, Communications, Marketing and Management/Law.

IX. RESOURCE COORDINATION

No additional computer or library resources are needed. The curriculum for the proposed American Humanics Certificate Program is comprised of courses already offered at WSU.

X. PROGRAM STAFFING

Although affiliated with the national American Humanics Chapter, the proposed Wright State University American Humanics Certificate Program will be self-governing. The proposed program will be staffed by a Program Director. The Program Director, a member of the Department of Urban Affairs and Geography faculty, is responsible for local administration of the program. Administrative duties include recruiting students, counseling students and monitoring student progress, overseeing American Humanics student programs, coordinating activities with area nonprofit leaders, and directing the American Humanics intern program. The only cost associated with the Program Director is a one-course teaching reduction during the program's startup year.

APPENDIX A: UNDERGRADUATE CATALOG DESCRIPTION

AMERICAN HUMANICS NONPROFIT CERTIFICATE

Objective: To prepare students for entry-level positions in the nonprofit sector.

Eligibility: This certificate is available to students pursuing a bachelors degree in any area. To be accepted into this Certificate program, a student must have at least a 2.5 cumulative grade point average in the most recent college work; formally apply to the Certificate program; and successfully complete an interview with the American Humanics Program Director. The application and interview will help identify students likely to succeed in the program, such as students who are truly interested in working in the nonprofit sector.

Requirements: Students seeking the American Humanics Certificate must take up to 23 academic credit hours and participate in co-curricular activities. Required co-curricular activities include participation in the American Humanics Student Association, attendance 1 annual retreat and at least 1 American Humanics National Management Institute conference.

All students seeking the American Humanics Certificate must take three courses: Management of Nonprofit Agencies, Fund Raising/Grant Writing and a 300-hour internship. Each of these core courses directly links nonprofit administration to the skills and knowledge acquired in students' major areas. Students must also complete 12 credit hours of specialization courses. The Program Director will advise American Humanics Students on specialized courses. With the Director's approval, students may concentrate their studies in specific nonprofit competency areas or select courses from any of the specialization areas.

SPECIFIC COURSE REQUIREMENTS:

Core Courses (11 hours)

URS 475 Management of Nonprofit Agencies
URS 492 Internship or approved 300 hours of supervised service
URS 425 Fund Raising/Grant Writing

Specialization Courses (12 hours approved by Program Director)

Public Relations and Marketing
COM 345 Public Relation s: Principles and Practices
COM 445 Conference Leadership
EDL 301 Professional Skills in Organizational Leadership
MKT 301 Principles of Marketing

Operational Skills
MGT 321 Human Resource Management
PLS/URS 346 Public Personnel Management
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URS 423 Public Management Strategies
URS 425 Strategic Planning

Development
URS 415 Community Development I
URS 416 Community Development II

Students must achieve a 3.0 average in all required courses. In addition, students must demonstrate competency in each of the American Humanics competency areas before they are recommended for national certification by American Humanics, Inc.

APPENDIX B: SUPPORTING DOCUMENTATION

Nonprofit Management Needs Assessment Results

Supporting Letters from Nonprofit Organizations

Supporting Letters from WSU Department Chairs (forthcoming)