SOUTH DAKOTA BOARD OF REGENTS
ACADEMIC AFFAIRS FORMS
New Baccalaureate Degree Minor

UNIVERSITY:	**USD**
TITLE OF PROPOSED MINOR:	**Nonprofit Studies**
DEGREE(S) IN WHICH MINOR MAY BE EARNED:	**B.A., B.S., B.B.A., B.F.A., B.S.Ed., B.M.**
EXISTING RELATED MAJORS OR MINORS:	**Political Science, Civic Leadership Studies**
INTENDED DATE OF IMPLEMENTATION:	**Fall 2018**
PROPOSED CIP CODE:	**52.0206**
UNIVERSITY DEPARTMENT:	**Political Science**
UNIVERSITY DIVISION:	**Arts & Sciences**

University Approval

To the Board of Regents and the Executive Director: I certify that I have read this proposal, that I believe it to be accurate, and that it has been evaluated and approved as provided by university policy.

_____   _____
President of the University   Date

1. Do you have a major in this field?   ☐   ☒
                                                                          Yes   No

2. If you do not have a major in this field, explain how the proposed minor relates to your university mission.

The nonprofit sector is a diverse and interdisciplinary segment of civil society that relies on the engagement of employees, volunteers and charitable contributors to deliver a broad-range of public services in the US and abroad. The University of South Dakota is a public liberal arts university with strong commitments to developing student engagement, interdisciplinary work, and fostering collaborative partnerships. The mission and values of USD will be enhanced by the introduction of a nonprofit studies minor, with students participating from multiple disciplines to provide service to their communities. The nonprofit studies minor will advance USD students' capacity to contribute to the sector and, through their efforts, expand the reach of USD's impact on the community at-large.

3. What is the nature/purpose of the proposed minor?

The overarching goal of the proposed minor in nonprofit studies is to prepare students with the knowledge and skills needed to contribute to the nonprofit sector as employees, volunteers, board members and external stakeholders. The nonprofit sector is a vital and increasingly important segment of civil society that rises and falls on the efforts of organizational stakeholders and supportive community members. The purpose of the nonprofit studies minor is to provide USD students with greater access to coursework, internship and service learning opportunities to enhance their capacity to contribute to the nonprofits our society relies upon to advance shared missions and values.

4. **How will the proposed minor benefit students?**

The narrowest benefit for students is the introduction to the nonprofit sector as a potential focus for their professional development. As described in the following section describing workforce demand for graduates, the nonprofit sector is a vibrant and growing sector for young professionals.

A broader benefit to students exists because nonprofit sector is distinctly interdisciplinary. Here, the proposed nonprofit studies minor will offer students from across campus the opportunity to work toward shared goals and enhance their understanding of what they hold in common with fellow students in seemingly distant fields of study. In terms of students on the USD campus, this includes (but is not limited to) students with majors in the area of political science, criminal justice, international studies, history, sustainability, business, education, fine arts, health sciences, biology, sociology, and social work.

The proposed minor will offer students interested in these areas the opportunity to study together to develop their capacity to work and volunteer in the sector at-large.

5. **Describe the workforce demand for graduates in related fields, including national demand and demand within South Dakota.** *Provide data and examples; data sources may include but are not limited to the South Dakota Department of Labor, the US Bureau of Labor Statistics, Regental system dashboards, etc.*

The Bureau of Labor Statistics reported in 2014 that nonprofit organizations account for 11.4 million jobs in the United States, amounting to 10.3 percent of all private sector employment. In South Dakota, nonprofits constitute 13 percent of the private sector employment, placing the state in the top quintile of states measured by nonprofit employment as a percentage of total private sector employment (https://www.bls.gov/opub/ted/2014/ted_20141021.htm).

Moreover, in 2016 the Bureau of Labor Statistics noted that employment in the nonprofit sector has continued to increase from 2007, while total private employment decreased by 3 percent. A similar trend was noted for wages, where nominal wages in the nonprofit sector have outpaced wages in the public and for-profit sectors (https://www.bls.gov/opub/mlr/2016/article/nonprofits-in-america.htm).

Contemporary survey work supports the nonprofit sector trends noted by labor statistics. A survey of nonprofit organizations in 2016 noted that the number of organizations reporting an increase in staffing levels rose by 2 percent. This increase put the percentage of nonprofit organizations experience growth at 51 percent (Nonprofit HR, "2016 Nonprofit Employment Practices Survey Results," https://www.nonprofithr.com/wp-content/uploads/2016/04/2016NEPSurvey-final.pdf).

Additional insights into the sector in South Dakota come from a state profile of nonprofits in the state compiled by the Independent Sector https://www.independentsector.org/resource/state-profile-south-dakota/. The 2016 profile estimates that 45,200 people work in the state's nonprofit sector, constituting just over 14 percent. This is one percent higher than the figure estimated by the Bureau of Labor Statistics in 2014, suggesting a continued trend of growth in the sector in South Dakota. The profile also reported that nonprofits in the state generate $6.2 billion per year and have assets of $14.6 billion. The income generated by South Dakota nonprofits is 15.23 percent of the state's GDP, as reported for 2015 at $40.7 billion (http://www.southdakotadashboard.org/economic-output-gdp#0-7131-g).

In summary, the national nonprofit sector is healthy. It offers many opportunities for committed employees in a wide variety of organizational contexts (e.g., arts and culture, religion, education, health care, human services and international). The sector in South Dakota is equally vibrant, with over 6,000 organizations serving communities across the state.

6. **Provide estimated enrollments and completions in the table below and explain the methodology used in developing the estimates.**

The table below presents enrollment estimates based on recent and similar minor programs developed in the College of Arts and Sciences at the University of South Dakota (i.e.., Sustainability, Sport Marketing and Media). The utilization of these program models was intended to be conservative given the larger breadth of the nonprofit sector than Sustainability or Sport Marketing Media. Sports Marketing and Media has outpaced its initial enrollment estimates. This outcome lends confidence to the estimates provided here.

	Fiscal Years*			
	1st	2nd	3rd	4th
Estimates	FY 18	FY 19	FY 20	FY 21
Students enrolled in the minor (fall)	8	16	24	24
Completions by graduates		4	10	16

*Do not include current fiscal year.

7. **What is the rationale for the curriculum? Demonstrate/provide evidence that the curriculum is consistent with current national standards.**

The minor in Nonprofit Studies at USD seeks to deliver a practical set of skills and understandings for undergraduates to contribute to their substantive interests in their academic fields of study. The curriculum is designed to ground students in the core competencies for employment and volunteering in the nonprofit sector. The first required course, POLS 421: Introduction to the Nonprofit Sector, delivers a clear understanding of the sector in relation to other sectors in society (public, business, family/social), key communication strategies and methods used in the sector, as well as emerging trends in social entrepreneurship and philanthropy. The second required course, POLS 422: Fundraising Public/Nonprofit Organizations, introduces students to fundraising and budgeting, which are essential resource management skills when working in an environment of scarce resources. The third required course (to be created as part of this application). POLS 423: Nonprofit Governance and Administration, covers topics of corporate bylaws, governance by the board of directors, executive and board relations, organizational design and professional ethics. The fourth and final required course for this program, LDR 480: Service Learning Experience, will expose students to field internships or service projects designed to identify and develop practical skills needed for success in the nonprofit sector.

The curriculum of the Nonprofit Studies minor is designed to build a competent and engaged cohort of students with subject matter expertise in diverse fields to contribute to South Dakota, the region and beyond. It fits well within national standards for curriculum content and experience. It compares favorably with similar programs offered at South Dakota State University, the University of North Dakota and the University of Nebraska Omaha. Table 7.1 (below this narrative) details the comparisons of the proposed USD minor and similar programs at these regional public universities. All four programs have consistent required courses for the completion of the undergraduate minor. All four are eighteen credit programs. Three programs require six elective credits in a broad-range of interdisciplinary undergraduate coursework (USD, SDSU, UND) to complete an 18 credit minor. One program, UNO, requires nine elective credits because they have only three required 3-credit classes.

TABLE 7.1: Required Courses for Nonprofit Minors

USD Minor (Proposed)	SDSU Minor	UNO Minor	UND Minor
• POLS 421: Introduction to the Nonprofit Sector • POLS 422: Fundraising Public/Nonprofit	• LMNO 201 - Introduction to Leadership and Management of Nonprofit Organizations	• PA 2170: Introduction to Public Administration • PA 3500: Nonprofit Organizations and	• POLS 200: Introduction to the Nonprofit Sector

Organizations • POLS 423: Nonprofit Governance and Administration • LDR 480: Service Learning Experience	• LEAD 410 - Leadership: Senior Seminar • LMNO 435 - Organizational Leadership and Team Development • LEAD 496 - Field Experience	Management • PA 4500: Nonprofit Fundraising	• POLS 361: Nonprofit Management • POLS 450: Capstone Experience and Development • POLS 480: Internship for Nonprofit Leadership

8. **Complete the tables below. Explain any exceptions to Board policy requested.**

   A. **Distribution of Credit Hours**

Nonprofit Studies	Credit Hours	Percent
Requirements in minor	12	66.6%
Electives in minor	6	33.3%
Total	**18**	**100%**

   B. **Required Courses in the Minor**

Prefix	Number	Course Title *(add or delete rows as needed)*	Credit Hours	New (yes, no)
POLS	421	Introduction to the Nonprofit Sector	3	No
POLS	422	Fundraising Public/Nonprofit Organizations	3	No
POLS	423	Nonprofit Governance and Administration	3	Yes
LDR	480	Service Learning Experience	3	No
		Subtotal	**12**	

9. **Elective Courses in the Minor: List courses available as electives in the program. Indicate any proposed new courses added specifically for the minor.**

   Electives in this program shall include courses that contribute to the professional development of students pursuing a minor in nonprofit studies. It is expected that students from across colleges and departments will complete this minor and that elective courses will be tailored to their professional and personal interests. As such, it is expected that students pursuing elective courses in their area of professional development (i.e., their major) will be able to add additional electives focused on those areas and have them count as electives for the Nonprofit Studies minor. Though students may not "double count" electives between their major and the Nonprofit Studies minor, they may be able to take up to six additional professional development electives as part of their minor studies program. It is expected that these electives will have already satisfied any prerequisite course work.

   To advance student interests, the nonprofit studies minor offers a diverse set of elective course options that focus on (1) *capacity building* and (2) *services areas* in the nonprofit sector. Students will be required to take one three-credit capacity building course elective. Capacity building course electives focus on the analytical, communication and critical thinking skills needed for success in the sector. Students will be also be required to take one three-credit elective from the set of courses identified as services areas in the sector. Service area courses focus on substantive areas of service delivery common in the nonprofit sector. Table 9.1 (below) presents the set of accepted electives in capacity building and Table 9.2 (below) presents the set of service area course options. It is expected that nonprofit studies students will, over time, identify additional capacity building and service area courses that support their interests beyond the course options provided here. As new courses are added to the USD course catalog, and as students identify additional electives that fit program interests, the nonprofit studies minor will update the list of accepted electives. Student requests to approve additional elective courses, beyond those on the current

set of approved electives, must be justified as developing professional skills (capacity building) or subject matter expertise (service areas) for work in the nonprofit sector.

Table 9.1: Proposed capacity building elective courses:
Select one of the following that represent the type of classes that are capacity building*.

Prefix	Num.	Course Title	Credit Hours	New (yes, no)	Online?
ECON	410	Economic Growth and Development	3	No	No
LDR	310	Introduction to Living a Life of Leadership	3	No	No
LDR	401	Advanced Leadership Theory and Practice	3	No	No-501 is
LDR	404	Leadership Communication and Conflict Resolution	3	No	Yes
MCOM	243	Public Relations Principles	3	No	No
NATV/ANTH	423	Lakota Governance	3	No	No
PHIL	240	Introduction to Ethics, Law and Society	3		No
POLS	320	Public Administration	3	No	No
POLS	424	Planning: Principles and Techniques	3	No	No
SOC	150	Social Problems	3	No	Yes
SOC	432	Collective Behavior and Social Change	3	No	Yes
SOCW	340	Human Behavior and the Social Environment	3	No	No
SOCW	400	Social Policy	3	No	No
SPCM	310	Business and Professional Speaking	3	No	No
SPCM	485	Communication and Conflict Resolution	3	No	No
		Subtotal	3**		

* Additional capacity building elective courses may be accepted upon approval from program director.
**Only one of these courses, or another capacity building course, is required

Table 9.2: Proposed service area elective courses:
Select one of the following that represent the type of classes that are service oriented*.

Prefix	Number	Course Title (add or delete rows as needed)	Credit Hours	New (yes, no)	Online?
ADS	410	Working with Families on Alcohol and Drug Issues	3	No	Yes
ADS	421	Foundations of Alcohol and Drug Prevention	3	No	Yes
ARTH	415	Gallery Management	3	No	No
BIOL	454	Environmental Ethics	3	No	No
CJUS	415	Ethics in Criminal Justice	3	No	No
CJUS	419	Family Violence	3	No	No
CJUS	436	Juvenile Justice	3	No	No
NATV	422	Native American Religion and Spirituality	3	No	No
NATV	310	Federal Indian Policy	3	No	No
NATV	330	Native People's Health Care, Promotion and Policy	3	No	No
SOC	423	Social Stratification	3	No	Yes
SOC	458	Sociology of Aging	3	No	No
SOC	480	Sociology of Education	3	No	No
SUST	321	Earth and Water Resources	3	No	No
SUST	426	Collapse of Societies	3	No	No
SUST	428	Sustainability and Urbanism	3	No	No
		Subtotal	3**	0	

* Additional service area elective courses may be accepted upon approval from program director.
**Only one of these courses, or another service area course, is required

Table 9.3: Proposed new course added for the minor:

Prefix	Number	Course Title *(add or delete rows as needed)*	Credit Hours	New (yes, no)
POLS	423	Nonprofit Governance and Administration*	3	Yes
		Subtotal	3	1

*Listed in Table 8B above as a required course

10. What are the learning outcomes expected for all students who complete the minor? How will students achieve these outcomes?

Learning Outcome	Course Material to Deliver Outcomes
1. Describe the structure and components of the nonprofit sector.	POLS 421
2. Recognize and focus on ethical problems, develop and refine appropriate methods of moral reasoning, and be sensitive to the nuances and ambiguities of ethical situations in the nonprofit sector.	POLS 421; POLS 423
3. Understand the components of a nonprofit budget, as well as how to utilize the budget as a policy tool.	POLS 423
4. Understand the roles of fundraising and organizational development in the nonprofit sector.	POLS 422
5. Understand the roles of social entrepreneurship and performance measurement in the nonprofit sector.	POLS 421
6. Identify linkages between professional interests and nonprofit studies minor program of study.	POLS 421; 6 elective credits

11. What instructional approaches and technologies will instructors use to teach courses in the minor? *This refers to the instructional technologies and approaches used to teach courses and NOT the technology applications and approaches expected of students.*

- D2L will be the operating environment for all online courses.
- Each online course will have live Collaborate Ultra sessions that shall be recorded for students who cannot attend live sessions.
- Each course will have a series of modules students will complete that are narrowly tailored to the learning objectives for the course.
- Course assignments will involve the preparation of case statements (a form of strategic communication in nonprofit sector organizations) for all assignments that can be developed within the case statement format. Each course will require at least one case statement assignment.
- Course assignments will include D2L discussion threads to encourage collaboration and student engagement, as well as networking opportunities for students involved in this online minor program. Each course will require at least three discussion thread assignments.

12. Delivery Location[1]

    A. Complete the following charts to indicate if the university seeks authorization to deliver the entire program on campus, at any off campus location (e.g., UC Sioux Falls, Capital University Center, Black Hills State University-Rapid City, etc.) or deliver the entire program through distance technology (e.g., as an online program)?

	Yes/No	*Intended Start Date*
On campus	Yes	

	Yes/No	*If Yes, list location(s)*	*Intended Start Date*
Off campus	No		**Fall 2018**

	Yes/No	*If Yes, identify delivery methods[2]*	*Intended Start Date*
Distance Delivery (online/other distance delivery methods)	No		

    B. Complete the following chart to indicate if the university seeks authorization to deliver more than 50% but less than 100% of the certificate through distance learning (e.g., as an online program)? [3]

	Yes/No	*If Yes, identify delivery methods*	*Intended Start Date*
Distance Delivery (online/other distance delivery methods)	Yes	Online	Fall 2018

13. Does the University request any exceptions to any Board policy for this minor? Explain any requests for exceptions to Board Policy.

    None.

14. Cost, Budget, and Resources: Explain the amount and source(s) of any one-time and continuing investments in personnel, professional development, release time, time redirected from other assignments, instructional technology & software, other operations and maintenance, facilities, etc., needed to implement the proposed minor.

    None.

15. New Course Approval: New courses required to implement the new minor may receive approval in conjunction with program approval or receive approval separately. Please check the appropriate statement.

    ☒   YES,

        the university is seeking approval of new courses related to the proposed program in conjunction with program approval. All New Course Request forms are included as Appendix C and match those described in section 7.

    ☐   NO,

        the university is not seeking approval of all new courses related to the proposed program in conjunction with program approval; the institution will submit new course approval requests separately or at a later date in accordance with Academic Affairs Guidelines.

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[1] The accreditation requirements of the Higher Learning Commission (HLC) require Board approval for a university to offer programs off-campus and through distance delivery.

[2] Delivery methods are defined in AAC Guideline 5.5.

[3] This question responds to HLC definitions for distance delivery.