



SOUTH DAKOTA BOARD OF REGENTS ACADEMIC AFFAIRS FORMS New Certificate

UNIVERSITY:	USD
TITLE OF PROPOSED CERTIFICATE:	Techniques for Public Policy
INTENDED DATE OF IMPLEMENTATION:	Fall 2020
PROPOSED CIP CODE:	44.0501
UNIVERSITY DEPARTMENT:	Political Science
BANNER DEPARTMENT CODE:	UPOL
UNIVERSITY DIVISION:	Arts and Sciences
BANNER DIVISION CODE:	2A

Please check this box to confirm that:

- The individual preparing this request has read [AAC Guideline 2.7](#), which pertains to new certificate requests, and that this request meets the requirements outlined in the guidelines.
- This request will not be posted to the university website for review of the Academic Affairs Committee until it is approved by the Executive Director and Chief Academic Officer.

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.

Elizabeth M. Freeburg 5/1/2020
 Institutional Approval Signature Date
President or Chief Academic Officer of the University

Note: In the responses below, references to external sources, including data sources, should be documented with a footnote (including web addresses where applicable).

1. Is this a graduate-level certificate or undergraduate-level certificate?

Undergraduate Certificate Graduate Certificate

2. What is the nature/ purpose of the proposed certificate? Please include a brief (1-2 sentence) description of the academic field in this certificate.

This certificate program will provide graduates with a tool kit of common evaluative, analytical, and statistical techniques used in the field of public policy. It is intended for students who regularly need to evaluate programs or understand program data.

- 3. If you do not have a major in this field, explain how the proposed certificate relates to your university mission and strategic plan, and to the current Board of Regents Strategic Plan 2014-2020.**

N/A. We do have a degree program (MPA) in this field.

- 4. Provide a justification for the certificate program, including the potential benefits to students and potential workforce demand for those who graduate with the credential.**

Students in the region need flexibility in program offerings, including evaluative, analytical, and statistical techniques. However, many do not have the time or financial capacity to complete a 36- or 39-hour degree program over several years. This program will give students a chance to learn concrete skills over two years (one course a semester) to earn this certificate.

We hope to draw students from public and nonprofit organizations, which may require employees with analytical skills designed for their sector (rather than business administration or economics). According to the BLS, in 2017 over 36,000 South Dakotans worked for some level of government and over 100,000 South Dakotans worked for a 501(c)(3), although the number of employees by educational attainment (undergraduate degree) or in management roles is difficult to ascertain.^{1,2} The potential pool, just in South Dakota, is large. We also hope to attract full-time employees from areas like NW Iowa and NE Nebraska.

- 5. Who is the intended audience for the certificate program (including but not limited to the majors/degree programs from which students are expected)?**

Students who have completed an undergraduate degree in a related field. We will especially be recruiting from populations of students who are full-time public and nonprofit sector employees from nearby major population centers (Sioux Falls, Yankton, Sioux City, IA).

6. Certificate Design

- A. Is the certificate designed as a stand-alone education credential option for students not seeking additional credentials (i.e., a bachelor's or master's degree)? If so, what areas of high workforce demand or specialized body of knowledge will be addressed through this certificate?**

This certificate program is intended for students who work with budgets, evaluate programs, or need additional skills in examining and understanding the trends in data that drive their programs. Numerous public and nonprofit sector employees have entered their fields without a degree in these areas.

- B. Is the certificate a value added credential that supplements a student's major field of study? If so, list the majors/programs from which students would most benefit from adding the certificate.**

Yes. The certificate will benefit students in the Master of Public Administration, Executive Master of Public Administration, and Master of Science in Administration degree programs. The certificate will provide students in existing USD programs with an additional credential in quantitative fields including cost-benefit analysis and expenditure/revenue projections. The certificate will also provide a credential for students unable to pursue a degree program in management or leadership.

¹ https://www.bls.gov/oes/2017/may/oes_research_estimates.htm

² <https://www.bls.gov/bdm/nonprofits/nonprofits.htm>

C. Is the certificate a stackable credential with credits that apply to a higher level credential (i.e., associate, bachelor’s, or master’s degree)? If so, indicate the program(s) to which the certificate stacks and the number of credits from the certificate that can be applied to the program.

Yes, this program can stack up to 12 credits toward the Master of Public Administration and 12 credits toward the Executive Master of Public Administration (delivered online) as long as students meet the other program requirements.

7. List the courses required for completion of the certificate in the table below (if any new courses are proposed for the certificate, please attach the new course requests to this form). Certificate programs by design are limited in the number of credit hours required for completion. Certificate programs consist of nine (9) to twelve (12) credit hours, including prerequisite courses. In addition, certificates typically involve existing courses. If the curriculum consists of more than twelve (12) credit hours (including prerequisites) or includes new courses, please provide explanation and justification below.

Prefix	Number	Course Title	Prerequisites for Course	Credit Hours	New (yes, no)
POLS	765	Research Methods and Statistics*	None	3	No
Choose three of the following courses:					
POLS	526	Public Policy and Evaluation	None	3	No
POLS	567	Analytical Techniques in Public Policy	None	3	No
POLS	722	Budgetary and Fiscal Management	None	3	No
POLS	725	Public Performance and Contracting	None	3	Yes^
Subtotal				12	

*Required

^Although this course is “new,” it is not being created for this certificate program. Its creation is concurrent with this certificate program to meet the needs of existing MPA students.

-Students will complete POLS 765, and then any three courses from POLS 526, POLS 567, POLS 722 and POLS 775.

8. Student Outcome and Demonstration of Individual Achievement.

Board Policy 2:23 requires certificate programs to “have specifically defined student learning outcomes.

A. What specific knowledge and competencies, including technology competencies, will all students demonstrate before graduation?

Students will gain the following skills and competencies in this programs:

- Gather and analyze data about their organizations
- Evaluate public and nonprofit programs
- Create projections using data (financial or organization)
- Calculate, quantitatively, the cost and benefits of decisions
- Improve public and nonprofit performance
- Monitor and Manage contracts or grants
- Understand limitations/uncertainty of evaluative, analytical, or statistical methods

B. Complete the table below to list specific learning outcomes – knowledge and competencies – for courses in the proposed program in each row. *Label each column heading with a course prefix and number. Indicate required courses with an asterisk (*). Indicate with an X in the corresponding table cell for any student outcomes that will be met by the courses included. All students should acquire the program knowledge and competencies regardless of the electives selected. Modify the table as necessary to provide the requested information for the proposed program.*

Individual Student Outcome (Same as in the text of the proposal)	Program Courses that Address the Outcomes				
	POLS 765*	POLS 526	POLS 567	POLS 722	POLS 725
Gather and analyze data about their organizations	X	X	X	X	X
Evaluate public and nonprofit programs	X	X	X		X
Create projections using data (financial or organization)			X	X	
Calculate, quantitatively, the cost and benefits of decisions			X	X	X
Improve public and nonprofit performance	X	X		X	X
Monitor and Manage contracts or grants			X	X	X
Understand limitations/uncertainty of evaluative, analytical, or statistical methods	X	X	X		

Modify the table as necessary to include all student outcomes. Outcomes in this table are to be the same ones identified in the text.

9. Delivery Location.

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

On campus, face-to-face.

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 on-line program)?

	Yes/No	Intended Start Date
On campus	Yes	Fall 2020

	Yes/No	If Yes, list location(s)	Intended Start Date
Off campus	No		
	Yes/No	If Yes, identify delivery methods Delivery methods are defined in AAC Guideline 5.5.	Intended Start Date
Distance Delivery (online/other distance delivery methods)	No		
Does another BOR institution already have authorization to offer the program online?	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 on-line program)? This question responds to HLC definitions for distance delivery.

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



SOUTH DAKOTA BOARD OF REGENTS
ACADEMIC AFFAIRS FORMS
New Course Request

<u>USD</u>	<u>Arts & Sciences/Political Science</u>	
Institution	Division/Department	
<hr/>		<u>3/23/2020</u>
Institutional Approval Signature		Date

Section 1. Course Title and Description

Prefix & No.	Course Title	Credits
POLS 725	Public Performance and Contracting	3

Course Description
The idea of “performance” is central to the management of public and nonprofit sector agencies. This course will explore the construct of performance, how performance is managed through strategic management and performance routines, and the use of contracting and outsourcing is used to manage public goals via the private or nonprofit sector.

Pre-requisites or Co-requisites None

Registration Restrictions None

Section 2. Review of Course

2.1. Was the course first offered as an experimental course?

- Yes (if yes, provide the course information below) No

2.2. Will this be a unique or common course (place an “X” in the appropriate box)?

If the request is for a unique course, verify that you have reviewed the common course catalog via Colleague and the system [Course Inventory Report](#) to determine if a comparable common course already exists. List the two closest course matches in the common course catalog and provide a brief narrative explaining why the proposed course differs from those listed. If a search of the common course catalog determines an existing common course exists, complete the Authority to Offer an Existing Course Form.

Unique Course

Prefix & No.	Course Title	Credits
POLS 721	Sem in Public Administration	
POLS 724	Organization and Management	

Provide explanation of differences between proposed course and existing system catalog courses below:

This course extends the concepts from generic management and administration to more specific topics of performance, managing performance, and managing and creating contracts. It is a course design for practitioners where the other two are more theory oriented.
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Section 3. Other Course Information

3.1. Are there instructional staffing impacts?

No. Schedule Management, explain below:

POLS 722 was offered on rotation every spring. This will replace the Spring odd offering of POLS 722.

3.2. Existing program(s) in which course will be offered:

MPA- Master of Public Administration

3.3. Proposed instructional method by university:

E - Seminar

3.4. Proposed delivery method by university:

U01 Face-to-face Term Based Instruction

U15 Internet Asynchronous – Term Based Instruction

3.5. Term change will be effective:

Spring 2021

3.6. Can students repeat the course for additional credit?

Yes, total credit limit: _____ No

3.7. Will grade for this course be limited to S/U (pass/fail)?

Yes No

3.8. Will section enrollment be capped?

Yes, max per section: 20 No

3.9. Will this course equate (i.e., be considered the same course for degree completion) with any other unique or common courses in the common course system database in Colleague and the [Course Inventory Report](#)?

Yes No

If yes, indicate the course(s) to which the course will equate (add lines as needed):

Prefix & No.	Course Title

3.10. Is this prefix approved for your university?

Yes No

Section 4. Department and Course Codes (Completed by University Academic Affairs)

4.1. University Department Code: UPOLS

4.2. Banner Department Code: UPOL

4.3. Proposed [CIP Code](#): 44.0401

Is this a new CIP code for the university? Yes No