



**SOUTH DAKOTA BOARD OF REGENTS  
ACADEMIC AFFAIRS FORMS**

**New Certificate**

<b>UNIVERSITY:</b>	<b>USD</b>
<b>TITLE OF PROPOSED CERTIFICATE:</b>	<b>Personnel Supervision</b>
<b>INTENDED DATE OF IMPLEMENTATION:</b>	<b>8/18/2017</b>
<b>PROPOSED CIP CODE:</b>	<b>52.1201</b>
<b>UNIVERSITY DEPARTMENT:</b>	<b>UBUS</b>
<b>UNIVERSITY DIVISION:</b>	<b>UEMM</b>

**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.*

<u>Elizabeth M. Freeburg</u>	<u>5/16/2017</u>
Institutional Approval Signature	Date
<i>President or Chief Academic Officer of the University</i>	

**1. Is this a graduate-level certificate or undergraduate-level certificate (place an "X" in the appropriate box)?**

Undergraduate Certificate  Graduate Certificate

**2. What is the nature/purpose of the proposed certificate?**

The University of South Dakota seeks permission to offer a new certificate in Personnel Supervision. A certificate in Personnel Supervision will help provide mid-level managers in every industry the skills they need to plan, direct, and coordinate programs and lead and direct staff. The program will enhance the knowledge and skills of employees to stay competitive in business. The certificate stacks to the BS in Technical Leadership, one of five proposed certificates that would stack to that degree. The certificate is designed to appeal to students who do not yet possess a bachelor's degree and need additional management-level skill development to advance within their careers.

**3. Provide a justification for the certificate program, including the potential benefits to students and potential workforce demand for those who graduate with the credential.<sup>1</sup>**

After conversations with local businesses, SF advisory board, and Technical College leadership, personnel supervision has been identified as an area of need. The U.S. Bureau of Labor Statistics anticipates job growth in Training and Development Managers to be 7% and Human Resource Managers to be 9%, over the next 8 years<sup>2</sup>. Training and development

<sup>1</sup> For workforce related information, please 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.

<sup>2</sup> <https://www.bls.gov/ooh/management/training-and-development-managers.htm>

managers plan, direct, and coordinate programs to enhance the knowledge and skills of an organization's employees. The certificate in Personnel Supervision, as well as the additional certificates stackable to the BS in Technical Leadership, provides students with workplace skills cited by industry executives as high demand, as well as providing alternate pathways for students to earn the bachelor's degree.

**4. 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 are enrolled in the Bachelor of Science in Technical Leadership who will likely work in hiring, training, and development after obtaining their baccalaureate degree would be part of the market for this certificate program. Additionally, industry leaders have indicated that they would be likely to send prospective "managers" to the certificate program to learn the skills needed to be a successful leader.

**5. 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):<sup>3</sup>**

<b>Personnel Supervision</b>				
<b>Prefix</b>	<b>Number</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>New (yes, no)</b>
BADM	369	Organizational Behavior and Theory	3	No
HRM	460	Human Resource Management	3	No
HRM	466	Training and Development	3	No
Choose one of the following				
PSYC	430	Organizational Psychology/ Psychology of Teamwork*	3	No
PSYC	460	Psychology Perspectives on Diversity	3	No
<b>Subtotal</b>			<b>12</b>	

\*This course has a prerequisite of PSYC 101. Conversations with Southeast Technical Institute indicated that most of their graduates take this course. Students who have completed PSYC 101 may choose this course while other students may take PSCY 460 to keep the certificate at 12 credit hours.

**6. Student Outcome and Demonstration of Individual Achievement.<sup>4</sup>**

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

Personnel Supervision Certificate graduates will:

1. Describe how differences may influence professional working relationship and recognize the level of cooperation that must be present in a professional setting.
2. Understand the role of a team in regards to leadership, group decision making, and commitment toward goals.

<sup>3</sup> Regental system certificate programs typically are a subset of the curriculum offered in degree programs, include existing courses, and involve 9-12 credits for completion. Deviations from these guidelines require justification and approval.

<sup>4</sup> Board Policy 2:23 requires certificate programs to "have specifically defined student learning outcomes."

3. Demonstrate an understanding of human resources, recruitment and selection, training and development.

**B. Complete Appendix A – Outcomes using the system form.**

See attached Appendix A.

**7. On-line and Off-campus Delivery.<sup>5</sup>**

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

	Yes/No	<i>If Yes, list location(s), including the physical address</i>	<i>Intended Start Date</i>
<b>Off-campus</b>	Yes	University Center, Sioux Falls	8/18/2017

	Yes/No	<i>If Yes, identify delivery methods</i>	<i>Intended Start Date</i>
<b>Distance Delivery</b>	Yes	Online	8/17/2018

**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)? N/A**

	Yes/No	<i>If Yes, identify delivery methods</i>	<i>Intended Start Date</i>
<b>Distance Delivery</b>			
<b>Delivery Method (if applicable)</b>			

**8. Additional Information:** *Additional information is optional. Use this space to provide pertinent information not requested above. Limit the number and length of additional attachments. Identify all attachments with capital letters. Letters of support are not necessary and are rarely included with Board materials. The University may include responses to questions from the Board or the Executive Director as appendices to the original proposal where applicable. Delete this item if not used.*

<sup>5</sup> The accreditation requirements of the Higher Learning Commission (HLC) require Board approval for a university to offer programs off-campus and through distance delivery.

## Appendix A

Personnel Supervision				
Individual Student Outcome	HRM 460	HRM 466	BADM 369	PSYC 430 or 460
Describe ways that differences may influence professional working relationships and incorporate this information to modify professional interpersonal and organizational behavior.	X		X	X
Employ an understanding of methods that develop team formation, function, and evaluation in relation to: leadership, group decision making, and commitment goal accomplishment.	X		X	X
Discuss the business concepts and objectives, management principles, human resource issues, organizational planning and development, recruitment and selection issues that affect an organization.	X		X	X
Describe accepted regulations related to the structure, the methods, and the use of technology for the training of employees and demonstrate application of a strategic employee training system.	X	X		