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| S:\Communications\Logos and photos\SDBORLogos\final_sdbor_webreadyBW_trans.gif | **SOUTH DAKOTA BOARD OF REGENTS**  ACADEMIC AFFAIRS FORMS |
| New Certificate |
|  |  |

|  |  |
| --- | --- |
| **UNIVERSITY:** | **DSU** |
| **TITLE OF PROPOSED CERTIFICATE:** | **Project Management** |
| **INTENDED DATE OF IMPLEMENTATION:** | **Fall 2020** |
| **PROPOSED CIP CODE:** | **11.0401** |
| **UNIVERSITY DEPARTMENT:** | **DBIS** |
| **UNIVERSITY DIVISION:** | **College of BIS** |

**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.*

|  |  |  |
| --- | --- | --- |
|  |  | 3/4/2020 |
| Institutional Approval Signature  *President or Chief Academic Officer of the University* |  | Date |

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|  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Undergraduate Certificate |  | Graduate Certificate |  |

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

The format of this certificate allows for the accumulation of a specific set of courses to constitute a degree of content mastery and provide an area of academic specialization in project management. This certificate would provide individuals currently in the workforce who have or want to transition into a project management role. This certificate will stack toward the B.S. in Computer Information Systems, Project Management Specialization.

**Provide a justification for the certificate program, including the potential benefits to students and potential workforce demand for those who graduate with the credential.[[1]](#footnote-1)**

The Bureau of Labor statistics projects that management occupations should grow by a rate of approximately 6 percent by the 2024. Different industries will often demand that project managers have a certain level of specialized familiarity with its unique requirements, and certain responsibilities that are generally seen across the board for project managers in all areas. This certificate provides project managers with broad topics that would be useful in any business and/or industry.

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

It is expected that several DSU’s undergraduate students in information systems, business administration, and computer science may be interested in the certificate program, and those students (or undergraduate students from other SD institutions and across the nation) will provide the bulk of the enrollments. It is also expected that members of the current workforce looking to assume a role in project management will seek this certificate.

1. **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):[[2]](#footnote-2)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Prefix** | **Number** | **Course Title**  *(add or delete rows as needed)* | **Credit Hours** | **New**  **(yes, no)** |
| CIS | 325 | Management Information Systems | 3 | No |
| CIS | 338 | Project Management | 3 | No |
| CIS | 438 | Advanced Project Management | 3 | No |
| BADM CIS | 360 332 | Organization and Management **OR** Structured Systems Analysis and Design | 3 | No |
|  |  | Subtotal | 12 |  |

1. **Student Outcome and Demonstration of Individual Achievement.[[3]](#footnote-3)**
   1. **What specific knowledge and competencies, including technology competencies, will all students demonstrate before graduation**? *The knowledge and competencies should be specific to the program and not routinely expected of all university graduates.*   
        
      Upon graduation, graduates of the program will be able to:
      * + understand the application of information technology in an organization.
        + understand the role of managers in the planning, development, and use of information systems.
        + use project management software.
        + apply knowledge, skills, tools, and techniques for completing a project on time and within budget.
        + understand and propose solutions to problems encountered in project management.
   2. **Complete Appendix A – Outcomes using the system form.** *Outcomes discussed below should be the same as those in Appendix A.*
2. **Delivery Location.[[4]](#footnote-4)**
3. **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 |  | Choose an item.Choose an item. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes/No** | ***If Yes, identify delivery methods[[5]](#footnote-5)*** | ***Intended Start Date*** |
| **Distance Delivery (online/other distance delivery methods)** | Yes | 018 - Internet Synchronous  015 – Internet Asynchronous | **Fall 2020** |

1. **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)? [[6]](#footnote-6)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes/No** | ***If Yes, identify delivery methods*** | ***Intended Start Date*** |
| **Distance Delivery (online/other distance delivery methods)** | No |  | Choose an item.Choose an item. |

**APPENDIX A**

**Individual Student Outcomes and Program Courses**

*List specific individual student outcomes—knowledge and competencies—in each row. Label each column with a course prefix and number. Indicate required courses with an asterisk (\*). Indicate with an X the courses that will provide the student with an opportunity to acquire the knowledge or competency listed in the row. 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.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Program Courses that Address the Outcomes | | | | |
| Individual Student Outcome | CIS 325\* | CIS 338\* | CIS 438\* | BADM 360 | CIS 332 |
| understand the application of information technology in an organization. | X |  |  |  |  |
| understand the role of managers in the planning, development, and use of information systems. | X |  |  | X | X |
| use project management software. |  | X | X |  |  |
| apply knowledge, skills, tools, and techniques for completing a project on time and within budget. |  | X | X |  |  |
| understand and propose solutions to problems encountered in project management. |  |  | X |  |  |

1. 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. [↑](#footnote-ref-1)
2. 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. [↑](#footnote-ref-2)
3. Board Policy 2:23 requires certificate programs to “have specifically defined student learning outcomes.” [↑](#footnote-ref-3)
4. The accreditation requirements of the Higher Learning Commission (HLC) require Board approval for a university to offer programs off-campus and through distance delivery. [↑](#footnote-ref-4)
5. Delivery methods are defined in [AAC Guideline 5.5](https://www.sdbor.edu/administrative-offices/academics/academic-affairs-guidelines/Documents/5_Guidelines/5_5_Guideline.pdf). [↑](#footnote-ref-5)
6. This question responds to HLC definitions for distance delivery. [↑](#footnote-ref-6)