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| S:\Communications\Logos and photos\SDBORLogos\final_sdbor_webreadyBW_trans.gif | **SOUTH DAKOTA BOARD OF REGENTS**  ACADEMIC AFFAIRS FORMS |
| New Baccalaureate Degree Minor |
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| --- | --- |
| **UNIVERSITY:** | DSU |
| **TITLE OF PROPOSED MINOR:** | **Project Management** |
| **DEGREE(S) IN WHICH MINOR MAY BE EARNED:** |  |
| **EXISTING RELATED MAJORS OR MINORS:** | **B.S. Computer Information Systems, Project Management Specialization** |
| **INTENDED DATE OF IMPLEMENTATION:** | **Fall 2020** |
| **PROPOSED CIP CODE:** | **11.0401** |
| **UNIVERSITY DEPARTMENT:** | **Information Systems** |
| **BANNER DEPARTMENT CODE:** | **DBIS** |
| **UNIVERSITY DIVISION:** | **College of BIS** |
| **BANNER DIVISION CODE:** |  |

**Please check this box to confirm that:**

* The individual preparing this request has read [AAC Guideline 2.8](https://www.sdbor.edu/administrative-offices/academics/academic-affairs-guidelines/Documents/2_Guidelines/2_8_Guideline.pdf), which pertains to new baccalaureate degree minor 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.*

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| President of the University |  | Date |

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

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| --- | --- | --- |
|  |  |  |
| *Yes* |  | *No* |

1. **Do you have a major in this field (*place an “X” in the appropriate box*)?**
2. **If you do not have a major in this field, explain how the proposed minor relates to your university mission and strategic plan, and to the current Board of Regents Strategic Plan 2014-2020.**

*Links to the applicable State statute, Board Policy, and the Board of Regents Strategic Plan are listed below for each campus.*

*DSU:* [*SDCL § 13-59*](https://sdlegislature.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Type=Statute&Statute=13-59)[*BOR Policy 1:10:5*](https://www.sdbor.edu/policy/documents/1-10-5.pdf)

[*Board of Regents Strategic Plan 2014-2020*](https://www.sdbor.edu/the-board/agendaitems/Documents/2014/October/16_BOR1014.pdf.)

DSU offers a Project Management specialization within the B.S. in Computer Information Systems. The current enrollment in that specialization is 28. Offering this minor will allow students in other majors like Business Administration, Computer Science and Network and Security Administration to minor in Project Management.

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

The minor will prepare students to be managers of projects which include planning, development, budgeting and use of project management software. They will also gain knowledge, skills, and techniques for completing projects on time and within budget and evaluate and propose solutions to problems they encounter in project management.

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

The proposed minor will prepare students to manage complex projects and coordinate project management teams within any organization. The minor will enhance and enrich the business and technical major degree programs at the university.

1. **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. Please cite any sources in a footnote.*

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 minor provides project managers with broad topics that would be useful in any business and/or industry.

1. **Provide estimated enrollments and completions in the table below and explain the methodology used in developing the estimates (*replace “XX” in the table with the appropriate year*).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Fiscal Years\*** | | | |
|  | **1st** | **2nd** | **3rd** | **4th** |
| *Estimates* | **FY 20** | **FY 21** | **FY 22** | **FY 23** |
| **Students enrolled in the minor (fall)** | **5** | **5** | **5** | **5** |
| **Completions by graduates** |  |  |  | **5** |

\*Do not include current fiscal year.

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

DSU has development the curriculum for this minor using the Project Management Institute (PMI) guidelines which meet certain education and experience criteria. Students who complete this minor may take a comprehensive exam to become a certified associate in project management.

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

*Minors by design are limited in the number of credit hours required for completion. Minors typically consist of eighteen (18) credit hours, including prerequisite courses. In addition, minors typically involve existing courses. If the curriculum consists of more than eighteen (18) credit hours (including prerequisites) or new courses, please provide explanation and justification below.*

1. **Distribution of Credit Hours**

|  |  |  |
| --- | --- | --- |
| **[Insert title of proposed minor]** | **Credit Hours** | **Percent** |
| Requirements in minor | 12 | 83% |
| Electives in minor | 6 | 17% |
| Total | 18 | 100% |

1. **Required Courses in the Minor**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix** | **Number** | **Course Title**  *(add or delete rows as needed)* | **Prerequisites for Course**  *Include credits for prerequisites in subtotal below.* | **Credit Hours** | **New**  **(yes, no)** |
| BADM | 360 | Organization and Management |  | 3 | No |
| CIS | 332 | Structured Systems Analysis and Design | CIS 130 or CIS 123 or CSC 150\* | 3 | No |
| CIS | 338 | Project Management |  | 3 | No |
| CIS | 438 | Advanced Project Management | CIS 338 | 3 | No |
|  |  |  | Subtotal | 12 |  |

\*All DSU students take one of these three courses.

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

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| --- | --- | --- | --- | --- | --- |
| **Prefix** | **Number** | **Course Title**  *(add or delete rows as needed)* | **Prerequisites for Course**  *Include credits for prerequisites in subtotal below.* | **Credit Hours** | **New**  **(yes, no)** |
| BADM | 460 | Human Resource Management | BADM 360 | 3 | No |
| CIS | 325 | Management Info Systems |  | 3 | No |
| CIS | 384 | Decision Support Systems | CIS 325 | 3 | No |
| CIS | 424 | Software Development with Agile Methodologies | CIS 332 and CIS 251 or CSC 250 | 3 | No |
|  |  |  | Subtotal | 6 |  |

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

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| Individual Student Outcome (Same as in the text of the proposal) | BADM 360 | CIS 332 | CIS 338 | CIS 438 | BADM 460 | CIS 325 | CIS 384 | CIS 424 |
| understand the application of information technology in an organization. |  | X |  |  |  |  |  | X |
| understand the role of managers in the planning, development, and use of information systems. | X | X |  |  | X |  |  |  |
| use project management software. |  |  | X | X |  |  |  | X |
| apply knowledge, skills, tools, and techniques for completing a project on time and within budget. |  |  | X | X |  | X |  |  |
| understand and propose solutions to problems encountered in project management. |  |  |  | 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.*

1. **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.*

Lectures and readings will be used to highlight course content. Online quizzing is used to prepare students for section tests. Key points will be emphasized via cases, discussions, and assignments that incorporate technology. Student will utilize the internet and Library database for research. Projects require students to apply concepts from the course, solving relevant project management problems.

1. **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.*

1. **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)?**

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| --- | --- | --- |
|  | **Yes/No** | ***Intended Start Date*** |
| **On campus** | Yes | **Fall 2020** |

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|  | **Yes/No** | ***If Yes, list location(s)*** | ***Intended Start Date*** |
| **Off campus** | No |  | Choose an item.Choose an item. |

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|  | **Yes/No** | ***If Yes, identify delivery methods***  *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)*.* | ***Intended Start Date*** |
| **Distance Delivery (online/other distance delivery methods)** | Yes | 018 - Internet Synchronous  015 – Internet Asynchronous | **Fall 2020** |
| **Does another BOR institution already have authorization to offer the program online?** | No | **If yes, identify institutions:** | |

1. **Complete the following chart to indicate if the university seeks authorization to deliver more than 50% but less than 100% of the minor through distance learning (e.g., as an online program)?** *This question responds to HLC definitions for distance delivery.*

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

1. **Does the University request any exceptions to any Board policy for this minor? Explain any requests for exceptions to Board Policy.** *If not requesting any exceptions, enter “None.”*

No.

1. **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.** *Address off-campus or distance delivery separately.*

The courses in this minor are already part of the Project Management Specialization in the B.S., Computer Information Systems and are on a rotation schedule. No additional resources are requested for this minor.

1. **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 (*place an “X” in the appropriate box*).**

|  |  |
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|  | 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.*

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| --- | --- |
|  | 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.*