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| For Academic Affairs and Research Use Only | |
| CIP Code: |  |
| Degree Code: |  |

**New Course Proposal Form**

**[ ] Undergraduate Curriculum Council**

**[X] Graduate Council**

|  |
| --- |
| **[X] New Course or [ ]Experimental Course (1-time offering) (Check one box)** |

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

Email completed proposals to [curriculum@astate.edu](mailto:curriculum@astate.edu) for inclusion in curriculum committee agenda.

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| --- | --- |
| Amy Buzby 3/29/2019 **Department Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **COPE Chair (if applicable)** |
| Will McLean 3/29/2019 **Department Chair:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Head of Unit (If applicable)** |
| Warren Johnson 3/30/2019 **College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Undergraduate Curriculum Council Chair** |
| Gina Hogue 4/1/2019 **College Dean** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Graduate Curriculum Committee Chair** |
| |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **General Education Committee Chair (If applicable)** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Vice Chancellor for Academic Affairs** |

1. Contact Person (Name, Email Address, Phone Number)

**Dr. Clifford S. Blumberg, Dept. of Political Science, cblumberg@astate.edu, 870-680-8094**

2. Proposed Starting Term and Bulletin Year

**Fall 2019**

3. Proposed Course Prefix and Number (Confirm that number chosen has not been used before. For variable credit courses, indicate variable range. *Proposed number for experimental course is 9*. )

**POSC 6473**

4. Course Title – if title is more than 30 characters (including spaces), provide short title to be used on transcripts. Title cannot have any symbols (e.g. slash, colon, semi-colon, apostrophe, dash, and parenthesis). Please indicate if this course will have variable titles (e.g. independent study, thesis, special topics).

**Strategic Planning, Policy and Management**

**Short title: STRATEGIC PLANNING POLICY MGMT**

5. Brief course description (40 words or fewer) as it should appear in the bulletin.

**Methods, elements and specific techniques of strategic planning, policy and management**.

6. Prerequisites and major restrictions. (Indicate all prerequisites. If this course is restricted to a specific major, which major. If a student does not have the prerequisites or does not have the appropriate major, the student will not be allowed to register).

1. **No** Are there any prerequisites?
   1. If yes, which ones?

Enter text...

* 1. Why or why not?

**not generally used for graduate POSC courses**

1. **Yes** Is this course restricted to a specific major?
   1. If yes, which major? **Masters in Public Administration**

7. Course frequency(e.g. Fall, Spring, Summer). *Not applicable to Graduate courses.*

**N/A**

8. Will this course be lecture only, lab only, lecture and lab, activity, dissertation, experiential learning, independent study, internship, performance, practicum, recitation, seminar, special problems, special topics, studio, student exchange, occupational learning credit, or course for fee purpose only (e.g. an exam)? Please choose one.

**Lecture**

9. What is the grade type (i.e. standard letter, credit/no credit, pass/fail, no grade, developmental, or other [please elaborate])

**Standard letter**

10. **No** Is this course dual listed (undergraduate/graduate)?

11. **No** Is this course cross listed?

*(If it is, all course entries must be identical including course descriptions. Submit appropriate documentation for requested changes. It is important to check the course description of an existing course when adding a new cross listed course.)*

**11.1** – If yes, please list the prefix and course number of cross listed course.

**11.2** – **Yes / No** Are these courses offered for equivalent credit?

Please explain. Enter text...

12. **No** Is this course in support of a new program?

a. If yes, what program?

Enter text...

13. **No** Does this course replace a course being deleted?

a. If yes, what course?

Enter text...

14. **No** Will this course be equivalent to a deleted course?

a. If yes, which course?

Enter text...

15. **Yes** Has it been confirmed that this course number is available for use?

*If no: Contact Registrar’s Office for assistance.*

16. **No** Does this course affect another program?

If yes, provide confirmation of acceptance/approval of changes from the Dean, Department Head, and/or Program Director whose area this affects.

Enter text...

**Course Details**

17. Outline (The course outline should be topical by weeks and should be sufficient in detail to allow for judgment of the content of the course.)

**Week One: Course Overview and Orientation**

**Week Two: Organization/Client selection for Strategic Planning Project**

**Week Three: Introduction: What is Strategic Planning and Management?**

**Week Four: The Strategy Change Cycle**

**Week Five: Initiating and Agreeing on a Strategic Planning Process**

**Week Six: Clarifying Organizational Mandates and Mission**

**Week Seven: Assessing the Environment to Identify Strengths, Weaknesses, Opportunities and Challenges**

**Week Eight: Identifying Strategic Issues Facing the Organization**

**Week Nine: Formulating and Adopting Strategies for Success**

**Week Ten: Plans to Manage the Issues**

**Week Eleven: Establishing an Effective Organizational Vision for the Future**

**Week Twelve: Implementing Strategies and Plans Successfully**

**Week Thirteen: Reassessing and Revising Strategies**

**Week Fourteen: Performance Measurement vs. Performance Management**

**Week Fifteen: Leadership Roles in Strategic Planning**

18. Special features (e.g. labs, exhibits, site visitations, etc.)

**none**

19. Department staffing and classroom/lab resources

**standard**

1. Will this require additional faculty, supplies, etc.?

**No**

20. **No** Does this course require course fees?

*If yes: please attach the New Program Tuition and Fees form, which is available from the UCC website.*

**Course Justification**

21. Justification for course being included in program. Must include:

a. Academic rationale and goals for the course (skills or level of knowledge students can be expected to attain)

**This course will provide students with the knowledge, skills and abilities to adequately facilitate a strategic planning session and evaluate an organization’s strategic plan. In addition, students will become familiar with strategic management processes.**

b. How does the course fit with the mission established by the department for the curriculum? If course is mandated by an accrediting or certifying agency, include the directive.

**The mission of the Dept. of Political Science is to create global citizens and future leaders capable of being stewards of diversity, the public trust and the common good. This course will enable future leaders to become more effective planners of the organizations they lead.**

c. Student population served.

**MPA students**

d. Rationale for the level of the course (lower, upper, or graduate).

**This course is a core competency for public management track in the MPA program and requirement for NASPAA accreditation. The level of skills expected is comparable to that of other courses in the MPA program.**

**Assessment**

**Relationship with Current Program-Level Assessment Process**

22. What is/are the intended program-level learning outcome/s for students enrolled in this course? Where will this course fit into an already existing program assessment process?

**This course will provide students with the knowledge, skills and abilities to adequately facilitate a strategic planning session and evaluate an organization’s strategic plan. In addition, students will become familiar with strategic management processes. There are four main learning objectives that will guide assessment: identify basic concepts of strategic planning and management; describe the relationship between organizational environment, strategy, and performance; demonstrate basic strategic planning and management techniques; discuss strategic management and a range of factors that affect strategic management processes.**

23. Considering the indicated program-level learning outcome/s (from question #23), please fill out the following table to show how and where this course fits into the program’s continuous improvement assessment process.

*For further assistance, please see the ‘Expanded Instructions’ document available on the UCC - Forms website for guidance, or contact the Office of Assessment at 870-972-2989.*

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| **Program-Level Outcome 1 (from question #23)** | **The successful student will develop analytical, problem-solving and decision-making skills appropriate for public and non-profit management.** |
| Assessment Measure | **Major projects in Graduate coursework** |
| Assessment  Timetable | **Once per term** |
| Who is responsible for assessing and reporting on the results? | **The full department reviews the assessment process every term, and there is an open discourse about assessment results across several departmental committees.** |

*(Repeat if this new course will support additional program-level outcomes)*

**Course-Level Outcomes**

24. What are the course-level outcomes for students enrolled in this course and the associated assessment measures?

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| **Outcome 1** | **The successful student will demonstrate the ability to strategically manage processes, conduct strategic planning sessions, and evaluate an organization’s strategic plan.** |
| Which learning activities are responsible for this outcome? | **Case Studies, major research project.** |
| Assessment Measure | **Student performance on case studies and components of their strategic plan** |

*(Repeat if needed for additional outcomes)*

**Bulletin Changes**

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| **Instructions** |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Follow the following guidelines for indicating necessary changes.**  **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.**  - Deleted courses/credit hours should be marked with a red strike-through (~~red strikethrough~~)  - New credit hours and text changes should be listed in blue using enlarged font (blue using enlarged font).  - Any new courses should be listed in blue bold italics using enlarged font (***blue bold italics using enlarged font***)  *You can easily apply any of these changes by selecting the example text in the instructions above, double-clicking the ‘format painter’ icon 🡪 , and selecting the text you would like to apply the change to.*  *Please visit* [*https://youtu.be/yjdL2n4lZm4*](https://youtu.be/yjdL2n4lZm4) *for more detailed instructions.* |

**Graduate Bulletin 2018-2019, pp. 207-8**

**Public Administration**

**Master of Public Administration  
Emphasis in Public Management (Non-Thesis Option)**

|  |  |
| --- | --- |
| **University Requirements:** |  |
| See Graduate Degree Policies for additional information (p. 47) |  |
| **Program Requirements:**  *All students in non-thesis tracks are required to complete and submit a set of comprehensive case study analyses during their final enrollment period, via the MPA Capstone Experience.* | **Sem. Hrs.** |
| POSC 6003, Techniques of Political & Public Administration Research | 3 |
| POSC 6553, Public Budgeting & Finance | 3 |
| POSC 6563, Seminar in Public Administration | 3 |
| POSC 6573, Grant Writing & Administration | 3 |
| POSC 6593, Seminar in Human Resources Management | 3 |
| POSC 6613, Administrative Leadership | 3 |
| POSC 6623, Administrative Ethics | 3 |
| **Sub-total** | **21** |
| **Emphasis Area (Public Management - Non-Thesis Option):** | **Sem. Hrs.** |
| POSC 6423, Public Financial Management | 3 |
| POSC 6533, Public Policy Analysis and Evaluation | 3 |
| POSC 6543, Administrative Behavior | 3 |
| POSC 660V, Internship in Public Administration, POSC 6633, Public Information Management OR POSC 6473, Strategic Planning, Policy and Management | 3 |
| POSC 6653, MPA Capstone Experience | 3 |
| **Sub-total** | **15** |
| **Total Required Hours:** | **36** |

**Public Administration**

**Master of Public Administration  
Emphasis in Nonprofit Management (Non-Thesis Option)**

|  |  |
| --- | --- |
| **University Requirements:** |  |
| See Graduate Degree Policies for additional information (p. 47) |  |
| **Program Requirements:**  *All students in non-thesis tracks are required to complete and submit a set of comprehensive case study analyses during their final enrollment period, via the MPA Capstone Experience.* | **Sem. Hrs.** |
| POSC 6003, Techniques of Political & Public Administration Research | 3 |
| POSC 6553, Public Budgeting & Finance | 3 |
| POSC 6563, Seminar in Public Administration | 3 |
| POSC 6573, Grant Writing & Administration | 3 |
| POSC 6593, Seminar in Human Resources Management | 3 |
| POSC 6613, Administrative Leadership | 3 |
| POSC 6623, Administrative Ethics | 3 |
| **Sub-total** | **21** |
| **Emphasis Area (Nonprofit Management - Non-Thesis Option):** | **Sem. Hrs.** |
| POSC 6433, Nonprofit Fundraising and Financial Management | 3 |
| POSC 6443, Nonprofit Planning and Marketing | 3 |
| POSC 660V, Internship in Public Administration, POSC 6633, Public Information Management OR POSC 6473, Strategic Planning, Policy and Management | 3 |
| POSC 6643, Nonprofit Management | 3 |
| POSC 6653, MPA Capstone Experience | 3 |
| **Sub-total** | **15** |
| **Total Required Hours:** | **36** |

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**POSC 6423. Public Financial Management** Financial planning and management in local government.

**POSC 6433. Nonprofit Fundraising and Financial Management** Best practices, challenges and practical fundraising and financial management strategies for nonprofits.

**POSC 6443. Nonprofit Planning and Marketing** Strategic planning and marketing tools for nonprofits.   
  
**POSC 6473. Strategic Planning, Policy and Management** Methods, elements and specific techniques of strategic planning, policy and management.

**POSC 6503. Managing Local Government** An analysis of how public administrators manage municipal government, with special reference to such topics as community and economic development, housing, recreation, public safety, waste disposal, etc.

**POSC 6513. Administrative Law** A study of the rules and procedures of bureaucratic organizations and their applications.

**POSC 6523. Decision Making** An examination of decision-making models for individuals, small groups, and large organizations in the public sector.

**POSC 6533. Public Policy Analysis and Evaluation** Provides a theoretical and technical framework for understanding the fundamentals of policy analysis and evaluation.

**POSC 6543. Administrative Behavior** An examination of administrative structures and patterns of behavior in public sector organizations.