

Kansas Board of Regents

Application for New Program

Name of Submitting Institution: PITTSBURG STATE UNIVERSITY

Address: 1701 SOUTH BROADWAY – PITTSBURG, KS 66762

Contact Person: Dr. John L. Iley – Chair, Dept. of Technology and Workforce Learning

CIP: 13.1309

1. BASIC PROGRAM INFORMATION

- a. Pittsburg State University
- b. Workforce Development with Emphases in: a) Supervision & Leadership; or
b) Human Resources
- c. Bachelor of Science
- d. Fall 2012
- e. College of Technology – Department of Technology and Workforce Learning
- f. CIP Code: 13.1309

2. PROGRAM PROPOSAL NARRATIVE

a. Program Characteristics

(1) Is the program central to the mission of the institution?

Yes, the proposed program of *Bachelor of Science with a Major in Workforce Development* is related to the Board approved mission of Pittsburg State University. The proposed program will be an online (upon approval by HLC), completion degree program. It is designed to provide a baccalaureate degree path for non-traditional students with an associate degree who are interested in continuing their professional/career development in the areas of Supervision & Leadership or Human Resources.

This degree recognizes the value of an Associate Degree earned from an accredited two-year college. It is designed to build upon this educational foundation, and the student's work experiences, by providing additional general education, professional support classes, and emphasis courses in the areas of Supervision & Leadership or Human Resources.

(2) What is the student demand for the program?

Student demand is reflected by four constituency groups that can benefit from this program—employees and graduates with associate degrees that are place-bound and looking for a completion degree that offers upper mobility in business and industry; military personnel with associate degrees looking for a viable completion degree that prepares them for a career in supervision or human resources; potential employers looking for well-rounded professionals; and community colleges looking for a career path for associate degree graduates.

According to the Department of Labor, 7 out of 10 entry level positions will be filled by graduates of two-year degree programs. To move upward into entry –level management positions, many companies require the BS degree. This program meets the demand for students seeking a completion degree that provides a career path for advancement within a company.

(3) What is the demand for graduates of this program?

Industry and business are seeking graduates from this type of program to fill positions that include, but not limited to, the following: facility managers, project managers, team leaders, supervisors, HR professionals, trainers, training consultants, and more.

The program, when fully implemented as an online program, will allow students to continue working for their employers while receiving preparation for furthering their career with that company or institution.

(4) What are the locational and comparative advantages of this program?

Several Regent institutions have completion degrees that provide opportunity for associate degree graduates to further their careers. The proposed online completion degree (BS with a major in Workforce Development) provides the following comparative/location advantages over other completion degrees offered in the state:

- This degree, with the emphasis areas of Supervision & Leadership or Human Resources, will be offered completely online by PSU to place-bound military personnel and employees in business and industry.
- This degree, with the emphasis areas of Supervision & Leadership or Human Resources, can be completed in 60 credit hours*.

*Note: This presupposes that the student has completed and received an AA or AS associate degree from an accredited institution that required a minimum of 64 credit hours, including: English [6], Speech [3], Math [3], Science w/lab [4], Social Sciences [3], Political Science [3], Humanities [3], and Cultural Studies [3]. These credits would not be delivered by PSU as part of the 60 hour BS online completion program. Also, these courses/credits are recognized to be in alignment with the requirements stipulated by the Association of Technology Management and Applied Engineering (ATMAE).

- This degree, with the emphasis areas of Supervision & Leadership or Human Resources, utilizes several courses previously developed and taught by PSU College of Technology's faculty. The degree allows program developers to leverage current specialized coursework and faculty expertise. Many of the courses have been taught as professional support courses for the former BST in Technology Management degree, and in service to other degree programs offered in the College of Technology. The PSU faculty members have the academic and work experience necessary to have the credibility and expertise necessary for teaching these courses.
- This degree, with the emphasis areas of Supervision & Leadership or Human Resources, will be able to leverage core general education and business requirements courses that have been developed, or are being considered for development, by other PSU programs and departments.

- This degree, with its two emphasis areas of Supervision & Leadership or Human Resources being closely aligned with knowledge and skills required by business organizations. It will utilize PSU College of Business courses that are offered by an AACSB-accredited program and HRD courses taught by faculty associated with an AHRD-accredited program. In addition, and as it is related to the general needs of business applications, the proposed degree has been guided by the accreditation requirements outlined by the Association of Technology Management and Applied Engineering (ATMAE).

(5) What are the characteristics of the students who will participate in this proposed program?

Non-traditional students who are graduates of associate degree programs (primarily AA and AS) from accredited institutions, with previous training in business, technology and professional-related fields, that are seeing a baccalaureate career path that would enable them to obtain supervisory or human resource-type positions in business and industry.

b. Curriculum of the Proposed Program

(1) What is the curriculum of the proposed program?

The BS in Workforce Development degree is for students who have completed an associate degree program. In addition to the associate degree course work, students will be required to complete 60 more credit hours for a degree totaling 124 credit hours. Additional course work will be in general-educated related courses (18 credit hours), business-related course (9); workforce development core course (12); and emphasis courses in either supervision & leadership or human resources (21).

The coursework is based on recommendations from Human Resource Development and Technology Management Advisory Committees. It is also designed to meet accreditation requirements associated with the Association of Technology Management and Applied Engineering (ATMAE)

See the curricular outline attachment.

c. Program Faculty

(1) What is the quality of the faculty?

The faculty will be made up of existing faculty (assistant, associate and full professor) at Pittsburg State University. General core courses and electives will be taught by the existing faculty member for the respective course. PSU Business and HRD faculty are associated with nationally accredited programs. Qualified adjunct faculty from the ranks of management and human resource professionals will be used as warranted. Over time, additional faculty may be needed to maintain program goals and objectives.

(2) How many graduate assistants will serve the program?

One or two graduate assistants from the MS in HRD program would be beneficial to assist faculty and possibly teach introductory level courses. Salaries for the position(s) would include the current graduate teaching stipend.

d. Academic Support

(1) What are the academic support services for this program

The academic services of advising services, library, audio-visual and academic computing resources are of sufficient volume and quality to support the proposed program. Course management software, Integrity software, Go-to-Meeting, Skype and other appropriate, emerging software and services will be employed to address instructional delivery, class meetings, and tutorial services. Tutorial services, as required by the Higher Learning Commission, will be developed and used to provide the online program.

(2) What new library materials and other forms of academic support are required beyond normal additions?

Library materials and databases are sufficient for the proposed program at this time.

(3) What new supporting staff will be required beyond normal additions?

Support staffing, including an instructional media specialist, is sufficient for the proposed program at this time.

e. Facilities and Equipment

(1) What are the anticipated facilities requirements (existing, renovated or new)?

Facilities are sufficient for the proposed program at this time.

(2) What new equipment will be required beyond normal additions?

Equipment is sufficient for the proposed program at this time.

f. Program Review

(1) What program review process or evaluation methods will be used to review the program?

Program review will be internal with current university standards.

- (2) What student learning outcomes measures will be used to assess the program's effectiveness?

Entry and exit exams will be given to students during their first and final year respectively of the proposed program. Additionally authentic assessment measures will be used, including portfolio development, internship critiques, and rubrics for major projects.

- (3) What are the institution's plans regarding program accreditation?

The program is designed to meet accreditation requirements associated with the Association of Technology Management and Applied Engineering (ATMAE). ATMAE has an initial accreditation visit fee of \$4,400 with an annual fee of \$2,200 for the institution. PSU is considering the accreditation of several industrial technology programs that would be covered under this institutional fee.

3. FORMS TO ACCOMPANY PROPOSAL

There are three forms that will be prepared and submitted with the proposals

- a. Summary of Proposed Academic Program (1-15-04)
- b. Curriculum Outline for Proposed Academic Program
- c. Fiscal Summary for Proposed Academic Program (2-15-01)

**Kansas Board of Regents
New Degree Request**

Institution: PITTSBURG STATE UNIVERSITY

<u>Criteria</u>	<u>Program Summary</u>
Associates Degree from accredited community college with 2.0 transfer GPA	Fully online Bachelor of Science in Workforce Development with two emphases: a) Supervision & Leadership; or b) Human Resource
<p>1. Program Identification</p> <p>Bachelor of Science with a major in Workforce Development*</p> <ul style="list-style-type: none"> • Emphasis I. Supervision & Leadership • Emphasis II. Human Resources <p><i>*Note: This proposed degree is the modification and enhancement of the Option II –Program Completion track of the current Bachelor of Science in Technology (BST) Degree with a major in Technology Management. With the adoption of this degree the current BST in Technology Management Option I and II will be eliminated.</i></p>	
<p>2. Academic Unit</p> <p>College of Technology, Department of Technology & Workforce Learning</p>	
<p>3. Program Description</p> <p>The proposed degree program (the Bachelor of Science with a Major in Workforce Development) will be an online completion degree program designed to provide a baccalaureate degree path for non-traditional students with and Associate Degree interested in continuing their professional/career development in the areas of Supervision & Leadership or Human Resources.</p> <p>This degree recognizes the value of an Associate Degree earned from an accredited two-year college. It is designed to build upon this educational foundation, and the student’s work experiences, by providing additional general education, professional support classes, and emphasis courses in the areas of Supervision & Leadership or Human Resources.</p>	
<p>4. Demand/Need for the Program</p> <p>Four constituency groups will benefit from this proposed online completion degree program.</p> <ul style="list-style-type: none"> • Employees/Graduates with Associate Degrees – many two-year associate degree graduates cannot progress further in their organizations or fields without an appropriate baccalaureate degree. The majority of individuals in this group are identified as non-traditional students 1) whose work schedules often conflict with the on-campus program schedules of baccalaureate 	

degree programs, and 2) who are geographically unable to participate in on-campus programs and/or courses. This proposed online completion degree program addresses their needs.

- **Military Personnel with Associate Degrees** -- place bound military personnel who have earned a two-year associate degree and have an interest in the areas of supervision/leadership or human resources often cannot progress further on their education and/or non-military career paths because of both geographic and timing conflicts resulting from military assignment. This proposed online completion degree program addresses their needs.
- **Potential Employers** – business organizations need experienced, well-rounded professionals with expertise in the areas of supervision/leadership and human resources. Many employers are looking for a flexible baccalaureate career path as a means of advancing experienced frontline employees with two-year associate degrees into management and/or specialized human resource positions. In many cases, corporate policies preclude individuals from advancement into positions that have not earned a baccalaureate degree. This proposed online completion degree program addresses their needs.
- **Community Colleges** – need a variety of career path options to meet the needs of their prospective students. This proposed online completion degree program provides a unique baccalaureate career path for both place bound two-year associate degree graduates and those who need to manage full-time employment with their desire to obtain an undergraduate degree.

5. Comparative/Locational Advantage

The proposed online completion degree (BS with a major in Workforce Development) provides the following comparative/location advantages over other completion degrees offered in the state:

- This degree, with the emphasis areas of Supervision & Leadership or Human Resources, will be offered completely online by PSU to place-bound military personnel and employees in business and industry.
- This degree, with the emphasis areas of Supervision & Leadership or Human Resources, can be completed in 60 credit hours*.

*Note: This presupposes that the student has completed and received an AA or AS associate degree from an accredited institution that required a minimum of 64 credit hours including: English [6], Speech [3], Math [3], Science w/lab [4], Social Sciences [3], Political Science [3], Humanities [3], and Cultural Studies [3]. These courses/credits are recognized to be in alignment with the requirements stipulated by the Association of Technology Management and Applied Engineering (ATMAE), and as such would not be delivered by PSU as part of the 60 hour BS online completion program.

- This degree, with its emphasis areas of Supervision & Leadership or Human Resources, utilizes courses previously developed and taught by PSU College of Technology's faculty and will be able to leverage current coursework and faculty expertise. Many of the courses have been taught as professional support courses and service courses for other degree programs. The PSU faculty members possess the academic and work experience necessary for teaching these courses.
- This degree, with its emphasis areas of Supervision & Leadership or Human Resources, will use core general education and business requirements courses that currently exist or under

development by other academic departments.

- This degree, with its two emphasis areas of Supervision & Leadership or Human Resources is closely aligned with knowledge and skills required by business organizations. It will utilize PSU College of Business courses that make up its AACSB-accredited program and HRD courses taught by faculty associated with an AHRD-accredited program. In addition, the proposed degree has been designed to meet accreditation requirements outlined by the Association of Technology Management and Applied Engineering (ATMAE).

6. Curriculum The following is the proposed program of studies for the BS in WD degree:

Bachelor of Science with a major in Workforce Development

- **Emphasis I. Supervision & Leadership**
- **Emphasis II. Human Resources**

Prerequisite: Students accepted to the program must have an Associate Degree (AA or AS) from an accredited institution.

Required	Hours
Associate Degree	64
If the following General Education requirements have not been fulfilled as part of the student's Associate Degree program, then prior to completion of the BS degree, the student must have completed each of the following general education requirements, any of which may have been part of the associate degree. These courses are in addition to the 60 hours offered by Pittsburg State University.	
ENGL 101 English Composition	3
ENGL 299 Introduction to Research Writing	3
COMM 207 Speech Communication	3
MATH 113 College Algebra or approved math substitute course	3
Physical Science course with laboratory (life science can also be used)	4
Social Sciences – Introduction to Sociology 100 or General Psychology 155	3
Political Sciences – U.S. Politics 101	3
Humanities—Music, Art, Theater, Dance	3
Core Requirements (to be taken from PSU)	27
General Education-Related Courses (18):	
TM 350 Societal Influence of Technology or GT 350 Technology & Civilization	3
TM 555 Diversity in Technology Management	3
PSYCH 575 Industrial and Organizational Psychology	3
SOC 360 Community Sociology	3
JUST 223 Basic Interviewing	3
COMM XXX (new on-line course to be developed w/business focus e.g. Business Communications)	3
Business Related Courses (9):	
MATH XXX (new on-line course to be developed w/business focus e.g. Business Statistics)	3
MGMKT 330 Basic Marketing	3
MGMKT 444 Legal and Social Environment of Business	3
Workforce Development Courses	12
EST 393 Introduction to Industrial Safety or EST 512 Risk Analysis	3
TM 390 Trade and Job Analysis	3
TM 399 Technology Management Professional Development	2
TM 520 Leadership in the Workplace	3
TM 699 Senior Assessment in Technology Management	1
Emphasis I. Supervision & Leadership Courses	21
MFGET 405 Quality Control	3
MGMKT 327 Organizational Theory & Behavior	3
EST 630 Safety Management	3
TTED 606 Industrial Supervision	3
TM 500 Industrial Organization and Technology Management	3
TM 501 Work Measurement and Efficiency Methods	3
TM 503 Facility Maintenance and Management	3
OR	
Emphasis II. Human Resource Courses	(or) 21
HRD 575 Instructional Media in HRD	3
HRD 596 Introduction to Human Resource Development	3
TM 653 Workforce Preparation	3
TM 679 Presentation Skills	3
HRD 597 Organizational Staffing (new on-line course to be developed)	3
HRD 598 Talent Management (new on-line course to be developed)	3
HRD 630 Employee and Labor Relations (new on-line course to be developed)	3
TOTAL	124

As previously noted, the proposed degree has been designed to meet accreditation requirements outlined by the Association of Technology Management and Applied Engineering (ATMAE).

(see Section 11 for details)

7. Faculty Profile

Undergraduate program faculty members typically possess MS and/or doctorate degrees with appropriate work experience and licensing. Faculty members throughout Pittsburg State University teaching baccalaureate programs may teach courses associated with this proposed program.

8. Student Profile

Non-traditional students who are graduates of associate degree programs (primarily AA and AS) from accredited institutions, with previous training in business, technology and professional-related fields, that are seeing a baccalaureate career path that would enable them to obtain supervisory or human resource-type positions in business and industry.

9. Academic Support

All academic support associated with College of Technology baccalaureate programs is available for use with this program. Tutorial services, as required by HLC for online degrees, will be available when fully implemented.

10. Facilities & Equipment

This proposed online completion degree (BS with a major in Workforce Development) will be housed in the College of Technology's Kansas Technology Center and use same development and online delivery facilities; equipment; and course management, assessment, and course development software and systems, associated with existing programs. The proposed program will make use of existing online courses associated with the BST in Technology Management program that is being eliminated and replaced with this proposed online completion degree.

11. Program Review, Assessment, Accreditation

This program will utilize the same program review procedures used for all PSU baccalaureate programs. Assessment includes the use of professional development and senior seminar courses (TM 399 Professional Development and TM 699 Senior Assessment in Technology Management), exit exams, surveys, and placement. As previously noted, the proposed degree has been designed to meet accreditation requirements outlined by the Association of Technology Management and Applied Engineering (ATMAE). These program requirements are noted below:

Association of Technology Management and Applied Engineering (ATMAE) Program of Study Accreditation Requirements for Four-Year Associate Degree Programs

(from *2009 Accreditation Handbook*, ATMAE, p. 18)

Table 6.1 - Program of Study

Foundation Requirements	Semester Hours
General Education - Humanities, English, History, Economics, Sociology, Psychology, Speech, etc. _____	18-36
Mathematics - Algebra, Trigonometry, Analytical Geometry, Calculus, Statistics, etc. _____	6-18
Physical Sciences - Physics, Chemistry, etc* _____	6-18
Management - Quality Management, Quality Control, Production Planning and Control, Supervision, Finance/Accounting, Safety Management, Facilities Layout, Materials Handling, Legal Aspects/Law, Marketing, Leadership, Project Management, International Business, Teaming, and/or other courses consistent with the approved definition of Industrial Technology _____	12-24
Technical - Computer Integrated Manufacturing, Computer Aided Design, Electronics, Materials Science/Testing, Computer Science/Technology, Packaging and Distribution, Construction, Manufacturing Processes, and/or other courses consistent with the approved definition of Industrial Technology _____	24-36
Electives _____	0-18
Minimum total semester hours _____	120

*Life Sciences may be appropriate for selected programs of study.

NOTE: BCSP (Board of Certified Safety Professionals). Programs in safety designed to gain recognition for students in the safety profession may have specific requirements based on local market needs and on national professional safety practice studies and standards. Examples are BCSP Technical Report #3 and ANSI Z590.2.

12. Costs, Financing

Additional costs associated with this program are directly related to costs associated with increased enrollments. It does not require the purchase of specialty equipment beyond what is currently available to service the existing baccalaureate programs in the College of Technology. Part of program financing would be from tuition and distance learning fee payments.

CURRICULUM OUTLINE

NEW DEGREE PROPOSALS

Kansas Board of Regents

INSTITUTION: PITTSBURG STATE UNIVERSITY

I. Identify the new degree:

Bachelor of Science with a major in Workforce Development

- **Emphasis I: Supervision & Leadership**
- **Emphasis II: Human Resources**

II. Provide courses required for each student in the major:

[Please refer to the program guide following this section]

	Course Name & Number	Credit Hours
Core Courses:	<u>*General Education [from Two-Year College]</u>	<u>[25]</u>
	<u>*Specialization [from Two-Year College]</u>	<u>[39]</u>
	<u>Core Courses: General Ed-Related Courses [PSU]</u>	<u>18</u>
	<u>Core Courses: Business Courses [PSU]</u>	<u>09</u>
	<u>Major: Workforce Development Courses [PSU]</u>	<u>12</u>
	<u>Emphasis Courses [PSU]</u>	<u>21</u>
	Emphasis I - Supervision & Leadership	
	(or)	
	Emphasis II - Human Resources	
Electives:	<u>None</u>	<u> </u>
Research:	<u>None</u>	<u> </u>
Practica:	<u>None</u>	<u> </u>
		Total: 124*

*Credits hours are contained within a 64-hour associate degree program from an accredited institution.

Bachelor of Science with a major in Workforce Development

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TOTAL	124

IMPLEMENTATION YEAR: FY 2012
 Fiscal Summary for Proposed Academic Programs

Institution: PITTSBURG STATE UNIVERSITY

Proposed Program: **Bachelor of Science with a major in Workforce Development
 13.1309**

- **Emphasis I: Supervision & Leadership**
- **Emphasis II: Human Resources**

Part I. Anticipated Enrollment	Implementation Year		Year 2		Year 3	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-time	Part-Time
A. Full-time, Part-time Headcount:	0	10	0	20	0	30
B. Total SCH taken by all students in program	0	180	0	360	0	540
Part II. Program Cost Projection*						
A. In implementation year one, list all identifiable General Use costs to the academic unit(s) and how they will be funded. In subsequent years, please include only the additional amount budgeted.						
	Implementation Year		Year 2		Year 3	
<u>Costs:</u>	No impact on current budget		No impact on current budget		No impact on current budget	
OOE	No impact on current budget		No impact on current budget		No impact on current budget	
Total	No impact on current budget					

Indicate source and amount of funds if other than internal reallocation:

- No additional funds requested. The program will be unproblematic by using current faculty and efficient scheduling.

*TWL departmental funds for base budget and in-load teaching will be reallocated from the BS in Technology Management program. Funds for “teaching overload” (regular faculty) and adjunct faculty will be generated through Continuing Studies tuition and distance learning fees.