

New Academic Program Workflow Form

General

Proposed Name: Organizational Leadership

Transaction Nbr: 00000000000059

Plan Type: Specialization

Academic Career: Undergraduate

Degree Offered: Undergraduate Certificate

Do you want to offer a minor? N

Anticipated 1st Admission Term: Sprg 2021

Details

Department(s):

UAZS

DEPTMNT ID	DEPARTMENT NAME	HOST
2910	College of Applied Science and Technology	Υ

Campus(es):

DIST

LOCATION	DESCRIPTION
CHANDLER	Chandler
YUMA	Yuma

GLBD

LOCATION	DESCRIPTION
ONLN	UA Online

ONLN

LOCATION	DESCRIPTION
ONLN	UA Online

SOUTH

LOCATION	DESCRIPTION
NOGALES	Nogales
PIMACCEAST	Pima Community College East
SIERRAVSTA	Sierra Vista

Admission application terms for this plan: Spring: Y Summer: N Fall: Y

Plan admission types:

Freshman: N Transfer: N Readmit: N Graduate: Y

Non Degree Certificate (UCRT only): N

Other (For Community Campus specifics): N

Plan Taxonomy: 52.0213, Organizational Leadership.

Program Length Type: Program Length Value: 0.00

Report as NSC Program:

SULA Special Program:

Print Option:

Diploma: Y Certificate In Organizational Leadership

Transcript: Y Certificate in Organizational Leadership

Conditions for Admission/Declaration for this Major:

Students must meet the minimum requirements to be admitted to the College of Applied Science and Technology. Students also must submit a written goals statement as part of the application process.

Requirements for Accreditation:

n/a

Program Comparisons

University Appropriateness

The OL certificate provides students with the knowledge, skills and ability (KSAs) to be superior leaders that positively affect social, cultural and economic change. As such, the certificate aligns extremely well with two of the University's Pillars, as outlined in the Strategic Plan. The OL certificate addresses the 'Wildcat Journey' pillar by preparing students to think critically and successfully lead people and organizations in the Fourth Industrial Revolution. The certificate also

supports the 'Arizona Global' pillar via its globally available courses and attention to diversity and inclusion.

Arizona University System

NBR	PROGRAM	DEGREE	#STDNTS	LOCATION	ACCRDT
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Peer Comparison

See attachment.

Faculty & Resources

Faculty

Current Faculty:

INSTR ID	NAME	DEPT	RANK	DEGREE	FCLTY/%
17201034	Romi Wittman	2910	Assit. Prof	Master of Bus Admin	100.00
00797132	Clyne Namuo	2910	Instructor	Doctor of Education	50.00
17005980	Kristie Bowen	2910	Instructor	Doctor of Philosophy	50.00
22054867	Brandy Perkl	2910	Assit. Prof	Doctor of Philosophy	100.00
23126524	Deven Wisner	2910	Instructor	Master of Science	.50

Additional Faculty:

No additional faculty will be required to launch the certificate.

Current Student & Faculty FTE

DEPARTMENT	UGRD HEAD COUNT	GRAD HEAD COUNT	FACULTY FTE
2910	0	0	3.50

Projected Student & Faculty FTE

	UGRD HEAD COUNT			GRAD HEAD COUNT			FACULTY FTE		
DEPT	YR 1	YR 2	YR 3	YR 1	YR 2	YR 3	YR 1	YR 2	YR 3
2910	10	20	30	0	0	0	3.00	3.00	4.00

Library

Acquisitions Needed:

n/a

Physical Facilities & Equipment

Existing Physical Facilities:

n/a

Additional Facilities Required & Anticipated:

Since this is an online program, the only additional facilities or equipment might be the computer technology resources needed for additional faculty.

Other Support

Other Support Currently Available:

Org Leadership has the support of UA Global and the Cyber Operations programs, both of which will promote the certificate to students.

Other Support Needed over the Next Three Years:

n/a

Comments During Approval Process

6/17/2020 4:12 PM PAULEWAGNER

Comments

Approved.

6/25/2020 1:24 PM

LDENNO

Comments

Approved.

6/30/2020 8:33 AM

SWIELAND

Comments

Approved with the addition of the Douglas location, per Dr. Mapp.



UNDERGRADUATE CERTIFICATE - ADDITIONAL INFORMATION FORM

Note: Certificate programs offered at the University of Arizona, at the undergraduate or graduate level, are not approved as eligible programs for federal student financial aid. Although students enrolled in certificate programs are not eligible for any federal student aid programs, students may be eligible for private loans, outside scholarships, and University of Arizona department funding. For more information, please see <u>Federal Student Financial Aid Eligibility for Programs</u>.

I. CERTIFICATE DESCRIPTION - provide a catalog description of this program to be used to market the certificate. Include information regarding the main content, knowledge areas, key questions to be explored, skillsets to be developed and opportunities for application of the subject matter. The description should match departmental and college websites, handouts, promotional materials, etc.

The 15-credit hour Organizational Leadership certificate provides students with the knowledge, skills and ability to be superior leaders that positively affect organizational, social, cultural and economic goals and change initiatives. This certificate fully prepares students to successfully take on leadership roles such as supervisor, project lead, manager, as well as executive management roles within any industry. The certificate signals to employers that the student has the leadership and managerial skills to lead people and projects in both for-profit and non-profit organizations. The certificate is especially beneficial to students working in technical fields as well as those with technical degrees who haven't had an opportunity to hone their leadership knowledge, skills and abilities.

This certificate is designed for students with technical as well as non-technical backgrounds and is delivered in an online modality with live, synchronous classes.

The proposed certificate is a 15-unit plan of study that provides students with the knowledge, skills and practical ability to take lead in multiple capacities in a wide variety of organizations.

II. PURPOSE- discuss the primary intent of this certificate and describe what makes this program distinct from other existing programs on campus.

The undergraduate Organizational Leadership Certificate is unique in that it serves students with both technical and non-technical backgrounds and prepares each for a variety of leadership roles within both for-profit and non-profit organizations. This certificate enables students with highly technical backgrounds to develop their 'soft' skills in the areas of organizational behavior, management and generally leadership. There is no comparable undergraduate leadership certificate available to students locally.

III. PROGRAM AFFILIATION – specify whether the UA offers an affiliated undergraduate program – the affiliated program may or may not have the same name as the proposed certificate.

This certificate is offered by the Organizational Leadership + Regional Commerce program. A Bachelor of Applied Science in Organizational Leadership + Regional Commerce is available, with students choosing from either of the two subplan areas.

IV. CERTIFICATE DEMAND— is there sufficient student demand for the certificate?

What is the anticipated student enrollment for this certificate by the third year the certificate is offered? Please provide measurable indicators of student interest in the certificate (survey results of current students or alumni) and with reference to similar programs elsewhere. Provide market analysis or other tangible evidence to support projected enrollment numbers. Curricular Affairs can provie a job posting/demand report by skills obtained/outcomes of the proposed certificate. Please contact Liz Sandoval to request the report(s) for your proposal.

By the third year of this program, student enrollment for the Organizational Leadership certificate is expected to be 20 students.

According to the Bureau of Labor Statistics, professional and related service occupations, including in the field of Leadership, are expected to create more new jobs than all other occupational groups within the next three years. Furthermore, Burning Glass Technologies' real-time job market analytics reports that positions requiring leadership, supervisory, and management skills will increase 19.5% by 2028. These jobs include positions such as operations manager, general managers, as well as policy and planning executives, and the average salary range for these positions is projected to be \$82,000 to \$110,000.

 a. What community needs, preparation for professional certification exams, degree program recruitment, or employability enhancements will this certificate provide?
 Please provide evidence of feedback from potential employers regarding the value of the proposed program.

According to Burning Glass, employers want employees with leadership, project management, staff management, teamwork, collaboration, writing and critical thinking skills, all of which form the backbone of the Organizational Leadership certificate.

b. Will there be any collaboration with other departments or universities to maximize resources? If there is collaboration, please include a memo of support from the applicable parties.

Please see the attached letters of support from:

- UA Global -- Dr. Roger L. Miesfeld, University Distinguished Professor and Associate Dean of UA Global.
- Cyber Operations -- Jason Denno, Director
- **V. TARGET AUDIENCE(S)** describe the target audience(s) for this certificate and the specific audience needs this certificate aims to address. Address the relevant points below based on your target audience(s).
 - i. Does this certificate meet the needs of an **industry or workforce partner**? Explain the industry needs this certificate is proposing to address. Provide a list of industry partners with whom you are working and confirmation of this support.

N/A

ii. Does this certificate provide an **introductory pathway to an existing graduate degree**? Provide the name(s) of the degree(s).

No.

iii. Does this certificate serve as **professional development for the targeted audience**? Explain how this certificate will help the audience develop professionally.

This undergraduate certificate is designed to provide students with the knowledge, skills and practical abilities needed to be a leaders in their perspective professions. Also, the certificate serves professionals looking to develop the leadership skills required to manage both people and projects. It's especially beneficial for students who have technical backgrounds and who wish to move into management and leadership positions in their current career.

The certificate also prepares students for further study in Organizational Leadership. A maximum of 6 units may double-dip with a degree requirement (major, minor, General Education, or second certificate.

VI. CERTIFICATE REQUIREMENTS - complete the table below to list the certificate requirements, including number of credit hours required and any special requirements for completion. Certificate requirements should include sufficient units to provide a substantive program and an appropriate level of academic rigor and in no case be less than 12 units of credit. Note: future changes to the curriculum originally approved for the certificate must be approved by the Undergraduate Council.

Minimum total units required	15
*minimum 12 units	

*minimum 6 units of credit must be upper division UA coursework	15
Total transfer units that may apply to the certificate.	0
List any special requirements to declare/admission to this certificate (completion of specific coursework, minimum GPA, interview, application, etc.)	 To be admitted to the OL Certifcate program, students must have ONE of the following: A high school diploma or equivalent plus two years work/military experience, OR An associate's degree from a two-year community college, OR Be enrolled at UA with sophomore standing, OR A Bachelor's Degree
Certificate requirements. List all required certificate requirements including core and electives. Courses listed must include course prefix, number, units, and title. Mark new coursework (New). Include any limits/restrictions needed (house number limit, etc.). Provide email(s)/letter(s) of support from home department head(s) for courses not owned by your department.	Required: • LDRV 302 / The Leadership Function • LDRV 303 / Negotations • LDRV 305 / Organizational Behavior • LDRV 400 / Developing and Maintaining Work Teams • LDRV 401 / Leadership in a Diverse Work Environment
Internship, practicum, applied course requirements (Yes/No). If yes, provide description.	No
Additional requirements (provide description)	No
Any double-dipping restrictions (Yes/No)? If yes, provide description. *A maximum of 6 units may double-dip with a degree requirement (major, minor, General Education) or second certificate.	Yes

VII. CURRENT COURSES—using the table below, list all existing courses included in the proposed certificate. You can find information to complete the table using the <u>UA</u> course catalog or <u>UAnalytics</u> (Catalog and Schedule Dashboard> "Printable Course

Descriptions by Department" On Demand Report; right side of screen). If the courses listed belong to a department that is not a signed party to this implementation request, upload the department head's permission to include the courses in the proposed certificate and information regarding accessibility to and frequency of offerings for the course(s). Upload letters of support/emails from department heads to the "Letter(s) of Support" field on the UAccess workflow form. Add rows to the table, as needed.

Course prefix and number (include cross-listings)	Units	Title	Course Description	Pre- requisites	Modes of delivery (online, in- person, hybrid)	Typically Offered (F, W, Sp, Su)	Dept signed party to proposal? (Yes/No)
LDRV 302	3	The Leadership Function	This course will help students focus on the dynamics of the supervisory and leadership function in both private and public organizations. Students will gain an understanding of the cognitive roles that make up the supervisory/leadership process as well as how to apply supervisory and leadership theory to actual situations in the workplace.	None	Online	Fall, Spring, Summer	
LDRV 303	3	Negotiations	This course focuses on the development of negotiation and conflict resolution skills.	None	Online	Fall	
LDRV 305	3	Organizational Behavior	This course integrates classical and current organizational psychosocial theories and theories of organizations that provide an understanding of the effects that an organizational system has on the behavior choices of human beings in the work environment.	None	Online	Spring	
LDRV 400	3	Managing and Developing Work Teams	This course emphasizes on the development of the skills needed by supervisors in creating, developing, and maintaining high performance work teams in the organizational environment.	None	Online	Fall. Spring	

LDRV	3	Leadership in	This course focuses on	None	Online	Fall	
401		Diverse Work	developing basic management				
		Environments	skills to motivate and lead				
			employees, improve				
			organizational performance,				
			and succeed amid diversity				
			within the organization.				
			_				

VIII. NEW COURSES NEEDED – using the table below, list any new courses that must be created for the proposed program. If the specific course number is undetermined, please provide level (ie CHEM 4**). Add rows as needed. Is a new prefix needed? If so, provide the subject description so Curricular Affairs can generate proposed prefix options.

N/A

IX. FACULTY INFORMATION- complete the table below. If UA Vitae link is not provided/available, attach a short CV (2-3 pages) to the end of the proposal or upload to the workflow form. UA Vitae profiles can be found in the UA directory/phonebook.

Faculty Member	Involvement	Link to Google Drive
Kristie Bowen, PhD.	LDRV 303	BowenK_CV.pdf
Clyne Namuo, PhD.	LDRV 302	NamuoC CV.pdf
Eric Mapp, PhD.	LDRV 303	MappW CV.PDF
Brandy Brown Perkl, PhD.	LDRV 302, 303, 305, 400, 401	BrownBA CV.pdf
Deven Wisner, MA, PhD in	LDRV 305	WisnerD_CV.pdf
process		
Romi Carrell Wittman, MBA	LDRV 302, 303, 305, 400, 401	WittmanRC CV.pdf

- X. STUDENT LEARNING OUTCOMES AND CURRICULUM MAP describe what students should know, understand, and/or be able to do after completing this certificate. Provided a detailed curricular map linking student outcomes to specific courses and class activities. Consider working with Office of Instruction and Assessment to create a curricular map using Taskstream.
 - **ELO 1 Communication (Verbal, Written, Virtual**): The student will be able to efficiently analyze, evaluate and contrast ideas both verbally and in writing. They will listen to others and be able to effectively communicate complex ideas and information across a variety of media.
 - **ELO 2 Strategic Thinking/Project Management**: The student will apply advanced knowledge of major leadership, business management and communication theories to make effective business and leadership decisions. The

student will develop this knowledge throughout their coursework as well as utilize this knowledge in a supervised capstone project, internship and/or supervised research experience.

ELO 3 – Ethics: The student will demonstrate what it means to be an ethical leader. They will be able to effectively assess a situation, identify pertinent ethical dilemmas and construct an appropriate action plan that considers not only their own values, but also considers the well-being of others and society as a whole.

ELO 4 – Critical Thinking: The student will demonstrate critical thinking strategies, including reasoning, problem solving, analysis, creating and evaluation, throughout their coursework as well as utilize this knowledge in a supervised capstone project, internship and/or supervised research experience.

XI. ASSESSMENT PLAN FOR STUDENT LEARNING— identify factors that indicate that completion of the certificate enhances the undergraduate experience. Describe measures for programmatic assessment, and provide a detailed plan for assessing certificate outcomes.

Students will be indirectly assessed upon entry into the program to establish their baseline competence on the four main dimensions outlined above.

Below are the assessment activities in place to assess student mastery of the Leadership expected learning outcomes:

- 1. Incoming students to the OL Certificate program are indirectly assessed via a Qualtrics survey to determine their baseline proficiencies in the four expected learning outcome areas. These self-assessments measure evidence of student prior knowledge. Outgoing Leadership students are self-assessed a second time to determine their mastery of the four expected learning outcomes. This information will be compiled and analyzed against the pre-survey data.
- 2. Assessment data related to the four ELOs will be collected according to the above curriculum map, with each ELO being introduced, practiced, and/or assessed in the different courses. Faculty members will review the results and determine what changes, if any, are needed for alignment with the four ELOs.

XII. MARKETING AND RECRUITMENT - provide a detailed and robust marketing strategy for this certificate.

This certificate will be marketed to prospective students aggressively via established channels with Arizona Online and the UA Global departments. In addition, the program will be marketed to Cyber Operations students via an existing partnership with that program.

Given the certificate's online modality, marketing and recruitment efforts will be broad in nature with the goal of attracting students all over the United States and the world. Social media, targeted email and personal interaction will feature prominently among marketing efforts.

Localized marketing efforts will include:

- Employment fairs, free, 5 to 10 students per year
- Advertising to current CAST students, particularly students in the Cyber and other computer fields.

Regionalized marketing efforts will include:

- Targeted email campaigns to potential Arizona Online students
- Targeted marketing to UA Global potential students.

XIII. CONTACTS AND ADMINISTRATION

- a. List the name and contact information for the primary point of contact for the certificate.
 - Romi Carrell Wittman, Assistant Professor and Program Director, Organizational Leadership + Regional Commerce, rwittman@email.arizona.edu
- b. List the name and contact information for the person or persons who will serve in the role of Director of Undergraduate Studies (DUS) for the certificate (this is not always the same as the DUS for affiliated programs or head of the managing academic unit.)
 - Romi Carrell Wittman, Assistant Professor & Program Director, Organizational Leadership + Regional Commerce, rwittman@email.arizona.edu
 - Eric Mapp, Department Head, College of Applied Science, mapp@arizona.edu
- c. If known, list the members of the certificate oversight committee for this certificate. Note: undergraduate certificate oversight committees shall considst of a minimum of 3 members, 2 of which are faculty and at least one of the 2 is participating faculty in the certificate program. The oversight committee is responsible for 1)qualifications of participating faculty, 2) coordination of admissions recommendations with the Office of Admissions, and 3) curricular changes.

Undergraduate Organizational Leadership Certificate Peer Comparison

April 10, 2020

Certificate name, Institution	Proposed UA Program: undergraduate certification in Organizational Leadership, University of Arizona	Peer 1: Undergraduation Organizational Leadership Certificate, Upper Iowa University	Peer 2: Undergraduate Certificate in Organizaitonal Leadership, Thomas Edison State University
Current # of enrolled students	N/A	UNK	UNK
Certificate program description	The Organizational Leadership certificate provides students with the knowledge, skills and ability to be superior leaders that positively affect organizational, social, cultural and economic goals as well as change initiatives. This certificate fully prepares students to successfully take on leadership roles such as supervisor, project lead, manager, as well as executive management roles within any industry. The certificate signals to employers that the student has the leadership and managerial skills to lead people and projects in both for profit and non-profit organizations. The certificate is especially beneficial to students working in technical fields as well as those with technical degrees who haven't had an opportunity to hone their leadership knowledge, skills and abilities.	Leadership Certificate develops an understanding of the importance of leadership and the role of leadership on business strategy. These certificate programs provide an opportunity for you to gain experience in a specific area by successfully completing a cluster of college credit classes. You may also choose to use the courses as part of a degree program.	The Undergraduate Certificate in Organizational Leadership is an 18-credit program that provides students with a solid foundation in the field of organizational leadership. The program is designed to transfer easily into the Bachelor of Science in Organizational Leadership degree at Thomas Edison State University.
Target Careers	General manager, operations manager, CEO, COO, Marketing manager, VP operations, Manager, Supervisor	Not stated	Not stated
Minimum total units required	15	15	18

THE UNIVERSITY OF ARIZONA. **BUDGET PROJECTION FORM** Name of Proposed Program or Unit: Organizational Leadership Certificate Projected **Budget Contact Person:** 1st Year 2nd Year 3rd Year 2020 - 2021 2021 - 2022 2022 - 2023 METRICS 5 10 20 Net increase in annual college enrollment UG 75 150 240 Net increase in college SCH UG Net increase in annual college enrollment Grad Net increase in college SCH Grad Number of enrollments being charged a Program Fee New Sponsored Activity (MTDC) 0.2 0.5 0.75 Number of Faculty FTE **FUNDING SOURCES Continuing Sources** UG RCM Revenue (net of cost allocation) Grad RCM Revenue (net of cost allocation) Program Fee RCM Revenue (net of cost allocation) F and A Revenues (net of cost allocations) 24,000 48,000 76,800 UA Online Revenues Distance Learning Revenues Reallocation from existing College funds (attach description) Other Items (attach description) \$ 24,000 \$ 48,000 \$ 76,800 **Total Continuing** One-time Sources College fund balances Institutional Strategic Investment Gift Funding Other Items (attach description) \$ \$ **Total One-time TOTAL SOURCES** 24,000 \$ 48,000 \$ 76,800 **EXPENDITURE ITEMS** Continuing Expenditures 13,000 13,000 13,000 Faculty Other Personnel Employee Related Expense 4,082 4,082 4,082 Graduate Assistantships Other Graduate Aid Operations (materials, supplies, phones, etc.) Additional Space Cost Other Items (attach description) \$ 17,082 \$ 17,082 \$ 17,082 **Total Continuing** One-time Expenditures Construction or Renovation Start-up Equipment Replace Equipment Library Resources Other Items (attach description) \$ \$ \$ **Total One-time** 17,082 \$ 17,082 \$ 17,082 **TOTAL EXPENDITURES** 6,918 \$ 30,918 \$ 59,718 **Net Projected Fiscal Effect**



1140 N. Colombo Ave. Sierra Vista, Arizona 85635 (520) 458-8278 x2155

21 May 2020

To Dr. Koshel and members of the College Academic Administrators Council:

I am pleased to endorse the undergraduate certificate in Organizational Leadership. The proposed certificate will help prepare our students for leadership positions in commercial, non-profit, and even government careers.

The Organizational Leadership program has been integrated into our Cyber Virtual Learning Environment (VLE), offering students worldwide access to a series of interactive simulations and the most advance virtual world in the Nation called CyberApolis. CyberApolis contains a number of robust organizational structures to support the certificate's learning objectives. Moreover, each organizational structure is assigned AI-run virtual personas who live and work within the virtual world; providing the entities and scenarios necessary to verify and validate that our students have gained the knowledge, skills, and abilities required to be successful in their field.

The Cyber Operations and Intelligence & Information Operations (IIO) degrees provide our students highly technical knowledge, skills, and abilities. As such, our graduates are very likely to be selected for leadership positions where they will be responsible for managing less technically proficient personnel. Currently there are no classes within our programs designed to prepare our students for leadership positions; making the Organizational Leadership undergraduate certificate a critical component to preparing our students for their future careers.

In short, it is without hesitation and with the greatest enthusiasm that I strongly endorse the undergraduate certificate in Organizational Leadership. Please feel free to contact me if you require any additional information.

Sincerely.

Íasón Denno

Director, Cyber, Intelligence & Information Operations

National Center of Academic Excellence – Cyber Operations (CAE-CO)

Intelligence Community Center of Academic Excellence (IC CAE)

College of Applied Science & Technology

University of Arizona

jasondenno@email.arizona.edu

520-227-7203



Roger L. Miesfeld, Ph.D. University Distinguished Professor Chemistry & Biochemistry (CBC) rlm@email.arizona.edu Tel: (520) 621-1925 1401 East Lowell Ave. Bioscience West Building Office: BSW Room 242 The University of Arizona Tucson, AZ 85719-0088

May 1, 2020

John Koshel, Ph.D., Chair College Academic Administrators Council PO Box 210094

Dear John and Members of the Council:

It's with great pleasure that I write this letter of support for the undergraduate certificate in Organizational Leadership. This certificate, with its focus on 'soft' skills in the areas of organizational behavior, management and generally leadership, is likely to be a popular program among Global students with both technical and non-technical backgrounds. I particularly appreciate that one of the courses focuses on leadership in diverse work environments. In the COVID-19 climate, young professionals will benefit from training that prepares them for a variety of leadership roles within both for-profit and non-profit organizations and they will appreciate the competitive advantage this certificate may give them in their career search.

As you may know, the University of Arizona is launching the Global Campus Experience this month, promoting a large suite of fully online undergraduate and graduate degrees and graduate certificates. As yet, there is no undergraduate certificate in the portfolio of options. This certificate would be a nice complement to these options, according to our Office of International Admissions and Global Recruitment. This office works with a wide range of recruiting agencies, universities, and public and private partners to promote to international students all around the world.

I look forward to seeing the Organizational Leadership undergraduate certificate become a reality. I also look forward to working with Prof. Wittman to identify key locations where we might offer enrollment to this program.

Thank you for this opportunity to express my support of this innovative certificate.

Sincerely,

Roger L. Miesfeld

University Distinguished Professor

Associate Dean, UA Global

