Section 1. Course Title and Description

If the course contains a lecture and laboratory component, identify both the lecture and laboratory numbers (xxx and xxxL) and credit hours associated with each. Provide the complete description as it will appear in the system common or unique database, including pre-requisites, co-requisites, and registration restrictions.

Prefix & No.  Course Title                                Credits
HDFS 605       Program Administration and Management      3

Course Description:
An introduction to the development, administration, and management of youth, family, and community service organizations.

Section 2. Review of Course

Will this be a common or unique course? (select the appropriate option below)

X  This course will be a unique course. (Go to Section 3.)

Section 3. Other Course Information

1. Are there instructional staffing impacts?
   X  No, schedule management. Explain: This course is part of a GP IDEA program and the delivery of courses will be shared among six different institutions. Local assignment will be made at the discretion of the Department Head according to available workload.

2. Existing program in which course will be offered:  Human Sciences

3. Proposed instructional method:  R: Lecture
   (may be found at http://www.sdbor.edu/services/academics/AAC/guidelines.htm )

4. Proposed primary delivery:  025 DDN
   (may be found at http://www.sdbor.edu/services/academics/AAC/guidelines.htm )

5. Term in which change will be effective:  Fall 2012

Course Form #5

Updated AAC 03/2007
6. Can this course be repeated for additional credit?
   _______ Yes, total credit limit: _________ _______ X No.

7. Will the grade for this course be limited to S/U (pass/fail)?
   _______ Yes _______ X No

8. Will section enrollments be capped?
   _______ X Yes, maximum per section 35 _______ No

9. Will this course be equated (i.e. considered the same course for degree completion) with any other unique or common course in the course database?
   _______ Yes _______ X No

10. Is this prefix already approved for your university?
    _______ X Yes _______ No

Section 4. To be completed by Academic Affairs

1. University department code: HDFS

2. Proposed CIP code: 19.0707

   Is this a new CIP code for this university?
    _______ X Yes _______ No
NEW COURSE REQUEST  
Supporting Justification for On-Campus Review

Dr. Jay Trenhaile          Jay Trenhaile          02/21/2012
Request Originator

Dr. Jay Trenhaile          Jay Trenhaile          02/21/2012
Department Chair

Dr. Jane Hegland          Jane Hegland          02/21/2012
School/College Dean

1. Provide specific reasons for the proposal of this course and explain how the changes enhance the curriculum. This course will fulfill the requirements in the Family and Community Service program.

2. Note whether this course is:  
   ____ X ____ Required  
   _______ Elective

3. In addition to the major/program in which this course is offered, what other majors/programs will be affected by this course? 
   Graduate students in the CHRD or HDFS program may definitely have interest in the offerings.

4. If this will be a dual listed course, indicate how the distinction between the two levels will be made. 
   This course will not be dual listed.

5. Desired section size  
   35

6. Provide qualifications of faculty who will teach this course. List name(s), rank(s), and degree(s).
   Dr. Elaine Johannes, associate professor and extension specialist in youth development, Kansas State University. 
   BS psychology, MS, adult and community counseling, Ph.D. lifespan human development, Kansas State University.

7. Note whether adequate facilities are available and list any special equipment that will be needed for the course.
   Adequate facilities are available.

8. Note whether adequate library and media support are available for the course.
   Yes, adequate library and media support is available.

9. Will the new course duplicate courses currently being offered on this campus? 
   ____ X ____ No

10. If this course may be offered for variable credit, explain how the amount of credit at each offering is to be determined.
    This course is not being offered for variable credit.