



**SOUTH DAKOTA BOARD OF REGENTS  
ACADEMIC AFFAIRS FORMS**

**New Site Request**

<b>UNIVERSITY:</b>	<b>SDSU</b>
<b>DEGREE(S) AND PROGRAM:</b>	<b>Management Foundations Certificate</b>
<b>NEW SITE(S):<sup>1</sup></b>	<b>Online</b>
<b>INTENDED DATE OF IMPLEMENTATION:</b>	<b>2019-2020 Academic Year</b>
<b>CIP CODE:</b>	<b>15.1501</b>
<b>UNIVERSITY DEPARTMENT:</b>	<b>Construction &amp; Operations Management</b>
<b>UNIVERSITY DIVISION:</b>	<b>Graduate School</b>

**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.*

\_\_\_\_\_  
President of the University

5/13/2019

\_\_\_\_\_  
Date

**1. What is the need for offering the program at the new physical site or through distance delivery?**

South Dakota State University (SDSU) requests authorization to offer the graduate certificate in Management Foundations online. The certificate in Management Foundations is designed with flexibility to meet the needs of working professionals who want to supplement their graduate degree with an additional credential. The Management Foundations Certificate has been a popular add-on credential for graduate students in the Master of Engineering (M.Eng.). The M.Eng. was approved for online delivery at inception and it is appropriate to provide an option to earn this certificate via distance delivery as well.

The University does not request new state resources or new student fees to support online delivery.

**2. Are any other Regental universities authorized to offer a similar program at the proposed site(s) or through distance delivery? If “yes,” identify the institutions and programs and explain why authorization is requested.**

<sup>1</sup> If the request is for a new physical location, include an address for the location. Delivery methods are defined in [AAC Guideline 5.5](#).

Yes. The University of South Dakota offers online certificates in Business Analytics and Operations & Supply Chain Management. Both certificates have some similarity in course requirements but are focused on business quantitative methods or supply chains. The Management Foundations certificate differs as it has a focus on technical organizational structures as it requires courses in project management and managing/leading in technical organizations. SDSU seeks authorization to offer the Management Foundations certificate online to serve constituents in technical organizations.

**3. Are students enrolling in the program expected to be new to the university or redirected from other existing programs at the university? Complete the table below and explain the methodology used in developing the estimates.**

The online certificate is expected to attract three to twelve students per year. Students will either be new to the university or current SDSU students who want to complete the certificate online. Some graduate students may elect to earn the certificate as a stand-alone credential. Others may choose to earn this certificate and go on for the Master of Engineering program. Students and professionals like the flexibility of online programs that allow them to continue to live and work anywhere. It is not expected that the online certificate will have much impact on the enrollments in face-to-face, on-campus courses.

<i>Estimates</i>	<b>Fiscal Years*</b>			
	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>
	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>
Students new to the university	3	6	10	12
Students from other university programs	5	8	10	10
=Total students in the program at the site	8	14	20	22
Program credit hours (major courses)**	96	168	240	264
Graduates	7	12	17	19

\*Do not include current fiscal year.

\*\*This is the total number of credit hours generated by students in the program in the required or elective program courses. Use the same numbers in Appendix B – Budget.

**4. What is the perceived impact of this request on existing programs in the Regental system?**

Delivering the Management Foundations Certificate online is not expected to negatively impact enrollment in SDSU’s face-to-face, on-campus courses or enrollment in other regental institutions. The additional site will provide a pathway for working professionals to obtain critical need skills.

The existing USD certificates fill a distinct niche that does not compete with the Management Foundations certificate.

**5. Complete the table and explain any special circumstances. Attach a copy of the program as it appears in the current catalog. If there are corresponding program modifications requested, please attach the associated form. Explain the delivery of the new courses and attach any associated new course request forms.**

<b>Management Foundations Certificate</b>	Credit hours	Credit hours currently available from this university online	Credit hours currently available from other universities available online	Credit hours new to this university
Required Coursework	12	12	0	0
<i>Total, Requirements of the Certificate</i>	12	12	0	0

\*If the major will be available in more than one degree (e.g., BA, BS, BS Ed) at the new site(s) and the number or distribution of credits will vary with the degree, provide a separate table for each degree.

Core requirements:

Prefix & #	Title	Credit Hours
GE 685	Management and Leadership in Technical Organizations	3
GE/OM 569	Project Management	3
OM 650	Manufacturing Systems Management	3
or ME/OM 767	Decision Theory	
or ME 760	Quality Control	
OM 660	Operations Management	3
<b>Total Credit Hours Required</b>		<b>12</b>

**6. How will the university provide student services comparable to those available for students on the main campus?**

The Department of Construction and Operations Management has offered all courses in the certificate online or hybrid as requirements or electives in existing programs authorized for distance delivery. Arrangements for exam proctoring, access to library resources, and advisement have been successful.

An academic advisor will be assigned to those distance students in the certificate. They will connect with the students using e-mail, phone, Zoom, and numerous other technologies as they communicate. A student services facilitator is housed in Continuing and Distance Education and is available to assist students in connecting to necessary resources online and on campus. Finally, online tutoring support is available through Smarthinking (Pearson Education) and student services such as disability services accommodations will be available to students upon request.

Library support services will be available to students through a variety of means:

- Students can contact librarians for research assistance. The Librarian provides on-line research guides and is available for consultations with faculty and students.
- Distance Library Services include book and article delivery for materials owned by the library. Students may request materials not held by the library through interlibrary loan.
- SDSU students have on-line access to research databases such as Web of Science, EBSCOhost MegaFILE, and JSTOR.

**7. Is this program accredited by a specialized accrediting body? If so, address any program accreditation issues and costs related to offering the program at the new site(s).**

No.

**8. Does the university request any exceptions to Board policy for delivery at the new site(s)? Explain requests for exceptions to Board policy.**

No.

- 9. Cost, Budget, and Resources related to new courses at the site: 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. Complete Appendix B – Budget using the system form.**

The University does not request new state resources or new student fees to support online delivery. The certificate consists of existing courses. All courses have been offered online or hybrid mode in the past two years except OM 650 which is being offered summer 2019 online.