

December 2, 2015

MEMORANDUM

TO: Acting Associate Provost Costas Spirou 

FROM: Walter Isaac, Acting Chair, CoAS Curriculum & Instruction Committee

SUBJECT: Actions of the College of Arts and Sciences Curriculum & Instruction Committee Meeting of November 13, 2015

On Friday, November 13, 2015, the College of Arts and Sciences Curriculum & Instruction Committee considered and approved proposals from the following departments: Biological and Environmental Sciences; Government and Sociology; and Philosophy and Liberal Studies. Prior to the committee vote, the proposals were posted for review and approval by the CoAS faculty and dean. Changes are effective fall 2016. We submit these proposals now for your consideration and approval.

- **BIOLOGICAL and ENVIRONMENTAL SCIENCES** proposed changes to the catalog description, prereqs, and credit hours for ENSC4600 and GEOL4600
- **GOVERNMENT and SOCIOLOGY** proposed that the Nonprofit Leadership Alliance certification in Nonprofit Management be recognized as a formal academic certificate
- **PHILOSOPHY and LIBERAL STUDIES** proposed changes to the Latin American and Caribbean Studies program; two new courses, RELI4105 and RELI4110; and an update to and new wording for requirements in the Women's Studies minor

Thank you for considering our recommendations. Please call if you have any questions.

WLI/alp

C: Provost Kelli Brown

To: COLAS Curriculum & Instruction Committee

From: Sara Faircloth, Director Nonprofit Leadership Alliance Program, Department of Government and Sociology

Subject: Requesting approval of certification to be reflected on academic transcript

Date: September 15, 2015

I am writing to request that the Nonprofit Leadership Alliance certification in Nonprofit Management be recognized as a formal academic certificate that appears on the student academic transcript at graduation.

In 2003 Georgia College signed affiliation papers with Nonprofit Leadership Alliance, Inc. (Formerly American Humanics, Inc.) The NLA program is a course of study and experiential learning that leads to the certification, CNP (Certified Nonprofit Professional). In 2003 there were 11 students who enrolled in the program. It has been offered every academic year since and has grown to as high as 45 students in any given year. Currently there are 23 students, with a projection of 32 by January 1, 2016. The job placement rate over the course of the program has remained in the 85-95% rate within 6 months of graduation for those who complete the program. Approximately 65% of CNP's from Georgia College eventually enter graduate school in a related field.

Please see the attached document for a description of the program.

Thank you for your consideration.

GEORGIA COLLEGE & STATE UNIVERSITY

DEGREE PROGRAM CHANGES
PROPOSAL COVER SHEET

DEGREE:

CIP CODE:

PROGRAM/CONCENTRATION NAME: Nonprofit Leadership Alliance - Certificate

DEPARTMENT: Government & Sociology

PROPOSED EFFECTIVE DATE: Spring 2016
Semester Year

Check One or More of the Following and Attach the Appropriate Forms

New Program Proposal

~~New Concentration Proposal~~ (Certificate)

Change in Program/Concentration/Degree Requirements

Deactivate/Discontinue Degree Program/Concentration

Submitted by: Sara Farcloth 9/17/15
Faculty Member Date

Recommendation:*

Recommend Not Recommend [Signature] 9/15/15
Chair, Dept. Curriculum Committee Date

Recommend Not Recommend [Signature] 9/15/15
Department Chair Date

Recommend Not Recommend [Signature] 12/2/2015
Chair, School Curriculum Committee Date

Recommend Not Recommend [Signature] 9-18-15
School Dean Date

Recommend Not Recommend _____
Vice President for Academic Affairs Date

Recommend Not Recommend [Signature] 3/29/16
Chair, University Curriculum & Assessment Cmt. Date

*A "Not Recommend" recommendation should include reviewer rationale and recommended action here:

Nonprofit Leadership Alliance – Certification (Certified Nonprofit Professional) Georgia College is an affiliate of Nonprofit Leadership Alliance, Inc. Program offered by the GC Department of Government and Sociology

Requirements

- **Course work**
PUAD 3950 Nonprofit Management I (Fall semester)
PUAD 3950 Nonprofit Management II (Spring semester)
RHET 2210 Small Group Communications **OR** RHET 1110 Fundamentals of Public Speaking
ACCT 2000 Introduction to Accounting **OR** comparable on-line course
MGMT 3141 Principles of Management **OR**
POLS 3338 Principles of Public Administration
- **Nonprofit Leadership Student Association**
Full participation in NLSA is required as experiential learning. Activities include, speaker series, fund raising, event planning, proper organizational structure and procedure and other experiences related to fulfilling the 10 competencies of the certification.
- **Alliance Management Institute**
Every student must attend AMI at least once time. It is an annual institute provided by NLA, Inc. Nationally known speakers from the field, case studies, mock interviews, networking with nonprofit organizations, and other NLA students from across the country, are involved in this intensive 3 day conference. Students are required to raise the money to attend.
- **Internship**
Every student must complete a 300 hour (non-academic credit) internship within an approved nonprofit setting.
- **Portfolio**
Every student must document the various experiences and requirements leading to competency achievement through an online portfolio system.
- **Completion of the undergraduate degree**

Competencies to be achieved for Certification

Communication, Marketing and Public Relations

Highlights knowledge, attitudes and activities that nonprofit organizations use to understand, inform and influence their various constituencies

Cultural Competency and Diversity

Highlights the development of cultural competency preparation for professional practice in culturally diverse settings

Financial Resource Development and Management

Highlights financial resource acquisition, budgeting, financial management, control and transparency in nonprofit organizations

Foundations & Management of the Nonprofit Sector

Highlights the history, contributions, and unique characteristics of the nonprofit sector and its management

Governance, Leadership and Advocacy

Highlights the stewardship and advocacy roles, responsibilities and leadership of the board of directors, staff and volunteers in the development of policies, procedures, and processes by which nonprofits operate and are held accountable

Legal and Ethical Decision Making

Highlights basic laws, regulations and professional standards that govern nonprofit sector operations, including a basic knowledge of risk and crisis management, ethics, and decision-making

Personal and Professional Development

Highlights the nature of employment in the nonprofit sector, from researching career opportunities, applying and interview for a job, to continuing professional development

Program Development

Highlights program design, implementation, and evaluation strategies applicable to all nonprofits (youth services, arts, environment, health, recreation, social services, advocacy, etc.)

Volunteer and Human Resource Management

Highlights the knowledge, skills, and techniques for managing volunteer and paid staff

Future of the Nonprofit Sector

Highlights the dynamic nature of the nonprofit sector, the importance of continuous improvement, emerging trends and innovations, and the critical role research plays in shaping best practices

This is a summary of the NLA competencies and the ways students are expected to meet them, as well as the required documentation.

Nonprofit Management and Leadership Competencies and Learning Topics

Competency Listing

Communication, Marketing and Public Relations

Highlights knowledge, attitudes and activities that nonprofit organizations use to understand, inform and influence their various constituencies

- Community development tools to build awareness and stakeholder relations in nonprofit organizations
- Public and community relations as functions in a nonprofit organization
- Marketing as a function in a nonprofit organization
- The role of organizational and personal communication within a nonprofit organization
- The role of advanced technologies in communications, public relations and marketing in the nonprofit sector

Options for achieving competency:

- *Course work: Fundamentals of Public Speaking or Small Group Communication*
- *Course work from your major or minor requirements that cover these topics*
- *Committee work with NLSA*
- *AMI workshops or approved GC campus workshops*
 - ***Documentation should appear on your Online Profile***

Cultural Competency and Diversity

Highlights the development of cultural competency preparation for professional practice in culturally diverse settings

- The role of culture, alternative views and difference when advancing mission and engaging in nonprofit management practice
- Self-awareness to reduce the influence of personal biases and values when approaching and navigating encounters, dilemmas and challenges when working with diverse populations
- Intercultural communication when working with diverse populations

Options for achieving competency

- *AMI workshops and attendance*

- *Campus workshops offered through Office of Inclusive Excellence, ADP or other approved entity- must attend one each semester as part of the overall program*
- *NLSA collaborations with groups representing any minority group on or off campus*
- *Course work from the humanities that specifically address diversity*
 - *Documentation will vary depending on the option you chose. In the case of workshops and AMI attendance you will be required to submit a reflection paper.*

Financial Resource Development and Management

Highlights financial resource acquisition, budgeting, financial management, control and transparency in nonprofit organizations

- Methods and motivation for raising funds from traditional sources
- Emerging trends and innovations in financial resource development in nonprofit organizations
- Structure and responsibilities of the development function within nonprofit organizations
- Mission-driven resource development and budgeting
- Components and procedures for various types of nonprofit budgeting
- Transparency and accountability as critical values in nonprofit organization
- Fundamental principles and practice of nonprofit accounting and reporting
- Principles and standards for effective fiscal monitoring, control and compliance

Options for achieving competency:

- *Nonprofit Management I*
- *Approved Accounting Course*
- *Fund raising activities through NLSA*
- **REQUIRED:** *AMI letter writing campaign for the year you are attending*
 - *Documentation will be by course grade and evidence of participation in other fund raising efforts of NLSA, including letter writing campaign. All should be documented on your online profile.*

Foundations and Management of the Nonprofit Sector

Highlights the history, contributions and unique characteristics of the nonprofit sector and its management

- The historical development, role and significance of philanthropy, nonprofits and civil society
- The size, impact, types and organizational design structure of nonprofit organizations from an American and international perspective
- The role of mission orientation for nonprofit organizations
- Unique characteristics and management complexity associated with the nonprofit sector

Options for achieving competency

- *Nonprofit Management I*
 - *Documentation will be by course grade and grade documented in your online portfolio*

Governance, Leadership and Advocacy

Highlights the stewardship and advocacy roles, responsibilities and leadership of the board of directors, staff and volunteers in the development of policies, procedures and processes by which nonprofits operate and are held accountable

- Roles and responsibilities of a nonprofit board and its committees
- Differentiation between management and leadership across the nonprofit organization
- Essential function of strategic planning for effective operation and sustainability
- Board design, performance and ongoing board development
- Development of leaders and their roles
- Critical function of nonprofit organizations in advocacy and the public policy process

Options for achieving competency

- *Nonprofit Management I*
- *Nonprofit Management II*
 - *Documentation will be by course grade and grade documented in your online portfolio*

Legal and Ethical Decision-Making

Highlights basic laws, regulations and professional standards that govern nonprofit sector operations, including a basic knowledge of risk and crisis management, ethics and decision-making

- Basic laws and regulations under which nonprofits incorporate and operate
- Concepts and practices associated with facility and operational risk management
- Concepts and practices associated with crisis management
- Alignment of personal and organizational values
- Standards and codes of conduct that are appropriate to nonprofit sector professionals, volunteers and other stakeholders
- Decision-making models, methods and application to nonprofit organizations

Options for achieving competency

- *Nonprofit Management I*
- *Nonprofit Management I – Documentation will be by course grade and documented in your online portfolio.*

Personal and Professional Development

Highlights the nature of employment in the nonprofit sector, from researching career opportunities, applying and interview for a job to continuing professional development

- Nonprofit career opportunities and expectations

- Application, interview and negotiation process
- Continuing professional development
- Networking and mentoring

Options for achieving competency

- *NLSA Workshops*
- *AMI Workshops*
- *AMI Career Networking Events, including mock interviews*
- *Georgia College Career Center – choose from a variety of workshops*
- *Participation in Intern Ready Program offered by Career Center*
- *Participation in campus offerings from the Leadership Programs*
- *Attending any large networking opportunity such as a state association meeting, or some other setting that puts you in the role of a professional.*

Program Development

Highlights program design, implementation and evaluation strategies applicable to all nonprofits (youth services, arts, environment, health, recreation, social services, advocacy, etc.)

- The importance of needs assessment, asset identification and other research findings that identify authentic community need
- Mission-driven program design and outcomes
- Adequate allocation of resources (staffing, space, funding, etc.)
- Inclusive programming strategies
- Program logistics
- Program marketing plan
- Peer, cross-age, and staff mentoring as a program implementation strategy
- Program evaluation strategies

Options for achieving competency

- *Nonprofit Management II*
- *Any program development offering within your specific major or minor*
- *AMI workshop*
 - *Documentation will be by your course grade and entered on your online portfolio*

Volunteer and Human Resource Management

Highlights the knowledge, skills and techniques for managing volunteer and paid staff

- Nonprofit human resource planning and management
- Staffing: recruitment and hiring
- Employment law and personnel policy in nonprofit operations

- Orientation, training, supervision and evaluation of paid and volunteer staff
- Total rewards: compensation, incentives and benefits
- Organizational and programmatic performance management and evaluation
- Organizational development, analysis and design

Options for achieving competency

- NPM I
- NPM II
- AMI Workshops
- GIVE Center Workshops, Lunch and Learns, etc.
 - Documentation will be through course grades and reflection papers and entered on your online portfolio

Future of the Nonprofit Sector

Highlights the dynamic nature of the nonprofit sector, the importance of continuous improvement, emerging trends and innovations and the critical role research plays in shaping best practices

- Research design, implementation and analysis methodologies
- Recognizing and responding appropriately to external factors that impact nonprofit decision-making
- Emerging trends in organizational structure and governance
- Emerging language and innovations that define and shape the future of the nonprofit sector, such as terms such as community benefit organizations, community impact vs. community service delivery, etc.
- Role of advanced technologies that enhance efficiency and effectiveness of nonprofit organizations
- The global nature of the nonprofit sector and structure of international Nongovernmental Organizations (NGOs)

Options for achieving competency

- NPM II
- Any course offerings within your major or minor that offer research methodologies
 - Documentation will be through course grades and

ADDITIONAL REQUIREMENTS ON AN ANNUAL BASIS

- Attendance at one Office of Institutional Excellence and Diversity each semester
 - Documentation – 1 page reflection paper
- Attendance at one offering of the Leadership Programs at Georgia College each semester
 - Documentation – 1 page reflection paper
- Attendance at one major campus/community event each semester
 - Documentation – 1 page reflection paper
- Participation in one group or individual site visit to a nonprofit each year. The purpose of the visit is to

observe.

- Documentation – 1 page reflection paper
- Attendance at one offering of the Career Center each year.
 - Documentation – 1 page reflection paper

All items should be documented in your online portfolio. Reflection papers should be turned in to the Director of the Program and will be kept as part of your file for review before final approval of certification.