



# Program of Study Request

**Form Id: 15285**

**Form Status: Process**

*Please take action on the form.*

This service has been developed initially to support the conversion of the university's course inventory from a quarters to a semesters curriculum. **Getting started ...**

**Type of Request:**

New
  Modify
  Deactivate
  Terminate
  Quarter to Semester

For *Deactivate*, the program must be terminated no later than the conclusion of 7 years from the deactivation and all students must complete degree requirements by this date. The Registrar's Office will notify the department when all students have completed degree requirements of the deactivated program.

**Client Info**

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**Department:** Urban Affairs

**Location:** Millett Hall 325, 3640 Colonel Glenn Hwy

**Program of Study**

URS - Nonprofit Administration / Minor

**Effective Term:** Spring 2017

**Level:** Undergraduate

College of Liberal Arts

**Degree:**

**Major:**

**Minor:** Nonprofit Administration \*New

**Program:**

**Concentration:**

**Add'l Info:**

Approvals				
Activity	Role	Client	Status	Time
<b>Primary Route</b>				
Dept_Review	Dept of Urban Affairs	Jerri S. Killian	Review	04/04/2016 11:35:35
CCC_Eval	UG Chair of College of Liberal Arts	Herbert E. Dregalla	Approve	04/14/2016 08:26:08
Dean_Review	Dean of College of Liberal Arts	Herbert E. Dregalla	Review	04/14/2016 08:27:39
UCAP_Eval	UCAP Chair	Karen Meyer	Approve	01/27/2017

08:59:20

**Office Route**

Registrar\_Proc Registrar Office

Pending

Notes

Attach

Audit

**Share with a colleague (Simple Webmail Client)**

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### Academic Program Modification

College	<b>College of Liberal Arts</b>
Department	<b>Department of Urban Affairs &amp; Geography</b>
Degree, Major Program	
Minor Program	<b>Nonprofit Administration</b>
Certificate Program	

Before Change	Hours
<b>I. Minor</b>	
<b>Total Minor</b>	
<b>II. Related Requirements</b>	
<b>Total</b>	

After Change	Hours
<b>I. Minor</b>	
Minor Required: URS 4300 Nonprofit Admin, URS 4340 Fundraising and Grantwriting	6
4 courses of choice from Minor Electives: URS 3250 Urban Youth URS 3300 Ethics in Public Service URS 4230 Public Budgeting URS 4310 Philanthropy and Grantmaking URS 4330 Strategic Planning URS 4390 Issues in Nonprofit Administration URS 4450 Community Development: Principles and Practice URS 4900 Special Topics URS 4940 Youth and Community Engagement URS 4970 Nonprofit Leadership Alliance Internship	12
<b>Total Minor</b>	<b>18</b>
<b>II. Related Requirements</b>	
<b>Total</b>	<b>18</b>

**Notes: Minimum GPA of 2.0 to enter the Minor program; minimum 2.0 in minor courses required to earn the minor**

## I. Title: Nonprofit Administration Minor

## II. Objectives

The minor will prepare students to work, contribute, and lead in to the nonprofit sector. Students in the Nonprofit Administration Minor will develop skills and knowledge in

- Foundations and management of the nonprofit sector;
- Nonprofit governance, leadership, and advocacy;
- Financial resource development and management;
- Legal and ethical decision making in public service;
- Program development and evaluation; and
- Volunteer and human resource management.

## III. Description

Nonprofits, volunteer organizations, and human services agencies play a vital role in the care and development of society. To fulfill their mission, these organizations need dedicated, trained professionals with the desire and ability to make a difference in their community and the lives of others. The minor prepares students across all majors to work in and support the nonprofit sector. The Nonprofit Administration minor offers courses that enable students to learn and apply leadership skills in these settings by combining coursework with hands-on experiences through service-learning courses focused on the management of nonprofit organizations. In addition, students prepare for career advancement by developing a professional portfolio presenting their experience, knowledge, and skills.

Students enrolled in the minor have the option, should they choose, to obtain a nationally accredited certificate in conjunction with the Nonprofit Leadership Alliance (NLA) or the Association of Fundraising Professionals (AFP). The NLA Certified Nonprofit Professionals certificate requires a 3.0 average in coursework for the certificate, URS 4970 Nonprofit Internship, and participation in co-curricular activities. The AFP Collegiate Certificate requires URS 3300 Ethics in Public Service or another applied ethics course and additional co-curricular activities.

## IV. Admission Requirements.

Students must have a minimum of a 2.0 in the coursework in order to be admitted to minor.

## V. Program Requirements

The course requirements for a minor in Nonprofit Administration are as follows:

#### Minor Requirements (6 credit hours)

URS 4300 Nonprofit Administration, URS 4340 Fundraising and Grant Writing,

#### Minor Electives (12 credit hours)

URS 3250 Urban Youth, 3300 Ethics in Public Service, 4230 Public Budgeting, 4310 Philanthropy and Grant Making, 4330 Strategic Planning, 4390 Issues in Nonprofit Administration, 4450 Community Development, 4900 Special Topics, 4940 Youth and Community Engagement, URS 4970 Nonprofit Internship and other courses selected with the approval of the program director.

#### Additional Requirement

For the minor, students complete a portfolio documenting their nonprofit skills and experience. Current best practices emphasize the portfolio process as an effective way for students to review what they have learned and prepare for careers. The portfolio is reviewed by the nonprofit program director to ensure it meets the requirements of the minor.

#### VI. Program quality

The Nonprofit Administration curriculum is aligned with the nationally developed learning outcomes and rubrics provided by the Nonprofit Leadership Alliance.

#### VII. Student Performance

Students complete 18 credit hours of approved course work with a minimum GPA of 2.0 for courses required in the minor.

#### VIII. Curriculum Coordination

No curricular changes are required; the minor courses align with the existing Nonprofit Concentration in the Urban Affairs Major. The faculty in the Department of Urban Affairs and Geography discuss the Nonprofit Administration program through director reports presented at each department meeting.

#### IX. Resource Coordination

Because of existing programs, we already have a systematic process for administering the minor in place; no additional resources will be required.

#### X. Program Staffing

The faculty member serving as Director of Nonprofit Administration receives an annual course reduction to offset the administrative and advising responsibilities of the director. Required courses and many electives are offered at the 4000 level. These courses are taught by both full time faculty in the Department of Urban Affairs and Geography and by adjunct faculty. Current faculty include:

Marjorie McLellan, Associate Professor, Department of Urban Affairs and Geography

Jennifer Subban, Associate Professor, Department of Urban Affairs and Geography

Christy Mauch, Adjunct Instructor, Vice President of Operations at Better Business Bureau

Amy Jomantas, Adjunct Instructor, Professional Grant Writer and former Associate Director, East-End Community Services Center