

SOUTH DAKOTA BOARD OF REGENTS

Academic and Student Affairs

AGENDA ITEM: 5 – F (1)

DATE: May 11-12, 2016

SUBJECT: New Program: SDSU AS in Human Development and Family Services

South Dakota State University (SDSU) requests authorization to offer an Associate of Science (AS) in Human Development and Family Services at the University Center-Sioux Falls. Students in the program will study lifespan span development in the context of family, community and society. Graduates can expect to find careers assisting specialists, advocates, and educators working with children and families in schools, health and childcare facilities, and nonprofit organizations. In addition, program graduates will have fulfilled the first 60 credits required for the existing BS in Human Development and Family Studies at SDSU.

The Executive Director waived the intent to plan for the program as SDSU has a pre-existing BS in this field.

University Mission and Priorities

The proposed program fits with SDSU’s statutory mission in SDCL 13-58-1 to “*provide undergraduate and graduate programs of instruction in the liberal arts and sciences and professional education in agriculture, education, engineering, home economics, nursing and pharmacy, and other courses or programs as the Board of Regents may determine.*”

System Strategic Goals

The proposed program supports the South Dakota Board of Regents Strategic Plan 2014-2020 by promoting student success through growing the number of undergraduate degrees awarded, improving retention rates, and growing the number of students participating in experiential learning.

Workforce Need, Student Demand, Projected Graduates

SDSU notes that the job outlook for human services specialists is expected to grow by 11.1% nationally and nearly 10% in South Dakota in the next few years, faster than the averages for all occupations. SDSU anticipates graduating 15 students per year after full implementation.

(Continued)

DRAFT MOTION 20160511_5-F(1): I move approval of the Associate of Science in Human Development and Family Services at South Dakota State University, including authorization to offer the program at the University Center-Sioux Falls, as provided in Attachment I.

Development

The curriculum generally follows the National Council on Family Relations (NCFR) certification program for becoming a Certified Family Life Educator (CFLE). In addition, the curriculum aligns with SDSU's existing BS program in the same field.

Board Policy

SDSU is not requesting exceptions to Board policy.

Off Campus and Distance Delivery

SDSU requests authorization to deliver the program at the University Center-Sioux Falls in Fall of 2016. The University of South Dakota (USD) serves as the lead institution at the University Center-Sioux Falls and has recommended the addition of this program.

Budget and Resources

SDSU is not requesting new State resources to implement or maintain the proposed program.

**South Dakota Board of Regents
New Undergraduate Degree Program**

University:	South Dakota State University
Major:	Human Development and Family Services
Existing or New Major (s):	New
Degree:	Associate of Science (A.S.)
Existing or New Degree (s):	Existing
Intended Term of Implementation	Fall 2016
Proposed CIP code:	19.0701
University Department	Counseling and Human Development
University Division	Education and Human Sciences

University Approval

To the Board 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.

David L. Chicoine

President of the University

April 29, 2016

Date

After approval by the President, a signed copy of the proposal should be transmitted to the Executive Director. Only after the Executive Director's review should the proposal be posted on the university web site and the Board staff and the other universities notified of the URL.

1. What are the purposes of the proposed program?

South Dakota State University (SDSU) requests authorization to offer an Associate of Science (A.S.) degree program in Human Development and Family Services. Human Development and Family Services is the study of lifespan development in the context of family, community and society. The Human Development and Family Services major will prepare students for careers assisting prevention specialists, advocates, and educators working with children and families. These graduates will be employable in schools, hospitals, clinics, childcare facilities, and non-profit organizations.

SDSU offers a B.S. degree in Human Development and Family Studies. The A.S. degree will prepare graduates for entry-level work in the Human Development and Family Services field and/or provide transfer options to the bachelor's program. The curriculum for the associate degree has been designed to allow students to fulfill the first 60 credits of coursework towards their baccalaureate degree.

The University does not request new State resources.

Workforce Demand for Graduates

The U.S. Bureau of Labor Statistics (BLS) expects growth in this area (i.e. human service specialist) to be faster than the average occupation. This projection includes the job outlook

South Dakota State University
New Program: Associate of Science in Human Development and Family Services

growth at 11%.¹ These specialists tend to work for nonprofit organizations, for-profit social service agencies, and state and local education agencies. In South Dakota, growth in this occupation is projected at nearly the national average (9.6%).

University Mission and Priority

The University's mission is to "provide undergraduate and graduate programs of instruction in the liberal arts and sciences and professional education in agriculture, education, engineering, human science, nursing and pharmacy, and other courses or programs as the Board of Regents may determine." (SDCL 13-58-1)

Furthermore, Board-approved programs currently include "baccalaureate programs in the agricultural sciences, aviation, education, engineering and technology, human sciences, humanities and liberal arts, nursing, performing and visual arts, pharmaceutical sciences, physical and biological sciences, and social sciences." (Board Policy 1:10:2)

An A.S. program in Human Development and Family Services supports the South Dakota Board of Regents Strategic Plan 2014-2020:

Goal 1: Student Success

- Grow the number of undergraduate and graduate degrees awarded.
- Increase first-year and overall retention rates of current department students by more closely aligning curriculum with student career goals.

Goal 2: Academic Quality and Performance

- Grow the number of students participating in experiential learning.

A major in Human Development also supports South Dakota State University's strategic plan, IMPACT 2018², especially:

Goal 1: Academic Excellence

- Promote academic excellence through quality programs, engaged learners and an innovative teaching and learning environment.

Goal 3: Outreach

- Extend the reach and depth of the university by developing strategic programs and collaborations.
- Use emerging technologies and institutional collaboration to provide undergraduate, graduate, professional and continuing education focused on traditional and adult learners across the state, in the region, the nation and globally.

2. Rationale

A. What is the rationale for the curriculum? Need more details in response to this question. For example, describe in more detail the curriculum – particularly the major specific courses and why these particular courses are included.

The curriculum is designed to prepare graduates who will be employable with schools,

¹ Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, Social and Human Service Assistants, on the Internet at <http://www.bls.gov/ooh/community-and-social-service/social-and-human-service-assistants.htm> (visited January 19, 2016).

² <http://www.sdstate.edu/impact2018>

South Dakota State University

New Program: Associate of Science in Human Development and Family Services

hospitals, clinics, childcare facilities, and non-profit organizations. These graduates will assist prevention specialists, advocates, and educators working with children and families.

B. Demonstrate that the curriculum is consistent with current national standards.

Complete the tables below and explain any unusual aspects of the proposed curriculum.

There are currently no national standards for Human Development. However, the Bachelor's degree's curriculum generally follows the National Council on Family Relations (NCFR) certification program for becoming a Certified Family Life Educator (CFLE).

C. If a new degree is proposed, what is the rationale?

This is not a new degree. SDSU is already authorized to deliver an Associate of Science degree.

D. Summary of the Degree Program

Human Development and Family Services	Credit Hours	Credit Hours	Percent
System General Education Requirements	24		
Subtotal, Degree Requirements		24	40%
Required Support Courses	6		
Major Requirements	23		
Subtotal, Program Requirements		29	55%
General Electives	7	7	5%
Degree Total	60	60	100%

System General Education Requirements

Prefix	Number	Course Title	Credit Hours	New (yes, no)
ENGL	101	Composition I (SGR #1 Written Communication)	3	No
ENGL	201	Composition II (SGR #1 Written Communication)	3	No
SPCM	101	Fundamentals of Speech (SGR #2 Oral Communication)	3	No
PSYC	101	General Psychology (SGR #3 Social Sciences/Diversity)	3	No
SOC	100	Introduction to Sociology (SGR #3 Social Sciences/Diversity)	3	No
		SGR #4 Humanities and Arts/Diversity	3	
		SGR #5 Mathematics	3	No
		SGR #6 Natural Sciences	3	
		Subtotal	24	

South Dakota State University
New Program: Associate of Science in Human Development and Family Services

Required Support Courses outside the Major

Prefix	Number	Course Title	Credit Hours	New (yes, no)
GERO	201	Introduction to Gerontology	3	No
PSYC	267	Psychology of Personal Adjustment	3	No
		Subtotal	6	

Major Requirements

Prefix	Number	Course Title	Credit Hours	New (yes, no)
HDFS	150	Early Experience	2	No
HDFS	227	Human Development I: Childhood	3	No
HDFS	241	Family Relations	3	No
HDFS	250	Development of Human Sexuality	3	No
HDFS	237 ³	Human Development II: Adolescence	3	No
HDFS	247 ⁴	Human Development III: Adulthood	3	No
HDFS	255 ⁵	Program Design, Implementation and Evaluation	3	No
HDFS	292	Topics	3	No
		Subtotal	23	

3. Student Outcomes & Demonstration of Individual Achievement

A. What specific knowledge and competencies, including technology competencies, will all students demonstrate be able to demonstrate before graduation? *The knowledge and competencies should be specific to the program and not routinely expected of all university graduates. Complete Appendix A – Outcomes using the system form. Outcomes discussed below should be the same as those in Appendix A. The knowledge and competencies specific to the program must be related to the proposed assessments in B and C below.*

See Appendix A.

Graduates of the A.S. program will be able to:

- 1) Identify and describe development across the lifespan for both individuals and families.
- 2) Recognize and explain societal issues that impact individuals, families, and communities.
- 3) Demonstrate an appreciation and respect for diversity.
- 4) Demonstrate ethical helping skills/human service skills.
- 5) Analyze parental involvement and the stages of human development.
- 6) Recognize and assess individual and family strengths and needs.

B. What national instruments (examinations) are available to measure individual

³ Currently HDFS 337. Minor course modification will update the course number to 237 effective fall 2016.

⁴ Currently HDFS 347. Minor course modification will update the course number to 247 effective fall 2016.

⁵ Currently HDFS 355. Minor course modification will update the course number to 255 effective fall 2016.

South Dakota State University
New Program: Associate of Science in Human Development and Family Services

student achievement in this field?

Not applicable.

C. How will mastery by individual students be demonstrated? Describe the specific examinations or processes to be used. This is to include external measures.⁶ **What will be the consequences for students who do not demonstrate mastery?**

Students must receive a C or better grade in all HDFS prefix courses. In addition, students will be monitored using Starfish and the Student Success Collaborative platforms for progress. Students failing to meet minimum standards may be required to retake course work. Additionally, mentoring and tutoring will be made available to all students, and those falling behind will require one-on-one counseling from academic advisors. Enrollment and retention in the program also will be monitored.

4. What instructional approaches and technologies will be used to teach courses in the program? *This refers to the instructional technologies used to teach courses and NOT the technology applications students are expected to learn.*

The following approaches and technologies will be used:

- Traditional lectures and discussions
- Laboratory and Studio based learning (individual and small groups)
- Experiential learning
- Desire2Learn classroom management software
- Online and hybrid course delivery

5. Did the University engage any developmental consultants⁷ to assist with the development of the curriculum? Were any professional or accrediting associations consulted during the development of the curriculum? What were the contributions of the consultants and associations to the development of curriculum?

No.

6. Are students in the program expected to be new to the university, redirected from other programs or both? Complete the table and explain how the estimates were developed. If authorization for off-campus or distance delivery is requested in Section 9, add lines to the table for off-campus/distance students, credit hours, and graduates.

	Fiscal Years*			
	1st	2nd	3rd	4th
Estimates	FY17	FY18	FY19	FY20
Students new to the university	5	8	10	12

⁶ What national examination, externally evaluated portfolio or student activity, etc will be used to verify that individuals have attained a high level of competence and identify those who need additional work?

⁷ Developmental consultants are experts in the discipline are hired by the university to assist with the development of a new program (content, courses, experiences, etc). Universities are encouraged to discuss the selection of developmental consultants with Board staff.

South Dakota State University
New Program: Associate of Science in Human Development and Family Services

Students from other university programs	0	2	5	8
Continuing students		5	5	5
= Total students in the program (fall)	5	15	20	25
Program credit hours (major courses)**	75	105	225	300
Graduates	0	5	10	15

* 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. The same numbers are used in Appendix B – Budget.

These enrollment estimates are based on interest in human and family services fields of study in the Sioux Falls area. As Sioux Falls grows in population and diversity, the need for additional professionals to work with children and families continues to increase.

7. If program accreditation is available, identify the organization and explain whether accreditation is required or optional, the resources required, and the University's plans concerning the accreditation of this program.

Not applicable.

8. Does the University request any exceptions to any Board policy for this program? Explain any requests for exceptions to Board Policy. If no exceptions are requested, enter "None."

None.

9. Program Delivery

A. Does the University request authorization to deliver this entire program at any off-campus locations? If yes, list location(s) and intended start date(s).

Yes. University Center – Sioux Falls. Fall 2016.

B. Does the University request authorization to deliver this entire program by distance technology? If yes, identify delivery method(s) and intended start date(s).

No

C. Include off-campus tuition and site or delivery costs in the next section and in Appendix B. If off-campus or distance delivery authorization is not requested, enter "None."

See Appendix B.

10. Costs, Budget and Resources

Explain the amount and source(s) of any one-time and continuing investments in

South Dakota State University

New Program: Associate of Science in Human Development and Family Services

personnel, professional development, release time, time redirected from other assignments, instructional technology & software, other O&M, facilities, etc needed to implement the proposed major. Address off-campus or distance delivery separately. Complete Appendix B Budget and Resources and briefly summarize.

A program budget is provided in Appendix B. The program will be supported by existing resources and tuition revenue.

South Dakota State University
 New Program: Associate of Science in Human Development

Appendix A
Individual Student Outcomes and Program Courses

Individual Student Outcome	Program Courses that Address the Outcomes							
	HDFS 150	HDFS 227	HDFS 241	HDFS 250	HDFS 237	HDFS 247	HDFS 255	HDFS 292
Identify and describe development across the lifespan for both individuals and families.							X	
Recognize and explain how current issues impact individuals, families and communities.		X	X	X	X		X	
Demonstrate an appreciation and respect for diversity.	X		X	X			X	
Demonstrate ethical helping skills/human service skills.	X						X	
Analyze parental involvement and human development.		X			X	X		
Recognize and assess individual and family strengths and needs.	X			X	X		X	

Appendix B
Budget & Resources

South Dakota State University, A.S. in Human Development and Family Services

1. Assumptions

		1st FY17	2nd FY18	3rd FY19	4th FY20
<i>Headcount & hours from proposal</i>					
Fall headcount (see table in proposal)					
		5	10	15	20
Program FY cr hrs, State-Support					
		75	150	225	300
Faculty, Regular FTE	See p. 2	0.00	0.00	0.00	0.00
Faculty Salary & Benefits, average	See p. 2	\$77,058	\$77,058	\$77,058	\$77,058
Faculty, Adjunct - number of courses	See p. 2	2	4	6	8
Faculty, Adjunct - per course	See p. 2	\$4,000	\$4,000	\$4,000	\$4,000
Other FTE (see next page)	See p. 2	0.00	0.00	0.00	0.00
Other Salary & Benefits, average	See p. 2	\$8,622	\$8,622	\$8,622	\$8,622

2. Budget

<i>Salary & Benefits</i>					
Faculty, Regular		\$0	\$0	\$0	\$0
Faculty, Adjunct (rate x number of courses)		\$8,000	\$16,000	\$24,000	\$32,000
Other FTE		\$0	\$0	\$0	\$0
	S&B Subtotal	\$8,000	\$16,000	\$24,000	\$32,000
<i>Operating Expenses</i>					
Travel		\$0	\$0	\$0	\$0
Contractual Services		\$0	\$0	\$0	\$0
Supplies & materials		\$0	\$0	\$0	\$0
Capital equipment		\$0	\$0	\$0	\$0
	OE Subtotal	\$0	\$0	\$0	\$0
	Total	\$8,000	\$16,000	\$24,000	\$32,000

3. Program Resources

SELF-support tuition/hr, net of HEF	UG	\$242.20	\$242.20	\$242.20	\$242.20
Self-support tuition revenue	hrs x amt	\$18,165	\$36,330	\$54,495	\$72,660
STATE-support tuition/hr, net of HEFF	UG	\$115.76	\$115.76	\$115.76	\$115.76
State-support tuition revenue	hrs x amt	\$0	\$0	\$0	\$0
Program fee, per cr hr (if any)	\$0.00	\$0	\$0	\$0	\$0
Delivery fee, per cr hr (if any)	\$0.00	\$0	\$0	\$0	\$0
University redirections		\$0	\$0	\$0	\$0
Community/Employers		\$0	\$0	\$0	\$0
Grants/Donations/Other		\$0	\$0	\$0	\$0
Total Resources		\$18,165	\$36,330	\$54,495	\$72,660
Resources Over (Under) Budget		\$10,165	\$20,330	\$30,495	\$40,660

Appendix B
Budget & Resources

South Dakota State University, A.S. in Human Development and Family Services

Provide a summary of the program costs and resources in the new program proposal.

Estimated Salary & Benefits per FTE	Faculty	Other
Estimated salary (average) - explain below	\$60,000	\$0
University's variable benefits rate (see below)	0.1406	0.1406
Variable benefits	\$8,436	\$0
Health insurance/FTE, FY16	\$8,622	\$8,622
<i>Average S&B</i>	\$77,058	\$8,622

Explain faculty used to develop the average salary & fiscal year salaries used. Enter amount above.

Explain adjunct faculty costs used in table:

A market estimate was used.

Explain other [for example, CSA or exempt] salary & benefits. Enter amount above.

Summarize the operating expenses shown in the table:

Summarize resources available to support the new program (redirection, donations, grants, etc).

Appendix B
Budget & Resources

South Dakota State University, A.S. in Human Development and Family Services

State-support: Change cell on page 1 to use the UG or GR net amount.

Self-Support Tuition, HEFF & Net	FY16 Rate	HEFF	Net	
Undergraduate	\$325.25	\$27.80	\$297.45	<i>Change cell on page 1</i>
Graduate	\$431.25	\$42.16	\$389.09	
Externally Supported	\$40.00			

State-support: Change cell on page 1 to use the UG or GR net amount for your university.

State-Support Tuition, HEFF & Net	FY16 Rate	HEFF	Net	
UG Resident - BHSU, DSU, NSU	\$139.00	\$27.80	\$111.20	<i>Change cell on page 1</i>
UG Non-Resident - BHSU, DSU, NSU	\$208.60	\$41.72	\$166.88	<i>to point to your net.</i>
UG Resident - SDSU, USD	\$144.70	\$28.94	\$115.76	
UG Non-Resident - SDSU, USD	\$217.05	\$43.41	\$173.64	
UG Resident SDSMT	\$151.00	\$30.20	\$120.80	
UG Non-Resident SDSMT	\$253.00	\$50.60	\$202.40	
GR Resident - BHSU, DSU, NSU	\$210.80	\$42.16	\$168.64	<i>Change cell on page 1</i>
GR Non-Resident - BHSU, DSU, NSU	\$446.25	\$89.25	\$357.00	<i>to point to your net.</i>
GR Resident - SDSU, USD	\$219.35	\$43.87	\$175.48	
GR Non-Resident - SDSU, USD	\$464.25	\$92.85	\$371.40	
GR Resident - SDSMT	\$224.65	\$44.93	\$179.72	
GR Non-Resident - SDSMT	\$500.10	\$100.02	\$400.08	

Variable Benefits Rates

University	FY16	
BHSU	14.27%	<i>Change the benefits rate cell in the table on page 2 to point to the rate for your university.</i>
DSU	13.84%	
NSU	14.00%	
SDSM&T	13.87%	
SDSU	14.06%	
USD	13.99%	