Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should <u>not</u> be used to purchase course materials.

COURSE SYLLABUS

EDUC 759
COLLEGE AND UNIVERSITY ADMINISTRATION

COURSE DESCRIPTION

A study of the administrative and organizational aspects of colleges and universities with emphasis on principle organizational components, and contemporary leadership issues.

RATIONALE

The purpose of this course is to broaden the candidate's understanding of higher education, its history, current challenges, and organizational structure with emphasis being placed on effective higher education leadership. The distinctive leadership challenges and organizational procedures of Christian colleges, private colleges, community colleges, and state university systems will be addressed. In addition, the administration of academics, athletics, and student life will be addressed.

I. PREREQUISITE

For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. REQUIRED RESOURCE PURCHASE

Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III. ADDITIONAL MATERIALS FOR LEARNING

A. Computer with basic audio/video output equipment

B. Internet access (broadband recommended)

C. Blackboard recommended browsers

D. Microsoft Office

IV. MEASURABLE LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

A. Discuss the events that shaped the foundation of higher education in America.

B. Analyze the roles of the university president, provost, academic vice president, academic deans, and trustees in regards to decision making, accreditation, governance, and responsibilities.

C.   Analyze the importance of the staff department in light of emerging leadership and management practices coupled with technological innovations.

D.   Evaluate why societies become more bureaucratic at the expense of traditions, emotions, and values and how bureaucratic thought processes become habits.

E.   Compare the differences between bureaucratic and participatory decision-making models and how they rely on an ethical component.

F.   Evaluate personal administrative goals with an emphasis on future career opportunities as guided by prayer, biblical wisdom, and God's direction.

G.   Articulate a personal ethical decision-making style and the events that contribute to its formation.

V.   COURSE REQUIREMENTS AND ASSIGNMENTS

A.   Textbook readings, presentations, and websites

B.   Course Requirements Checklist

After reading the Course Syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.

C.   Discussion Board Forums (5)

Discussion boards are collaborative learning experiences. Therefore, the candidate will complete 5 Discussion Board Forums throughout this course. The candidate will create a thread of at least 400 words with a minimum of 2 citations in current APA format. The candidate will also reply to the threads of at least 2 classmates. Each reply must be at least 100 words; replies do not require citations. (MLO: A, B, C, D, F)

D.   Media Analysis Paper

The candidate will compare coverage of his/her selected college administration topic in 3–4 different types of sources (newspapers, magazines, academic journals, books, professional association website). The candidate will determine what perspectives are present or absent and assess sources for bias. The candidate must identify relevant scriptural principles and perspectives from a biblical worldview, including at least 1 relevant Bible verse. This assignment must be 800–1,000 words and requires citations from 3–4 sources in current APA formatting. (MLO: B, F, G)

E.   Journal Critiques (3)

The candidate will write 3 Journal Critiques based on research articles from various professional journals. Each critique must follow current APA format and must be 2–5 pages, not including the title page and reference page. (MLO: A, E)

F.   Leadership Issues in Higher Education Report

The candidate will write a report on the leadership development programs of 2 institutions of higher education. The report must follow current APA format and must be 2–5 pages (not including the title page, abstract, or the reference page). A total of 3–5 references is required. (MLO: B, E, F)

G.   Journal Analysis Paper

The candidate will write an 800–1,000-word essay in which he/she will compare 3 scholarly journal articles with different points of view on some issue related to college administration. The analysis must thoroughly interpret and examine the articles for perspective, validity, and significance of the findings. The candidate must support his/her discussion with relevant facts, arguments, examples, and details from his/her review of article. The analysis must be well-reasoned, indicating substantial breadth and depth of thinking, include at least 1 relevant Bible verse, and use current APA formatting. (MLO: B, F, G)

H.   Decision-Making Report

The candidate will survey and report on the ethical decision making in higher education. This report must follow current APA format and must be 2–5 pages (not including the title page, abstract, or the reference page). A total of 3–5 references is required. (MLO: B, K)

I.   Managing and Developing Educational Staffs Report

The candidate will review and analyze the concepts and processes that have emerged during recent decades concerning the professional development of educational staffs. This report must follow current APA format and must be 2–5 pages (not including the title page, abstract, or the reference page). A total of 3–5 references is required. (MLO: G, H)

J.   Personal Administrative Project

The candidate will develop and report on a personal plan of action. This project requires research, including personal interviews. The project must follow current APA format and must be 2–5 pages (not including the title page, abstract, or the reference page). A minimum of 5 sources that are 10 years old or less is required. (MLO: J, K)

VI.   COURSE GRADING AND POLICIES

A.   Points

Course Requirements Checklist	10
Discussion Board Forums (5 at 50 pts ea)	250
Media Analysis Paper	100
Journal Critiques (3 at 50 pts ea)	150
Leadership Issues in Higher Education Report	100
Journal Analysis Paper	100
Decision-Making Report	100
Managing and Developing Educational Staffs Report	100
Personal Administrative Project	100
Total	1010

B.   Scale

A = 940–1010   A- = 920–939   B+ = 900–919   B = 860–899   B- = 840–859

C+ = 820–839   C = 780–819   C- = 760–779   D+ = 740–759   D = 700–739

D- = 680–699   F = 0–679

C.   Disability Assistance

Students with a documented disability may contact Liberty University Online's Office of Disability Accommodation Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.

If you have a complaint related to disability discrimination or an accommodation that was not provided, you may contact ODAS or the Office of Equity and Compliance by phone at (434) 592-4999 or by email at equityandcompliance@liberty.edu. Click to see a full copy of Liberty's Discrimination, Harassment, and Sexual Misconduct Policy or the Student Disability Grievance Policy and Procedures.

COURSE SCHEDULE

EDUC 759

Textbooks: McCaffery, *The Higher Education Manager's Handbook* (2019).

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	McCaffery: ch. 1 3 presentations	Course Requirements Checklist Class Introductions Advising Guide Acknowledgement DB Forum 1	10 0 0 50
2	McCaffery: ch. 2 1 presentation 3 websites	DB Forum 2 Medial Analysis Paper	50 100
3	McCaffery: chs. 3–4 1 presentation 3 websites	Journal Critique 1 Leadership Issues in Higher Education Report	50 100
4	1 presentation 4 websites	DB Forum 3 Journal Analysis Paper	50 100
5	1 presentation 2 websites	Journal Critique 2 Decision-Making Report	50 100
6	McCaffery: chs. 6, 11 1 presentation 2 websites	DB Forum 4 Managing and Developing Educational Staffs Report	50 100
7	2 presentations 4 websites	Journal Critique 3 Personal Administrative Project	50 100
8	2 presentations 2 websites	DB Forum 5	50
		TOTAL	1010

DB = Discussion Board

NOTE: Each course module/week begins on Monday morning at 12:00 a.m. (ET) and ends on Sunday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.