FACULTY CURRICULUM COMMITTEE
SIGNATURE PAGE

- In section A, list ALL of the forms covered by this signature page. If you submit a form that is not listed in A, your proposal will be held back until we receive a new, updated signature page.
- You must obtain the signature of your department chair and dean before submitting your proposal.

A. FORMS COVERED BY THIS SIGNATURE PAGE. List each form you are submitting—for instance, PSYC 383, Course Form; PSYC, Change of Major Form; PSYC, Change of Minor Form.

1. Program Change Form: Create an undergraduate Certificate in Project Management

B. APPROVAL AND SIGNATURES.

1. Signature of Department Chair or Program Director: __________________________ Date: 3/9/2016

2. Signature of Academic Dean: __________________________ Date: 3/9/2016

3. Signature of Provost: __________________________ Date: 3/9/16

4. Signature of Business Affairs (only for course fees): __________________________ Date: ________________ □ fee approved on ________________ □ BOT approval pending

5. Signature of Curriculum Committee Chair: __________________________ Date: 3-23-16

6. Signature of Budget Committee Chair (only for new programs): __________________________ Date: ________________

7. Signature of Academic Planning Committee Chair (only for new programs): __________________________ Date: ________________

8. Signature of Faculty Senate Secretary: __________________________ Date: ________________

Date Approved by Faculty Senate: __________________________
MEMORANDUM

TO: PROF GIBBS KNOTTS
FROM: GODFREY GIBBISON, DEAN
SUBJECT: CERTIFICATE IN PROJECT MANAGEMENT
DATE: MARCH 8, 2016
CC: CONSUELA FRANCIS, ASSOC PROVOST

The College of Charleston School of Professional Studies is proposing an undergraduate Certificate in Project Management with an anticipated start date of August 2017. An explanation of need for this certificate follows.

In 2012 the Education Advisory Board (EAB) conducted a study on behalf of a member institution to determine the potential demand for a certificate program in project management. The study noted that the Project Management Institute (PMI) predicts that annually, 1.2 million positions will become available in project-oriented occupations over the next four years. The same study also pointed out that the increased demand reflects two trends; a) An increasing number of industries rely on project managers and b) A growing number of the U.S. labor force is retiring, as the baby boomer generation ages. Other studies show that project management is becoming increasingly prevalent across industries and the hiring of workers with project management background and training has been on an upward trajectory.

In 2013 the EAB conducted another client study to determine the market demand for a bachelor’s degree in project management with a focus on the appropriate curricula. This study noted that market demand indicates a positive career outlook. In addition, the number of job postings that require project management skills increased 167 percent in the last three years and the number of employers who indicated that their company was hiring project managers increased 72 percent.

The demand for skilled professionals in project management cuts across a wide variety of industries including professional, scientific and technical (for example information technology), educational services, hospitals and manufacturing. These are among the fastest growing industries in the Charleston region, increasing becoming a larger share of total regional employment and gross regional product. Therefore we anticipate a bright employment outlook for students who pursue this certificate.

While not intended to prepare students for the Project Management Institute (PMI) Project Management Professional (PMP) certification exam, this curriculum will provide a baseline such that students can begin pursuit of this highly sought after professional credential.
FACULTY CURRICULUM COMMITTEE
CHANGE/DELETE PROGRAM FORM

Instructions:
- Please fill out all of the portions of the form that are specified in section B. You must do this before your request can move forward!
- Remember that your changes will not be implemented until the next catalog year at the earliest.
- If you have questions, please start by checking the detailed instructions on the website.
- Please feel free to contact the committee chair with any remaining questions you might have.

A. CONTACT INFORMATION.

Name: Godfrey Gibbison          Phone: 3-3596          Email: gibbison@cofc.edu

School: Professional Studies   Department or Program: Certificate in Project Management

Name and Acronym of Major: Certificate, PMGT

B. CATEGORY OF REVIEW. Please check all that apply, then fill out the specified parts of the form.

☐ Change Request (fill out all sections)
- Add an existing course to requirements or electives
- Add a new course to requirements or electives (attach completed course form for each)
- Delete courses from requirements or electives
- Add NEW CERTIFICATE
- Add or modify cognate*

*Note: Only concentrations and cognates requiring 18 or more credit hours will be tracked in Banner and Degree Works and noted on the transcript.

☐ Terminate Program (fill out E, G, H, and I)
- Terminate degree
- Terminate major
- Terminate concentration
- Terminate cognate

C. GENERAL INFORMATION

Number of Current Credit Hours (for existing program): ____________
Number of Proposed Credit Hours (for changed program): __18__________
Catalog Year in which changes will take effect: FALL _2017__________

D. CURRICULUM. Please list every change you are making below AND attach the current Program of Study Worksheet for this major (http://registrar.cofc.edu/program-of-study-resources/program-of-study-worksheets/index.php) with changes marked in RED. Additions should show where the course will be inserted, deletions should be noted by crossing out the course, and moves indicated with arrows. Distinguish between required and elective courses, and note any prerequisites, co-requisites, sequencing, or other restrictions. Provide the catalog description and course list exactly as they should appear in the catalog. For each new course, submit the Curriculum Committee’s Course Form and a sample syllabus.

This form was last updated on 6/6/2013 and replaces all others.
Project Management Certificate Required Courses (complete all courses, 18 hours)

PMGT 301: Introduction to Project Management
PMGT 311: Managing Scope, Schedule and Cost
PMGT 321: Estimating and Managing Risk
PMGT 331: Contracting and Negotiating a Project
PMGT 341: Controlling Quality
PGMT 400: PMGT Capstone

E. RATIONALE AND EXPLANATION. Please provide a narrative addressing the request you are making and why you are making it.

As more work becomes project-based, organizations and their respective projects continue to grow in complexity. Thus, professionals with project management skills and experience have become highly sought as today’s global organization continues to grow and face the challenges related to complex, fast paced and challenging work. The College of Charleston School of Professional Studies is proposing certificate in Project Management. Taught by accomplished College of Charleston faculty and practitioners with extensive industry and scholastic experience, participants in this concentration will gain the analytical framework, strategic planning skills, and project managerial insight to be more effective project managers.

The demand for skilled professionals in project management cuts across a wide variety of industries including professional, scientific and technical (for example information technology), educational services, hospitals and manufacturing. These are among the fastest growing industries in the Charleston region, increasingly becoming a larger share of total regional employment and gross regional product. Therefore we anticipate a bright employment outlook for students who earn this certificate.

A recent study by the company Burning Glass, a company that analyses job ads, referenced in the Chronicle of Higher Education on September 18, 2015, found that 20% of all jobs that require a bachelor’s degree also required applicants to have certificates or licensure for a particular skill. Of the 20.6 million jobs analyzed 2.8 million required a certificate, chief among them the Project Management Professional (PMP) certificate. Students who complete this certificate should be substantially prepared to attain the PMP certification.

F. STUDENT LEARNING OUTCOMES AND ASSESSMENT.

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Method and Performance Expected</th>
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<tbody>
<tr>
<td>What will students know and be able to do when they complete the major or program?</td>
<td>How will each outcome be measured? Who will be assessed, when, and how often? How well should students be able to do on the assessment?</td>
</tr>
<tr>
<td><strong>1. Students will have the skills needed to establish the structure for a successful project</strong></td>
<td>This outcome will be assessed in PMGT 401. All students will be assessed. Assessment will be in the form of a simulation in which students establish a project structure from baseline information. Students are expected to achieve at least 70% proficiency.</td>
</tr>
<tr>
<td>2. Students will demonstrate the ability to ensure the project scope delivers the expected business value and desired outcome</td>
<td>This outcome will be assessed using quizzes and a major test in PMGT 311. All students will be assessed. Assessment will occur once per year. Students are expected to achieve at least 70% proficiency.</td>
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<tr>
<td>3. Students will be able to apply proper mechanisms to prevent, minimize and respond to risks</td>
<td>This outcome will be assessed using quizzes and a major test in PMGT 321. All students will be assessed. Assessment will occur once per year. Students are expected to achieve at least 70% proficiency.</td>
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<tr>
<td>4. Students will be able to develop and use various mechanisms to communicate project information</td>
<td>This outcome will be assessed in PMGT 401. All students will be assessed. Assessment will be in the form of various assignments (written and oral) that require communication with clients and with members of the project team. These assignments will be developed by the instructor. Students are expected to achieve at least 80% proficiency.</td>
</tr>
</tbody>
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Additional Outcomes or Comments:

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G. IMPACT ON EXISTING PROGRAMS AND COURSES. Please describe the impact of this request on other programs and courses. If you are deleting a program, please describe the effect on all programs that will be impacted; if you are adding or changing a program, please explain any overlap with existing programs at the College.

The main impact of this change is to enhance the programmatic offerings of the School of Professional Studies. This change will add another highly desired area of focus to the options available to working population of South Carolina. Many of the competencies required of project managers, such as critical thinking, effective communication and synthesis are core competencies/outcomes of the Certificate in Project Management and match many of the competencies that are important to potential employers.

H. COSTS ASSOCIATED WITH THE REQUESTED ACTION. List all of the new costs or cost savings (including new faculty/staff requests, library, or equipment) associated with your request.

The annual instructional cost of the Project Management program is $25,500, which includes $24,000 in direct instructional cost and a $1,500 stipend for a coordinator. There is an anticipated $1,500 cost in the first year for instructional material. After the first year, new instructional material is anticipated at a cost of $500 per year. The total program cost in the first year is $24,000. However, costs are being double-counted here because there will be other
students in these classes, particularly Professional Studies students who are completing the BPS concentration in Project Management. So in reality net new costs attributable to the certificate is more likely to be $12,000 or approximately 50% of the overall costs.

All instructional costs will be covered by the revenue generated by the program. The program is expected to generate new revenue of $67,000 in the first year, $100,000 in the second year and $134,000 in the third year.

I. CHECKLIST

☐ I have completed all relevant parts of the form.

☐ I have attached a cover letter that describes my request and lists all the documents I am submitting.

☐ I have attached a Course Form for each newly-created or modified course.

☐ (For proposals that affect other departments in any way) I have attached an acknowledgement from the relevant department.

☐ I have provided the complete curriculum for the program, concentration, emphasis, etc., including the description and course list, exactly as it should appear in the catalog.

☐ I have submitted one Signature Form that lists all of the different forms I am submitting.