# http://www.ric.edu/webcommunications/images/SealWithText_Small_Black.pngUNDERGRADUATE CURRICULUM COMMITTEE (UCC)PROPOSAL FORM

## Cover page scroll over blue text to see further important [instructions](#instructions): please read.

**N.B. DO NOT USE HIGHLIGHT, please DELETE THE WORDS THAT DO NOT APPLY TO YOUR PROPOSAL**

**ALL numbers in section (A) need to be completed, including the impact ones.**

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| --- | --- | --- |
| A.1. [Course or program](#Proposal) | **NPST 402: Staff and volunteer management for nonprofits** |  |
| [Replacing](#Ifapplicable)  |  |
| A.2. [Proposal type](#type) | **Course: revision** |
| A.3. [Originator](#Originator) | **Michael Andrade** | [Home department](#home_dept) | **Social Work** |
| A.4. [Context and Rationale](#Rationale)  | The NPST program, in collaboration with faculty from the YDEV and BSW programs, has carefully reviewed the learning outcomes and course sequence for the certificate program. As part of this review, we have identified some needed changes to facilitate more collaboration across departments and improve the student learning experience. We mapped our cross curriculum and in order to give students more time to complete the certificate, the existing courses need to be re-sequenced and modified to provide learning opportunities that are at the appropriate level of learning for academic achievement. NPST 402 will be taught in Fall rather than Spring. The prerequisite will be updated to reflect the change in number of NPST 400 to 300.We hope that these changes will allow students to complete the certificate in a timely manner when they graduate, rather than coming back after graduation to complete it. This re-sequencing will allow students to complete the certificate over a two year period and replace the current compressed one year timeline. The feedback from students, YDEV and social work faculty have also supported this change. |
| A.5. [Student impact](#student_impact) | **Change from one semester to other.** |
| A.6. [Impact on other programs](#impact)  | **YDEV uses NPST courses and needs notifying of the changes in numbers etc.** |
| A.7. [Resource impact](#Resource) | [*Faculty PT & FT*](#faculty):  | **No new hires needed for change.** |
| [*Library*:](#library) | **None** |
| [*Technology*](#technology) | **None** |
| [*Facilities*](#facilities): | **None** |
| A.8. [Semester effective](#Semester_effective) | **Fall 2019** | A.9. [Rationale if sooner than next Fall](#Semester_effective) |  |
| A.10. INSTRUCTIONS FOR CATALOG COPY: This single file copy must include ALL relevant pages from the college catalog, and show how the catalog will be revised. (1) Go to the “Forms and Information” page on the UCC website. Scroll down until you see the Word files for the current catalog. (2) Download ALL catalog sections relevant for this proposal, including course descriptions and/or other affected programs. (3) Place ALL relevant catalog copy into a single file. Put page breaks between sections and delete any catalog pages not relevant for this proposal. (4) Using the track changes function, revise the catalog pages to demonstrate what the information should look like in next year’s catalog. (5) Check the revised catalog pages against the proposal form, especially making sure that program totals are correct if adding/deleting course credits. If new copy, indicate where it should go in the catalog. If making related proposals a single catalog copy that includes all is acceptable. Send as a separate file along with this form. |

B. [NEW OR REVISED COURSES](#delete_if)  **DO NOT use highlight. Delete this whole page if the proposal does not include a new or revised course.**

|  | Old ([for revisions only](#Revisions))Only include information that is being revised, otherwise leave blank (delete provided examples that do not apply) | NewExamples are provided for guidance, delete the ones that do not apply |
| --- | --- | --- |
| B.1. [Course prefix and number](#cours_title)  | **NPST 402** |  |
| B.2. Cross listing number if any |  |  |
| B.3. [Course title](#title)  | **Staff and Volunteer Management for Nonprofits** |  |
| B.4. [Course description](#description)  |  |  |
| B.5. [Prerequisite(s)](#prereqs) | **NPST 400** | **NPST 300** |
| B.6. [Offered](#Offered) | **Spring** | **Fall**  |
| B.7. [Contact hours](#contacthours)  | **3** |  |
| B.8. [Credit hours](#credits) | **3** |  |
| B.9. [Justify differences if any](#differences) |  |
| B.10. [Grading system](#grading)  | **Letter grade**  |  |
| B.11. [Instructional methods](#instr_methods) | **Lecture / 50% online** |  |
| B.12.[Categories](#required) | **Required for Certification**  |  |
| B.13. Is this an Honors course? | **NO** |  |
| B.14. [General Education](#ge)N.B. Connections must include at least 50% Standard Classroom instruction. |  **NO**  |  |
| B.15. [How will student performance be evaluated?](#performance) | **Attendance | Class participation | Exams | Presentations | Papers |** **Class Work**  |  |
| B.16. [Redundancy statement](#competing) |  |  |
| B. 17. Other changes, if any |  |

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| B.18**.** [**Course learning outcomes**](#1pxezwc)**: List each one in a separate row** | **[Professional Org.Standard(s)](#49x2ik5), RIPTS & FSEHD Outcomes** | **[How will each outcome be measured](#2p2csry)?****Rubrics/checklists used with assignments, listed below** |
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## D. Signatures

* Changes that affect General Education in any way MUST be approved by ALL Deans and COGE Chair.
* Changes that directly impact more than one department/program MUST have the signatures of all relevant department chairs, program directors, and relevant dean (e.g. when creating/revising a program using courses from other departments/programs). Check UCC manual 4.2 for further guidelines on whether the signatures need to be approval or acknowledgement.
* Proposals that do not have appropriate approval signatures will not be considered.
* Type in name of person signing and their position/affiliation.
* Send electronic files of this proposal and accompanying catalog copy to curriculum@ric.edu and a printed or electronic signature copy of this form to the current Chair of UCC. Check UCC website for due dates.

##### D.1. Approvals: required from programs/departments/deans who originate the proposal. may include multiple departments, e.g., for joint/interdisciplinary prOposals.

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| Name | Position/affiliation | [Signature](file:///C%3A/Users/mandrade/Downloads/UCCProposalForm2017%20NPST%20300.docx#_Signature) | Date |
| Michael Andrade | NPST Program Director and Chair |   |   |
| Wendy Becker | Chair, BSW  |   |   |
| Jayashree Nimmagadda | Interim Dean, School of Social Work |   |   |

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##### D.2. [Acknowledgements](file:///C%3A/Users/mandrade/Downloads/UCCProposalForm2017%20NPST%20300.docx#acknowledge): REQUIRED from OTHER PROGRAMS/DEPARTMENTS IMPACTED BY THE PROPOSAL. SIGNATURE DOES NOT INDICATE APPROVAL, ONLY AWARENESS THAT THE PROPOSAL IS BEING SUBMITTED. CONCERNS SHOULD BE BROUGHT TO THE UCC COMMITTEE MEETING FOR DISCUSSION

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position/affiliation | [Signature](file:///C%3A/Users/mandrade/Downloads/UCCProposalForm2017%20NPST%20300.docx#Signature_2) | Date |
| Lesley Bogad/Corinne McCamey | Co-Coordinators, Youth Development  |   |   |
| Gerri August/Julie Hortiwz | Co- Interim Deans of Education & Human Development |   |   |