## Proposal Summary

**Title:** Establish a new minor in Nonprofit Studies.

**Subject Specification:** The intent of this proposal is to inactivate the certificate in Nonprofit/Human Service Management [C126] and establish a minor in Nonprofit Studies administrated by the Human Development and Family Studies (HDFS) program area within the School of Lifespan Development and Educational Sciences (LDES).

**Background Information:** Currently, the post-secondary certificate in Nonprofit/Human Service Management (NPHSM) program is viable with a strong enrollment of approximately 57 students from approximately 21majors. There have been 123 graduates since the inception of the program in 2002; 57 of these graduates have been in the past 3 years (2009-2011). However, due to rapid growth in the program and an increasing demand for inquiry into the field of nonprofit management, a new minor is being established for undergraduate students.

There are over 1.9 million nonprofit organizations in the United States that are in need of entry-level professionals to serve their mission. To meet this demand, there is an increasing number of majors, minors, and master's programs in nonprofit studies that currently exist in colleges and universities throughout the United States and abroad. Educational programs related to nonprofit management grew very quickly in the 1990s and 2000s. In a 2007 report, Mirabella revealed that the number of undergraduate programs related to nonprofit management grew by 30 percent between 1996 and 2002 and by an additional 36 percent between 2002 and 2006. The number of graduate programs grew by 26 percent over the decade between 1996 and 2006. By 2006, a total of 426 programs in nonprofit management were being offered at 238 colleges and universities. This minor will provide formalized guidance to students in selecting courses in the nonprofit field and will provide recognition of that work on their transcript.

Additionally, Kent State University's Provost's office recommends this action be taken to reflect the nature of the program. With this minor, students would be better equipped to enter the nonprofit field with this distinction on their transcript. The interdisciplinary nature of this program will prepare students for careers in nonprofit settings, such as museums, parks and human service organizations.

Each year, international, national, and local non-profit organizations need thousands of new full-time professional staff. Individuals who fill these positions are people-oriented, competent managers and are committed to improving their communities and the future. The Nonprofit Studies minor provides students with knowledge and competencies in areas such as grant writing and fundraising, mission and vision, advocacy and lobbying, risk management, board development, program planning, leadership and ethics, human resource development, youth and adult development, marketing, financial management, and non-profit management. These students will perform a 3-credit internship at a nonprofit organization where they will further develop their professionalism through experiential learning.

**Alternatives and Consequences:**

Since the program already exists as a certificate, the creation of this minor will have no negative impact on staffing, students, or current programs.

**Specific Recommendation and Justification:**
Inactivate the C126 certificate and establish a minor in Nonprofit Studies, program requirements attached.

**Timetable and Actions Required:**

Approval by HDFS faculty: August 23, 2011
Approval of LDES Curriculum Committee: October 5, 2011
Presented to EHHS Curriculum Committee: October 21, 2011
Presented to EPC: November 14, 2011
Effective Fall, 2012

# KENT STATE UNIVERSITY
# CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date 13-Jul-11 Curriculum Bulletin _____

Effective Date Fall 2012 Approved by EPC _____

| | |
|---|---|
| Department | Lifespan Development and Educational Sciences |
| College | EH - Education, Health and Human Services |
| Degree | Minor |
| Program Name | **Nonprofit Studies** Program Code **tbd** |
| Concentration(s) | Concentration(s) Code(s) |
| Proposal | Establish program |

Description of proposal:

To establish a minor in Nonprofit Studies. This proposal elevates an existing postsecondary certificate in Nonprofit/Human Service Management to a minor.

Does proposed revision change program's total credit hours? ☒ Yes ☐ No

Current total credit hours: 0 Proposed total credit hours 21

Describe impact on other programs, policies or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need; audience; prerequisites; teacher education licensure):

Since the program already exists as a certificate, the creation of this minor will have no negative impact on staffing, students, or current programs.

Units consulted (other departments, programs or campuses affected by this proposal):

Units approved: Anthropology, Center for Applied Conflict Management, Communication, Educational Psychology, Human Development and Family Studies, Health Education, Marketing, Political Science, Psychology, Sociology, Sport Administration, Washington Program in National Issues. Units notified: Accounting, Athletic Training, Business, Business Management and Related Technology, Counseling and Human Development, English, Integrated Health Studies, Justice Studies, Management and Information Systems, Nursing, Philosophy, Recreation Park and Tourism Management, Theater, Women's Studies

---

**REQUIRED ENDORSEMENTS**

H. Dillmann-Jenkins — 10 / 12 / 11
Department Chair / School Director

_____ — ___/___/___
Campus Dean (for Regional Campuse proposals)

Joanne Acker — 10/28/11
College Dean (or designee)

_____ — ___/___/___
Dean of Graduate Studies (for graduate proposals)

_____ — ___/___/___
Provost and Senior Vice President for Academic Affairs (or designee)

## Nonprofit Studies Minor

Each year, international, national and local nonprofit organizations need thousands of new full-time professional staff. Individuals who fill these positions are people-oriented, competent managers and committed to improving their communities and the future. The Nonprofit Studies minor provides students with knowledge and competencies in areas such as grant writing and fundraising, mission and vision, advocacy and lobbying, risk management, board development, program planning, leadership and ethics, human resource management, youth and adult development, marketing, financial management, and nonprofit management. *The minor includes a required internship/practicum at a non-profit organization; prior arrangements with program director required. Students must maintain a minimum 2.25 GPA in the program for award of the certificate.

**NONPROFIT STUDIES MINOR REQUIREMENTS (21-22 Credits):**

| Course | | Title | Credits |
|---|---|---|---|
| **Core Requirements:** | | | |
| ACCT | 23020 | Introduction to Financial Accounting (3) **OR** | |
| SOC | 32220 | 32221 Data Analysis (3) **AND** | 3-4 |
| SOC | 32221 | Data Analysis Lab (1) | |
| HDFS | 44032 | Nonprofit Fundraising and Grantwriting | 3 |
| | 44033 | Nonprofit Management I | 3 |
| | 44034 | Nonprofit Management II | 3 |
| Approved internship or practicum course* (see below for list) | | | 3 |
| **Choose from the following Professional Electives:** | | | **3** |
| BMRT | 11000 | Introduction to Business (3) | |
| BMRT | 11009 | Intro to Management Technology (3) | |
| BUS | 10123 | Exploring Business (3) | |
| CACM | 11001 | Introduction to Conflict Management (3) | |
| COMM | 25863 | Business and Professional Communication (3) | |
| | 35600 | Communication in Small Groups and Teams (3) | |
| | 35860 | Interviewing (3) | |
| CHDS | 37700 | Human Relations in a World of Diversity (3) | |
| HDFS | 34031 | Cultural Diversity (3) | |
| | 44018 | Professional Development in Human Development and Family Studies (3) | |
| HED | 11590 | Community Health Education (3) | |
| | 21030 | Introduction to Health Education (3) | |
| IHS | 10000 | Careers in Health Sciences and Human Services (3) | |
| MIS | 24163 | Principles of Management (3) | |
| MKTG | 25010 | Principles of Marketing (3) | |
| PH | 20003 | Pub Health Policy & Decision Making (3) | |
| PH | 30003 | Public Health Strategies (3) | |
| PH | 44000 | Health Disparities (3) | |
| POL | 30301 | Introduction to Public Administration (3) | |
| SOC | 22570 | Understanding Differences & Inequality (3) | |
| SOC | 32570 | Inequalities in Societies (3) | |
| SOC | 32569 | Minorities in America (3) | |
| **Choose from the following Development Electives:** | | | **3** |
| ANTH | 48230 | Socio-Cultural Change (3) | |
| EPSY | 29525 | Educational Psychology (3) | |
| GERO | 14029 | Introduction to Gerontology (3) | |
| | 30656 | Psychology of Aging (3) | |
| | 44030 | Adult Development and Aging (3) | |
| HDFS | 24012 | Child Development (3) | |
| | 24013 | Early Adolescence (3) | |
| | 44020 | Adolescent Development (3) | |
| NURS | 20950 | Human Growth and Development for Health Professions (3) | |
| PH | 20005 | Social and Behavioral Science Theories in Public Health (3) | |
| PSYC | 20651 | Child Psychology (3) | |
| | 30651 | Adolescent Psychology (3) | |
| RPTM | 36010 | Recreation, Leisure and Aging (3) | |
| SOC | 42879 | Aging in Society (3) | |
| SOC | 42478 | Adolescence in Society (3) | |
| SOC | 42421 | Childhood in Society (3) | |
| | | **TOTAL** | **21-22** |

| | | |
|---|---|---|
| ***Choose from the following Internship or Practicum Courses (3 credits):** | | |
| Must consult Nonprofit Studies Director for approval prior to registration | | |
| ATTR | 45292 | Internship in Athletic Training |
| BMRT | 21092 | Internship in Management Technology |
| BUS | 40192 | Internship in Business |
| CACM | 35092 | Internship in Conflict Management |
| CTTE | 46192 | Practicum: Occupational |
| CHDS | 41892 | Internship in Educational Studies and Helping Professions |
| COMM | 45092 | Internship in Communication Studies |
| ENG | 41096 | Individual Investigation |
| ENG | 49095 | Senior Special Topics |
| GERO | 43092 | Practicum in Nursing Home Administration I |
| GERO | 43192 | Practicum in Nursing Home Administration II |
| GERO | 44092 | Practicum in Gerontology |
| HDFS | 44092 | Practicum in Human Development and Family Studies |
| HDFS | 44192 | Internship in Human Development and Family Studies: Case Management I |
| HDFS | 44292 | Internship in Human Development and Family Studies: Case Management II |
| HED | 44092 | Internship in Community Health Education |
| IHS | 44092 | Practicum in Integrated Health Studies |
| JUS | 46792 | Justice Studies Internship |
| PH | 40196 | Individual Investigation in Public Health |
| PH | 44092 | Internship in Public Health |
| POL | 30991 | Seminar: Columbus Program in Intergovernmental Issues |
| POL | 40991 | Washington Program in National Issues |
| RPTM | 46092 | Internship in Recreation |
| SOC | 42092 | Internship in Sociology |
| SPAD | 25092 | Practicum I in Sport Administration |
| SPAD | 35092 | Practicum II in Sport Administration |
| SPAD | 45092 | Internship in Sport Administration |
| THEA | 41992 | Theatre Production Internship |
| THEA | 42292 | Practicum II: Theatre Management |
| WMST | 40992 | Practicum in Women's Studies |

## AUGUSTINE, SUSAN

**Subject:** FW: Proposed Minor in Nonprofit Studies

---

From: CUNNINGHAM, KAREN
Sent: Monday, September 19, 2011 3:38 PM
To: BERGH, KATHLEEN
Subject: RE: Proposed Minor in Nonprofit Studies

You have our support.

Karen Cunningham
Acting Director and Assistant Professor, Applied Conflict Management

Center for Applied Conflict Management
321 Bowman Hall
Kent State University

Email: kcunning@kent.edu
Phone: 330-672-8943

Fall 2011 Office Hours (August 29 through December 11): MTWR 1:00 - 2:15 pm; other times by appointment

---

From: BERGH, KATHLEEN
Sent: Friday, September 16, 2011 2:36 PM
To: RICHARDSON, RHONDA; Dellman-Jenkins, Mary; Owens, Timothy; ZUCCA, LINDA; SINCLAIR-COLANDO, ELIZABETH; CUNNINGHAM, KAREN; DING, KELE; BUCKEYE, LAURA; LEVANDOWSKI, KAY; HOOK, STEVEN; TIENE, DREW; Meindl, Richard; GOOD, CURTIS; FOLK, JOCELYN; Kersting, Tammy; PEER, KIMBERLY; RILEY, RUBY; ROBYN, RICHARD; SERPE, RICHARD; STILLINGS, CYNTHIA; sholt@kent.edu; DEVINE, MARY ANN; LYBERGER, MARK; CHILD, JEFFREY T.
Cc: BERGH, KATHLEEN
Subject: Proposed Minor in Nonprofit Studies

The Human Development and Family Studies program is proposing that the Certificate in Nonprofit/Human Service Management (C-126) be elevated to a Minor in Nonprofit Studies effective in Fall Semester, 2012. As your program had previously agreed that their coursework be included in the curriculum for the certificate, please consider the request that your course(s), listed in the attachment, be incorporated into the electives for the proposed minor.

We are hoping to recieve a respone from you no later than September 27th. Thank you for your consideration, and please do not hesitate to contact me if you have any questions at kbergh@kent.edu<mailto:kbergh@kent.edu> / 330-672-5380.

Kathy Bergh, M.A.
Program Director, Certificate in Nonprofit/Human Service Management Human Development and Family Studies
#138 Nixson Hall
Kent State University

## AUGUSTINE, SUSAN

**Subject:** FW: Proposed Minor in Nonprofit Studies

---

**From:** HARIDAKIS, PAUL
**Sent:** Thursday, September 22, 2011 12:14 PM
**To:** BERGH, KATHLEEN
**Subject:** FW: Proposed Minor in Nonprofit Studies

Hello Kathy. I'm responding to your proposed Minor in Nonprofit Studies. As you probably heard from our undergraduate coordinator, Jeff Child, I am happy to support your proposal. After our undergraduate studies committee reviewed it, our only suggestion was that you might replace the Foundations Course with one of the following more professionally-oriented courses:
COMM 25863 Business and Professional Communication
COMM 35600 Communication in Small Groups and Teams
COMM 35860 Interviewing

Good luck with this interesting proposal and please let me know if you need anything further from Communication Studies

Paul Haridakis
Interim Director
School of Communication Studies

---

**From:** BERGH, KATHLEEN
**Sent:** Friday, September 16, 2011 2:36 PM
**To:** RICHARDSON, RHONDA; Dellman-Jenkins, Mary; Owens, Timothy; ZUCCA, LINDA; SINCLAIR-COLANDO, ELIZABETH; CUNNINGHAM, KAREN; DING, KELE; BUCKEYE, LAURA; LEVANDOWSKI, KAY; HOOK, STEVEN; TIENE, DREW; Meindl, Richard; GOOD, CURTIS; FOLK, JOCELYN; Kersting, Tammy; PEER, KIMBERLY; RILEY, RUBY; ROBYN, RICHARD; SERPE, RICHARD; STILLINGS, CYNTHIA; sholt@kent.edu; DEVINE, MARY ANN; LYBERGER, MARK; CHILD, JEFFREY T.
**Cc:** BERGH, KATHLEEN
**Subject:** Proposed Minor in Nonprofit Studies

The Human Development and Family Studies program is proposing that the Certificate in Nonprofit/Human Service Management (C-126) be elevated to a Minor in Nonprofit Studies effective in Fall Semester, 2012. As your program had previously agreed that their coursework be included in the curriculum for the certificate, please consider the request that your course(s), listed in the attachment, be incorporated into the electives for the proposed minor.

We are hoping to recieve a respone from you no later than September 27th. Thank you for your consideration, and please do not hesitate to contact me if you have any questions at kbergh@kent.edu / 330-672-5380.

Kathy Bergh, M.A.
Program Director, Certificate in Nonprofit/Human Service Management
Human Development and Family Studies
#138 Nixson Hall
Kent State University

<approval_memo_template.pdf>

## AUGUSTINE, SUSAN

**Subject:** FW: Proposed Minor in Nonprofit Studies

From: TIENE, DREW
Sent: Saturday, September 17, 2011 1:31 PM
To: BERGH, KATHLEEN
Subject: RE: Proposed Minor in Nonprofit Studies

This is fine.

D. Tiene
Program Coordinator
Instructional Technology/Educational Psychology Kent State University

---

From: BERGH, KATHLEEN
Sent: Friday, September 16, 2011 2:36 PM
To: RICHARDSON, RHONDA; Dellman-Jenkins, Mary; Owens, Timothy; ZUCCA, LINDA; SINCLAIR-COLANDO, ELIZABETH; CUNNINGHAM, KAREN; DING, KELE; BUCKEYE, LAURA; LEVANDOWSKI, KAY; HOOK, STEVEN; TIENE, DREW; Meindl, Richard; GOOD, CURTIS; FOLK, JOCELYN; Kersting, Tammy; PEER, KIMBERLY; RILEY, RUBY; ROBYN, RICHARD; SERPE, RICHARD; STILLINGS, CYNTHIA; sholt@kent.edu; DEVINE, MARY ANN; LYBERGER, MARK; CHILD, JEFFREY T.
Cc: BERGH, KATHLEEN
Subject: Proposed Minor in Nonprofit Studies

The Human Development and Family Studies program is proposing that the Certificate in Nonprofit/Human Service Management (C-126) be elevated to a Minor in Nonprofit Studies effective in Fall Semester, 2012. As your program had previously agreed that their coursework be included in the curriculum for the certificate, please consider the request that your course(s), listed in the attachment, be incorporated into the electives for the proposed minor.

We are hoping to recieve a respone from you no later than September 27th. Thank you for your consideration, and please do not hesitate to contact me if you have any questions at kbergh@kent.edu<mailto:kbergh@kent.edu> / 330-672-5380.

Kathy Bergh, M.A.
Program Director, Certificate in Nonprofit/Human Service Management Human Development and Family Studies
#138 Nixson Hall
Kent State University

## AUGUSTINE, SUSAN

**Subject:** FW: Proposed Minor in Nonprofit Studies

---

**From:** FEINBERG, RICHARD
**Sent:** Wednesday, September 21, 2011 9:14 AM
**To:** BERGH, KATHLEEN
**Cc:** Meindl, Richard; NORCONK, MARILYN
**Subject:** RE: Proposed Minor in Nonprofit Studies

Dear Kathleen,

Dr. Meindl has asked me to get back to you about the cultural anthropology elective for the proposed minor in Nonprofit/Human Service Management. You currently list "Culture and Personality." That course was developed and taught by Dr. Prufer, who passed away three years ago. We hope to offer it again sometime, but we cannot say, at this time, when that might be. Therefore, we would like to propose substituting "Socio-cultural change" (ANTH 48230/5). If you have any questions, please contact either Dr. Meindl or me at your convenience.

Best wishes,
*Rick*
Richard Feinberg
Professor of Anthropology
Kent State University
Kent, OH 44242
USA
330-672-2722

---

**From:** BERGH, KATHLEEN
**Sent:** Friday, September 16, 2011 2:37 PM
**To:** RICHARDSON, RHONDA; Dellman-Jenkins, Mary; Owens, Timothy; ZUCCA, LINDA; SINCLAIR-COLANDO, ELIZABETH; CUNNINGHAM, KAREN; DING, KELE; BUCKEYE, LAURA; LEVANDOWSKI, KAY; HOOK, STEVEN; TIENE, DREW; Meindl, Richard; GOOD, CURTIS; FOLK, JOCELYN; Kersting, Tammy; PEER, KIMBERLY; RILEY, RUBY; ROBYN, RICHARD; SERPE, RICHARD; STILLINGS, CYNTHIA; sholt@kent.edu; DEVINE, MARY ANN; LYBERGER, MARK; CHILD, JEFFREY T.
**Cc:** BERGH, KATHLEEN
**Subject:** Proposed Minor in Nonprofit Studies

The Human Development and Family Studies program is proposing that the Certificate in Nonprofit/Human Service Management (C-126) be elevated to a Minor in Nonprofit Studies effective in Fall Semester, 2012. As your program had previously agreed that their coursework be included in the curriculum for the certificate, please consider the request that your course(s), listed in the attachment, be incorporated into the electives for the proposed minor.

We are hoping to recieve a respone from you no later than September 27th. Thank you for your consideration, and please do not hesitate to contact me if you have any questions at kbergh@kent.edu / 330-672-5380.

Kathy Bergh, M.A.
Program Director, Certificate in Nonprofit/Human Service Management
Human Development and Family Studies
#138 Nixson Hall
Kent State University

## AUGUSTINE, SUSAN

**Subject:** FW: Proposed Minor in Nonprofit Studies

---

**From:** RICHARDSON, RHONDA
**Sent:** Monday, September 19, 2011 2:58 PM
**To:** BERGH, KATHLEEN
**Subject:** RE: Proposed Minor in Nonprofit Studies

Kathy,

This is to confirm that the Human Development and Family Studies program is pleased to have our courses included in the Minor in Nonprofit Studies as professional electives and developmental electives as listed on the proposed catalog copy.

Please feel free to contact me if you need additional information.

Rhonda

Rhonda A. Richardson, Ph.D., CFLE
Professor and Program Coordinator
Human Development and Family Studies
College of Education, Health, and Human Services
406-E White Hall
Kent State University
Kent, OH 44242
330-672-2026

---

**From:** BERGH, KATHLEEN
**Sent:** Friday, September 16, 2011 2:37 PM
**To:** RICHARDSON, RHONDA; Dellman-Jenkins, Mary; Owens, Timothy; ZUCCA, LINDA; SINCLAIR-COLANDO, ELIZABETH; CUNNINGHAM, KAREN; DING, KELE; BUCKEYE, LAURA; LEVANDOWSKI, KAY; HOOK, STEVEN; TIENE, DREW; Meindl, Richard; GOOD, CURTIS; FOLK, JOCELYN; Kersting, Tammy; PEER, KIMBERLY; RILEY, RUBY; ROBYN, RICHARD; SERPE, RICHARD; STILLINGS, CYNTHIA; sholt@kent.edu; DEVINE, MARY ANN; LYBERGER, MARK; CHILD, JEFFREY T.
**Cc:** BERGH, KATHLEEN
**Subject:** Proposed Minor in Nonprofit Studies

The Human Development and Family Studies program is proposing that the Certificate in Nonprofit/Human Service Management (C-126) be elevated to a Minor in Nonprofit Studies effective in Fall Semester, 2012. As your program had previously agreed that their coursework be included in the curriculum for the certificate, please consider the request that your course(s), listed in the attachment, be incorporated into the electives for the proposed minor.

We are hoping to recieve a respone from you no later than September 27th. Thank you for your consideration, and please do not hesitate to contact me if you have any questions at kbergh@kent.edu / 330-672-5380.

Kathy Bergh, M.A.
Program Director, Certificate in Nonprofit/Human Service Management
Human Development and Family Studies
#138 Nixson Hall
Kent State University

## AUGUSTINE, SUSAN

**Subject:** FW: Proposed Minor in Nonprofit Studies

**From:** DING, KELE
**Sent:** Wednesday, September 21, 2011 5:17 PM
**To:** BERGH, KATHLEEN
**Subject:** RE: Proposed Minor in Nonprofit Studies

Hi Kathleen, I think Laurie brought this to our program meeting, and we have approved that our courses to be listed in your minor program. Hope this response is acceptable.

Thank you!

*Dr. Kele Ding*
*Health Education & Promotion Program*
*School of Health Sciences*
*Kent State University*
*142 Nixson Hall*
*Kent, Ohio 44242*
*330/672-0688*
*kding@kent.edu*
http://kding.posterous.com/

---

**From:** BERGH, KATHLEEN
**Sent:** Friday, September 16, 2011 2:37 PM
**To:** RICHARDSON, RHONDA; Dellman-Jenkins, Mary; Owens, Timothy; ZUCCA, LINDA; SINCLAIR-COLANDO, ELIZABETH; CUNNINGHAM, KAREN; DING, KELE; BUCKEYE, LAURA; LEVANDOWSKI, KAY; HOOK, STEVEN; TIENE, DREW; Meindl, Richard; GOOD, CURTIS; FOLK, JOCELYN; Kersting, Tammy; PEER, KIMBERLY; RILEY, RUBY; ROBYN, RICHARD; SERPE, RICHARD; STILLINGS, CYNTHIA; sholt@kent.edu; DEVINE, MARY ANN; LYBERGER, MARK; CHILD, JEFFREY T.
**Cc:** BERGH, KATHLEEN
**Subject:** Proposed Minor in Nonprofit Studies

The Human Development and Family Studies program is proposing that the Certificate in Nonprofit/Human Service Management (C-126) be elevated to a Minor in Nonprofit Studies effective in Fall Semester, 2012. As your program had previously agreed that their coursework be included in the curriculum for the certificate, please consider the request that your course(s), listed in the attachment, be incorporated into the electives for the proposed minor.

We are hoping to recieve a respone from you no later than September 27th. Thank you for your consideration, and please do not hesitate to contact me if you have any questions at kbergh@kent.edu / 330-672-5380.

Kathy Bergh, M.A.
Program Director, Certificate in Nonprofit/Human Service Management
Human Development and Family Studies
#138 Nixson Hall
Kent State University

## AUGUSTINE, SUSAN

**Subject:** FW: Proposed Minor in Nonprofit Studies

---

**From:** HOOK, STEVEN
**Sent:** Monday, September 19, 2011 11:10 AM
**To:** BERGH, KATHLEEN
**Subject:** RE: Proposed Minor in Nonprofit Studies

This is fine with me. Good luck with the new minor!

*Steven W. Hook*
*Professor and Chair*
*Department of Political Science*
*Kent State University*
*Kent OH 44242 USA*
*(330)672-8928 (office)*

---

**From:** BERGH, KATHLEEN
**Sent:** Friday, September 16, 2011 2:37 PM
**To:** RICHARDSON, RHONDA; Dellman-Jenkins, Mary; Owens, Timothy; ZUCCA, LINDA; SINCLAIR-COLANDO, ELIZABETH; CUNNINGHAM, KAREN; DING, KELE; BUCKEYE, LAURA; LEVANDOWSKI, KAY; HOOK, STEVEN; TIENE, DREW; Meindl, Richard; GOOD, CURTIS; FOLK, JOCELYN; Kersting, Tammy; PEER, KIMBERLY; RILEY, RUBY; ROBYN, RICHARD; SERPE, RICHARD; STILLINGS, CYNTHIA; sholt@kent.edu; DEVINE, MARY ANN; LYBERGER, MARK; CHILD, JEFFREY T.
**Cc:** BERGH, KATHLEEN
**Subject:** Proposed Minor in Nonprofit Studies

The Human Development and Family Studies program is proposing that the Certificate in Nonprofit/Human Service Management (C-126) be elevated to a Minor in Nonprofit Studies effective in Fall Semester, 2012. As your program had previously agreed that their coursework be included in the curriculum for the certificate, please consider the request that your course(s), listed in the attachment, be incorporated into the electives for the proposed minor.

We are hoping to recieve a respone from you no later than September 27th. Thank you for your consideration, and please do not hesitate to contact me if you have any questions at kbergh@kent.edu / 330-672-5380.

Kathy Bergh, M.A.
Program Director, Certificate in Nonprofit/Human Service Management
Human Development and Family Studies
#138 Nixson Hall
Kent State University

KENT STATE
UNIVERSITY

**Transmittal Memo**

**Department of Psychology**

---

TO: Kathy Bergh, Program Director, Nonprofit Human-Service Management (2-5380)

FROM: Jill Folk, Undergraduate Coordinator, Department of Psychology

DATE: 9/21/2011

I have **no** concerns with your request that our course(s) listed above, be included in the Nonprofit Studies minor. Therefore, I approve your request.

Signature: Joseph N. Folk

KENT STATE
UNIVERSITY

PLEASE EMAIL (kbergh@kent.edu) or FAX (2-2194)

TO: Kathy Bergh, Program Director, Nonprofit Human-Service Management (2-5380)

FROM: Timothy J. Owens, Professor of Sociology, Undergrad Coordinator

DATE: September 21, 2011

☒ I have **no** concerns with your request that our course(s) listed above, be included in the Nonprofit Studies minor. Therefore, I approve your request.

Comments:

☐ I have concerns/problems with your request that our course(s) listed above, be included in the Nonprofit Studies minor. Therefore, I do **not** approve your request.

Comments:

Signature: Timothy J. Owens

**School of Lifespan Development and Educational Sciences**
Counseling and Human Development Services • Educational Psychology • Human Development and Family Studies
Instructional Technology • Rehabilitation Counseling • School Psychology • Special Education
P.O. Box 5190 • Kent, Ohio 44242-0001 • (330) 672-2294 • www.ehhs.kent.edu/lds

KENT STATE
UNIVERSITY

The Human Development and Family Studies program is proposing that the Certificate in Nonprofit-Human Service Management [C126] be elevated to a Minor in Nonprofit Studies effective in Fall semester, 2012.

As your program had previously agreed that their coursework be included in the curriculum for the certificate, please consider the request that your course(s) below be incorporated into the electives for the minor. Regarding increased enrollment, I estimate that no more than 3 minor students would enroll in a course on a semester basis.

I have included the below sign-off sheet in order to expedite this approval process. Please complete and email (kbergh@kent.edu) or fax to me (2-2194) by **Tuesday, September 27, 2011.**

Thank you very much,
Kathy Bergh, Program Director (2-5380)

| NONPROFIT STUDIES MINOR REQUIREMENTS (21-22 Credits): | | | |
|---|---|---|---|
| **Course** | | **Title** | **Credits** |
| **Core Requirements:** | | | |
| ACCT | 23020 | Introduction to Financial Accounting (3) **OR** | |
| SOC | 32220 | 32221 Data Analysis (3) **AND** | 3-4 |
| SOC | 32221 | Data Analysis Lab (1) | |
| HDFS | 44032 | Nonprofit Fundraising and Grantwriting | 3 |
| | 44033 | Nonprofit Management I | 3 |
| | 44034 | Nonprofit Management II | 3 |
| Approved internship or practicum course* (see below for list) | | | 3 |
| **Choose from the following Professional Electives:** | | | **3** |
| BMRT | 11000 | Introduction to Business (3) | |
| BMRT | 11009 | Introduction to Management Technology (3) | |
| BUS | 10123 | Exploring Business (3) | |
| CACM | 11001 | Introduction to Conflict Management (3) | |
| COMM | 20000 | Foundations of Communication (3) | |
| HDFS | 34031 | Cultural Diversity (3) | |
| | 44018 | Professional Development in Human Development and Family Studies (3) | |
| HED | 11590 | Community Health Education (3) | |
| | 21030 | Introduction to Health Education (3) | |
| IHS | 10000 | Careers in Health Sciences and Human Services (3) | |
| MIS | 24163 | Principles of Management (3) | |
| MKTG | 25010 | Principles of Marketing (3) | |
| PH | 20003 | Public Health Policy & Decision Making (3) | |
| PH | 30003 | Public Health Strategies (3) | |
| PH | 44000 | Health Disparities (3) | |
| POL | 30301 | Introduction to Public Administration (3) | |
| SOC | 22570 | Understanding Differences & Inequality (3) | |
| SOC | 32570 | Inequalities in Societies (3) | |
| SOC | 32569 | Minorities in America (3) | |
| **Choose from the following Development Electives:** | | | **3** |
| ANTH | 38240 | Culture and Personality (3) | |
| EPSY | 29525 | Educational Psychology (3) | |
| GERO | 14029 | Introduction to Gerontology (3) | |
| | 30656 | Psychology of Aging (3) | |

**School of Lifespan Development and Educational Sciences**
Counseling and Human Development Services • Educational Psychology • Human Development and Family Studies
Instructional Technology • Rehabilitation Counseling • School Psychology • Special Education
P.O. Box 5190 • Kent, Ohio 44242-0001 • (330) 672-2294 • www.ehhs.kent.edu/lds

KENT STATE
UNIVERSITY

| | | | |
|---|---|---|---|
| | 44030 | Adult Development and Aging (3) | |
| HDFS | 24012 | Child Development (3) | |
| | 24013 | Early Adolescence (3) | |
| | 44020 | Adolescent Development (3) | |
| NURS | 20950 | Human Growth and Development for Health Professions (3) | |
| PH | 20005 | Social and Behavioral Science Theories in Public Health (3) | |
| PSYC | 20651 | Child Psychology (3) | |
| | 30651 | Adolescent Psychology (3) | |
| RPTM | 36010 | Recreation, Leisure and Aging (3) | |
| SOC | 42879 | Aging in Society (3) | |
| **TOTAL** | | | **21-22** |

| | | |
|---|---|---|
| ***Choose from the following Internship or Practicum Courses (3 credits):** | | |
| Must consult Nonprofit Studies Director for approval prior to registration | | |
| ATTR | 45292 | Internship in Athletic Training |
| BMRT | 21092 | Internship in Management Technology |
| BUS | 40192 | Internship in Business |
| CACM | 35092 | Internship in Conflict Management |
| CTTE | 46192 | Practicum: Occupational |
| COMM | 45092 | Internship in Communication Studies |
| ENG | 41096 | Individual Investigation |
| ENG | 49095 | Senior Special Topics |
| GERO | 43092 | Practicum in Nursing Home Administration I |
| GERO | 43192 | Practicum in Nursing Home Administration II |
| GERO | 44092 | Practicum in Gerontology |
| HDFS | 44092 | Practicum in Human Development and Family Studies |
| HDFS | 44192 | Internship in Human Development and Family Studies: Case Management I |
| HDFS | 44292 | Internship in Human Development and Family Studies: Case Management II |
| HED | 44092 | Internship in Community Health Education |
| IHS | 44092 | Practicum in Integrated Health Studies |
| JUS | 46792 | Justice Studies Internship |
| PH | 40196 | Individual Investigation in Public Health |
| PH | 44092 | Internship in Public Health |
| POL | 30991 | Seminar: Columbus Program in Intergovernmental Issues |
| POL | 40991 | Washington Program in National Issues |
| RPTM | 46092 | Internship in Recreation |
| SPAD | 25092 | Practicum I in Sport Administration |
| SPAD | 35092 | Practicum II in Sport Administration |
| SPAD | 45092 | Internship in Sport Administration |
| THEA | 41992 | Theatre Production Internship |
| THEA | 42292 | Practicum II: Theatre Management |
| WMST | 40992 | Practicum in Women's Studies |

KENT STATE
UNIVERSITY

PLEASE EMAIL (kbergh@kent.edu) or FAX (2-2194)

TO: Kathy Bergh, Program Director, Nonprofit Human-Service Management (2-5380)

FROM:

DATE:

☒ I have **no** concerns with your request that our course(s) listed above, be included in the Nonprofit Studies minor. Therefore, I approve your request.

Comments:

☐ I have concerns/problems with your request that our course(s) listed above, be included in the Nonprofit Studies minor. Therefore, I do **not** approve your request.

Comments:

Signature: _____

**School of Lifespan Development and Educational Sciences**
Counseling and Human Development Services • Educational Psychology • Human Development and Family Studies
Instructional Technology • Rehabilitation Counseling • School Psychology • Special Education
P.O. Box 5190 • Kent, Ohio 44242-0001 • (330) 672-2294 • www.chhs.kent.edu/ldes

## AUGUSTINE, SUSAN

**Subject:** FW: Proposed Minor in Nonprofit Studies

**Importance:** Low

**From:** ROBYN, RICHARD
**Sent:** Wednesday, September 21, 2011 1:30 PM
**To:** BERGH, KATHLEEN
**Subject:** RE: Proposed Minor in Nonprofit Studies

Kathy: This is to let you know that I have no problem with your listing the Washington Program in National Issues as an option for students pursuing the Minor in Nonprofit Studies. Best of luck in your efforts at elevating the certificate program to the minor. Let me know if you have any questions or concerns about this, or need more information.

Best,
Rick

Richard Robyn, Ph.D.
Assistant Professor
Director, Washington Program in National Issues
Kent State University
Kent. Ohio 44242
Tel. (330) 672-8944
Cell: (330) 687-8276
Fax: (330) 672-3362
Website: http://www.kent.edu/wpni

---

**From:** BERGH, KATHLEEN
**Sent:** Friday, September 16, 2011 2:37 PM
**To:** RICHARDSON, RHONDA; Dellman-Jenkins, Mary; Owens, Timothy; ZUCCA, LINDA; SINCLAIR-COLANDO, ELIZABETH; CUNNINGHAM, KAREN; DING, KELE; BUCKEYE, LAURA; LEVANDOWSKI, KAY; HOOK, STEVEN; TIENE, DREW; Meindl, Richard; GOOD, CURTIS; FOLK, JOCELYN; Kersting, Tammy; PEER, KIMBERLY; RILEY, RUBY; ROBYN, RICHARD; SERPE, RICHARD; STILLINGS, CYNTHIA; sholt@kent.edu; DEVINE, MARY ANN; LYBERGER, MARK; CHILD, JEFFREY T.
**Cc:** BERGH, KATHLEEN
**Subject:** Proposed Minor in Nonprofit Studies

The Human Development and Family Studies program is proposing that the Certificate in Nonprofit/Human Service Management (C-126) be elevated to a Minor in Nonprofit Studies effective in Fall Semester, 2012. As your program had previously agreed that their coursework be included in the curriculum for the certificate, please consider the request that your course(s), listed in the attachment, be incorporated into the electives for the proposed minor.

We are hoping to recieve a respone from you no later than September 27th. Thank you for your consideration, and please do not hesitate to contact me if you have any questions at kbergh@kent.edu / 330-672-5380.

Kathy Bergh, M.A.
Program Director, Certificate in Nonprofit/Human Service Management
Human Development and Family Studies
#138 Nixson Hall
Kent State University

KENT STATE
UNIVERSITY

PLEASE EMAIL (kbergh@kent.edu) or FAX (2-2194)

TO: Kathy Bergh, Program Director, Nonprofit Human-Service Management (2-5380)

FROM: Elizabeth Sinclair

DATE: 5/6/2011

☒ I have **no** concerns with your request that our course(s) listed above, be added as an elective of the C126 Nonprofit-Human Service Management certificate. Therefore, I approve your request.

Comments: **I have no concerns as long as you indicate in parentheses that ECON 22060 is a prerequisite for MKTG 25010.**

☐ I have concerns/problems with your request our course(s) listed above, be added as an elective of the C126 Nonprofit-Human Service Management certificate. Therefore, I do **not** approve your request.

Comments:

Signature: Elizabeth A. Sinclair _____

**School of Lifespan Development and Educational Sciences**
Counseling and Human Development Services • Educational Psychology • Human Development and Family Studies
Instructional Technology • Rehabilitation Counseling • School Psychology • Special Education
P.O. Box 5190 • Kent, Ohio 44242-0001 • (330) 672-2294 • www.ehhs.kent.edu/ldes