

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date Oct. 2017 Curriculum Bulletin _____

Effective Date Fall 2018 Approved by EPC _____

Department **Political Science**
 College **AS - Arts and Sciences**
 Degree **CER6 - Post-Baccalaureate Certificate**
 Program Name **Post-Baccalaureate Certificate in Nonprofit Management** Program Banner Code _____
 Concentration(s) _____ Concentration(s) Banner Code(s) _____
 Proposal **Establish program**

Description of proposal:

We propose a fully online graduate certificate in nonprofit management which has been developed to meet growing market demand by leveraging the existing curriculum and faculty in the MPA Program in the Department of Political Science at Kent State University. The Certificate in Nonprofit Management is designed to be fully online and to meet market needs of nonprofit organizations in Northeast Ohio and nationally. It will provide students with concrete skills in nonprofit management including fundraising, executive board relations and policy advocacy.

The proposed certificate will be 12 credit hours and will include one core management courses and three nonprofit courses from the MPA program's five nonprofit electives. Students will chose one of the follow core management courses (3 credit hours): 1) Public Personnel Administration, 2) Public Budgeting and Financial Management, 3) Program Evaluation, 4) Strategic Planning. Additionally, students will chose three courses from the following list (9 credit hours): 1) Nonprofit Board Executive Relations, 2) Nonprofit Law, 3) Nonprofit Financial Resource Development, 4) Nonprofit Advocacy, 5) Leadership in the Nonprofit and Public Sector.

The target students will be college graduates (both bachelor's and master's degrees) who work or are seeking employment in professions and industries that have significant presence in the nonprofit sector. These include education services, health and human services, community and social assistance organizations, mental health professions, and policy advocacy groups. These include students who are looking to improve their skills and move into management and administrative positions within nonprofit organizations.

We anticipate that this certificate will be appealing to three types of individuals. First, individuals with a bachelor's degree who work in or hope to work in the nonprofit sector but who do not feel compelled (or confident enough) to pursue a full master's degree. For these individuals, a certificate will give them credentials that may help them secure employment or provide moderate advancement in their current place of employment. Secondly, the certificate may appeal to individuals who already hold master's degrees and do not want or need to earn another master's degree in public or nonprofit administration, but who do work in (or hope to work in) the nonprofit sector. These include individuals with master's degrees in public health, nursing, business administration or public administration. A certificate degree would give them additional credentials to move into management positions in nonprofit organizations even though their master's degree may not have explicit nonprofit training. Finally, we anticipate that many of our MPA students will be interested in completing the certificate simultaneously while they complete their MPA degree in our program. This will make them more employable as they can earn both a Master of Public Administration and a Certificate in Nonprofit Management within the same program.

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

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Current total credit hours:

Proposed total credit hours 12



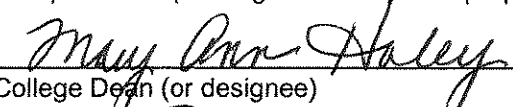

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need; audience; prerequisites; teacher education licensure):

The university does not have any other graduate programs that specialize in Nonprofit Management. The only other programs we anticipate will be impacted by this proposal are the other degree programs in the Department of Political Science since the core MPA faculty are in the Political Science Department. If the certificate program required many additional course offerings, this might impact course offerings in the Undergraduate, MA and PhD programs. That said, we expect the impact to be small since the creation and delivery of the certificate program will not require new courses or course offerings. That is, the current course offerings and scheduling would be compatible with the Certificate. The MPA program already offers the courses required by the proposed certificate frequently enough that students could complete the certificate program in one year.

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

All degree programs (Undergraduate, MA and PhD programs) in the Department of Political Science.

REQUIRED ENDORSEMENTS

 _____ Department Chair / School Director	<u>10 / 21 / 17</u>
 _____ Campus Dean (for Regional Campuses proposals)	<u>1 / 1</u>
 _____ College Dean (or designee)	<u>11 / 13 / 17</u>
 _____ Dean of Graduate Studies (for graduate proposals)	<u>11 / 28 / 17</u>
_____ Senior Vice President for Academic Affairs and Provost (or designee)	<u>1 / 1</u>

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Establish a
Post-Baccalaureate Certificate in Nonprofit Management

Proposal Summary:

Masters in Public Administration [MPA] program, housed in the Department of Political Science,
 The ~~MPA Program~~ proposes to offer a fully online graduate certificate in nonprofit management. This proposal has been developed to meet growing market demand by leveraging the existing PADM curriculum and faculty in the MPA Program in the Department of Political Science at Kent State University. The Certificate in Nonprofit Management is designed to be fully online and to meet market needs of nonprofit organizations in Northeast Ohio and nationally. It will provide students with concrete skills in nonprofit leadership and management including fundraising, executive board relations, nonprofit law, and policy advocacy.

Course Content:

and
 Choose one of the following *core* management courses (3 credit hours):

1. Public Personnel Administration
2. Public Budgeting and Financial Management
3. Program Evaluation
4. Strategic Planning

and
 Choose three courses from the following list (9 credit hours):

1. Nonprofit Board Executive Relations
2. Nonprofit Law
3. Nonprofit Financial Resource Development
4. Nonprofit Advocacy
5. Leadership in the Nonprofit and Public Sector

Program Length: 12 credit hours. The program is designed to be completed in two semesters (2 courses per semester).

Academic Level: Post-baccalaureate

Admission Requirements: Bachelor's degree from an accredited institution, 3.0 GPA

Pre-requisites: No pre-requisites.

Target Students: The target students will be college graduates (both bachelor's and master's degrees) who work or are seeking employment in professions and industries that have significant presence in the nonprofit sector. These include education services, health and human services, community and social assistance organizations, mental health professions, and policy advocacy groups. These include students who are looking to improve their skills and move into management and administrative positions within nonprofit organizations.

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We anticipate that this certificate will be appealing to three types of individuals. First, individuals with a bachelor's degree who work in or hope to work in the nonprofit sector but who do not feel compelled (or confident enough) to pursue a full master's degree. For these individuals, a certificate will give them credentials that may help them secure employment or provide moderate advancement in their current place of employment. Secondly, the certificate may appeal to individuals who already hold master's degrees and do not want or need to earn another master's degree in public or nonprofit administration, but who do work in (or hope to work in) the nonprofit sector. These include individuals with master's degrees in public health, nursing, business administration or public administration. A certificate degree would give them additional credentials to move into management positions in nonprofit organizations even though their master's degree may not have explicit nonprofit training. Finally, we anticipate that many of our MPA students will be interested in completing the certificate simultaneously while they complete their MPA degree in our program. This will make them more employable as they can earn both a Master of Public Administration and a Certificate in Nonprofit Management within the same program simultaneously.

Target Employers: Based on data from the Bureau of Labor Statistics, the Ohio Labor Market Information, NASPAA, our alumni, and our faculty's experience placing students, the target employers will be nonprofit organizations as well as private and public employers who conduct frequent business with nonprofit organizations (which is increasingly commonplace). The primary industries include educational organizations, scientific research and advocacy organizations, healthcare services and charitable organizations.

Implications for Department:

The proposal will require that the MPA Program offer at least one of the nonprofit electives (listed above) each semester (Fall, Spring, Summer). We anticipate that this will have little impact on our department since this has already been done for the last several years. If the certificate program leads to significant increases in enrollments (over 25 students per semester), we may need to offer additional courses or sections. However, market analysis from Everspring suggests that we will likely have no more than 25 students per year, which our program should be able to accommodate without any changes.

There are reporting requirements for all certificate programs, which will entail the MPA Program to keep track of completion and employment statuses for all students and alumni. NASPAA already requires us to do this for our accreditation; thus, it will not significantly change what we currently do.

Timeline

Approved in department	Fall 2017
A&S CCC Approval	November 2017
EPC/Faculty Senate Approval	January 2018
Effective	Fall 2018

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**Notice of Intent to Offer an Educational Program
[Post-Baccalaureate Certificate in Nonprofit Management]
Kent State University**

Gainful Employment Electronic Announcement #5 dated 1 June 2011 and posted on www.ifap.ed.gov explains the process for institutional notification to the U.S. Department of Education (ED) of new educational programs that prepare students for gainful employment in a recognized occupation (GE Programs). An institution's notification to ED of its intent to offer a new GE Program must include information to support the institution's determination of the need for the program, as required by the regulations at 34 CFR 600.20(d)(2). Descriptions and documentation provided by an institution can cover more than one new GE Program, if the same, or similar, process was used by the institution to determine the need for the program, and should be provided as follows:

1. Institution Name: **Kent State University**
2. OPEID: **00305100**
3. Program name(s) and program CIP code(s) supported by this documentation: *(Therese Tillett will provide CIP code once document has been submitted to Curriculum Services.)*

Post-Baccalaureate Certificate in Nonprofit Management

A program that focuses on the systematic study of nonprofit leadership and management. The program includes instruction in nonprofit fundraising, financial and resource development, executive board relations, nonprofit advocacy, and leadership.

4. Narrative description of how the institution determined the need for the program. For example, describe what need this program will address and how the institution became aware of that need. If the program is replacing a current program(s), identify the current program(s) that is being replaced by the new program(s) and provide details describing the benefits of the new program(s). If the program will be offered in connection with, or in response to, an initiative by a governmental entity, provide details of that initiative. The institution must retain documents that support this description for review or submission to the ED upon request.

The need for the Certificate in Nonprofit Management was based on the following sources: 1) MPA Program placement and student employment data, 2) Data from the Network of Schools of Public Policy, Affairs and Administration (NASPAA), 3) federal and state labor statistics and 4) market research and analysis conducted by Everspring, the company that Kent State University has contracted with for marketing the MPA Program.

We propose a fully online graduate certificate in nonprofit management, which has been developed to meet growing market demand by leveraging the existing Public Administration curriculum and faculty in the MPA Program in the Department of Political Science at Kent State University. The MPA Program at Kent State University is a well-established program and has been existence for more than 30 years. In recent years, the program has strengthened its nonprofit curriculum and course offerings as well as faculty research interests. Of our core seven MPA faculty, three tenure-track faculty members conduct research on the nonprofit sector. Additionally, we have two long-term adjunct professors who have expertise in nonprofit law and management and who are both executives at two of the largest nonprofit organizations in Northeast Ohio.

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Over the years, students have shown increased interest in the nonprofit sector. Many of the undergraduates in the Political Science department have expressed interest in working in the nonprofit sector as well. Additionally, based on our own MPA students' employment patterns, a sizable number of our alumni are employed in the nonprofit sector. For our two most recent graduating cohorts, approximately 20 percent are employed in the nonprofit sector (local government is the largest sector at 38 percent).

According to NASPAA¹, approximately 27 percent of students who complete an MPA from a NASPAA accredited program are employed in the nonprofit sector. The majority of these (23 percent) are employed in a domestic-oriented (versus international) nonprofit organization. This is the single largest category of employer sector (City/County/Local Government is 17 percent and State/Provincial/Regional Government makes up 15 percent). This suggests that nationally, employment opportunities in the nonprofit sector are perhaps even larger than what we see in our own program.

Determining demand for employment in the nonprofit sector is more difficult than most professions since it is not itself a profession per se. Many graduate degrees are clearly linked to professions – engineers, nurses, attorneys, counselors, etc. However, the nonprofit sector includes a wide-range of professions, organizations and industries including healthcare, education, social services, and legal and policy advocacy. Therefore, it is more informative to examine the industries that may include nonprofit organizations than it is to identify nonprofit occupations (since these often overlap between the public, private and nonprofit sectors).

Table 1 presents Major Industry projections using Ohio Labor Market Information.² The industries that are most likely to include nonprofit organizations are Professional and Technical Services, Educational Services, Health Care and Social Assistance, and Other Services (Except Government).³ This is based on research from the US Bureau of Labor Statistics (see Table 4). These industries have the highest number of nonprofit organizations and employment compared to other private-sector industries. In 2012, in Ohio (the most recent BLS data available), there were approximately 9,200 nonprofit organizations that employed over half a million people. The average wage was about \$42,000 per year (the national average for nonprofit sector was 44,227). The vast majority of these jobs came from the following industries: Professional, Scientific, and Technical Services; Educational Services; Health Care and Social Assistance; and Other Services (Except Government). These four industries account for 86 percent of nonprofit employers and 92.8 percent of nonprofit employees in Ohio.

As can be seen, these industries are expected to grow over the next several years with the average growth at 9.75% compared to an average combined growth of 0.87% for other industries in this time period.

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¹ <http://www.naspaa.org/DataCenter/NASPAADDataSnapshot.asp>

² <http://ohiolmi.com/proj/OhioJobOutlook.htm>

³ <https://www.bls.gov/bdm/nonprofits/nonprofits.htm>

TABLE 1

Ohio Employment Projections Report by Major Industry, 2014-2024

Industry Title	2014 Annual Employment	2024 Projected Employment	Change in Employment 2014-2024	Percent Change 2014-2024
Total	5,644,600	5,944,800	300,200	5.3%
Goods-Producing Industries	974,570	960,160	-14,410	-1.5%
Agriculture, Forestry, Fishing and Hunting	90,090	80,660	-9,430	-10.5%
Mining	14,460	13,870	-590	-4.1%
Construction	195,760	219,580	23,820	12.2%
Manufacturing	674,260	646,050	-28,210	-4.2%
Service-Providing Industries	4,377,030	4,675,420	298,390	6.8%
Wholesale Trade	232,380	243,140	10,760	4.6%
Retail Trade	566,270	582,100	15,830	2.8%
Transportation and Warehousing	178,460	185,150	6,690	3.7%
Utilities	18,220	15,070	-3,150	-17.3%
Information	72,650	67,150	-5,500	-7.6%
Finance and Insurance	224,390	233,930	9,540	4.3%
Real Estate and Rental and Leasing	61,110	63,990	2,880	4.7%
Professional and Technical Services	248,420	277,040	28,620	11.5%
Management of Companies and Enterprises	138,000	143,350	5,350	3.9%
Administrative and Waste Services	322,710	349,540	26,830	8.3%
Educational Services	423,460	447,110	23,650	5.6%
Health Care and Social Assistance	791,700	939,830	148,130	18.7%
Arts, Entertainment and Recreation	75,200	79,910	4,710	6.3%
Accommodation and Food Services	451,190	476,960	25,770	5.7%
Other Services (Except Government)	223,290	230,370	7,080	3.2%
Government	349,580	340,780	-8,800	-2.5%
Self-Employed and Unpaid Family Workers	293,000	309,230	16,230	5.5%

Source: Ohio Department of Job and Family Services, Bureau of Labor Market Information, December 2016.

This is consistent with recent research that finds the nonprofit sector has significantly outpaced the for-profit sector in terms of growth. A recent national study found that over the last decade, the nonprofit sector has grown by about 20 percent while the for-profit sector has grown by about 2-3 percent over the same period.⁴ A 2013 study by the Urban Institute found that while

⁴ <http://www.prweb.com/releases/2016/01/prweb13184090.htm>

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employment and wages both decreased in the for-profit sector by about 8 percent, the nonprofit sector witnessed employment increases of about 4 percent in employment and 6.5 percent in wages.⁵

Table 2 Presents a more detailed breakdown of these industries and highlights those that are commonly represented by nonprofit organizations. These include nonprofit hospitals, healthcare providers, mental health and substance abuse facilities, social assistance organizations, family services, community relief organizations, legal services, think tanks, and educational services. As a point of comparison, Government is included as well, which, with the exception of local governments, is generally shrinking in size. This suggests that non-governmental organizations – including nonprofits – are increasingly providing services that traditionally were provided by government agencies (especially at the state and federal level).

TABLE 2
Ohio's Industry Employment Projections Report, 2014-2024

NAICS Code	Industry Title	2014* Annual Employment	2024* Projected Employment	Change in Employment 2014-2024	Percent Change 2014-2024
Total All Industries		5,644,600	5,944,800	300,200	5.3%
Professional, Scientific, and Technical Services		248,420	277,040	28,620	11.5%
5411	Legal Services	32,990	33,130	140	0.4%
5416	Management, Scientific, and Technical Consulting Services	29,060	36,280	7,220	24.8%
5417	Scientific Research and Development Services	16,780	17,620	840	5.0%
5419	Other Professional, Scientific, and Technical Services	22,030	24,600	2,570	11.7%
Educational Services		423,460	447,110	23,650	5.6%
6111	Elementary and secondary schools	271,800	282,920	11,120	4.1%
6112	Junior colleges	22,260	23,290	1,030	4.6%
6113	Colleges and universities	94,400	100,460	6,060	6.4%
6116	Other schools and instruction	10,500	11,850	1,350	12.9%
6117	Educational support services	19,460	24,240	4,780	24.6%
Health Care and Social Assistance		791,700	939,830	148,130	18.7%
6216	Home Health Care Services	61,380	97,390	36,010	58.7%
622	Hospitals	268,640	286,260	17,620	6.6%
623	Nursing and Residential Care Facilities	168,350	200,660	32,310	19.2%
6231	Nursing Care Facilities	99,360	107,270	7,910	8.0%

⁵ <https://www.urban.org/sites/default/files/publication/24231/412962-Nonprofit-Government-Contracts-and-Grants-Findings-from-the-National-Survey.PDF>

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6232	Residential Intellectual and Developmental Disability, Mental Health, & Substance Abuse Facilities	29,270	36,870	7,600	26.0%
6233	Community Care Facilities for the Elderly	35,480	52,220	16,740	47.2%
624	Social Assistance	97,120	102,800	5,680	5.8%
6241	Individual and Family Services	50,500	55,100	4,600	9.1%
6242	Community Food and Housing, and Emergency and Other Relief Services	5,380	5,650	270	5.0%
	Other Services (Except Government)	223,290	230,370	7,080	3.2%
813	Religious, Grantmaking, Civic, Professional, and Similar Organizations	109,870	110,190	320	0.3%
8131	Religious Organizations	66,340	66,450	110	0.2%
8134	Civic and Social Organizations	20,290	20,400	110	0.5%
8139	Business, Professional, Labor, Political, and Similar Organizations	14,460	13,960	-500	-3.5%
	Government	349,580	340,780	-8,800	-2.5%
	Postal Service	22,660	15,120	-7,540	-33.3%
	Federal Government, Excluding Post Office	53,180	46,140	-7,040	-13.2%
	State Government, Excluding Education and Hospitals	53,000	51,960	-1,040	-2.0%
	Local Government, Excluding Education and Hospitals	220,740	227,550	6,810	3.1%

*Occupations with 5,000 or more workers.

Source: Ohio Department of Job and Family Services, Bureau of Labor Market Information, December 2016.

Nationally, the nonprofit sector has continued to grow as well. According to the Bureau of Labor Statistics, in 2012, nonprofits accounted for 11.4 million jobs, or 10.3 percent of all private-sector employment.⁶ The Northeast and Midwest have had the highest nonprofit employment rates; however, that trend is spreading throughout the United States. In 2007, nonprofit employment in Ohio was 10.7 percent – modestly above the national average (9.2 percent in 2007). By 2012, it had grown to 12 percent – nearly 2 percent above the national average. Other states (mostly northeastern states) have even higher rates – 14.4 % in Wisconsin, 15.9 % in Pennsylvania, 18.1 % in New York, and 17.7 % in Massachusetts.

Everspring Market Research

Everspring, Kent State University's online marketing partner, conducted market analysis for our program to assess the potential demand for a post-baccalaureate certificate in Nonprofit Management. Figure 1 presents their analysis of the size of the market for this certificate. Their

⁶ https://www.bls.gov/opub/ted/2014/ted_20141021.htm

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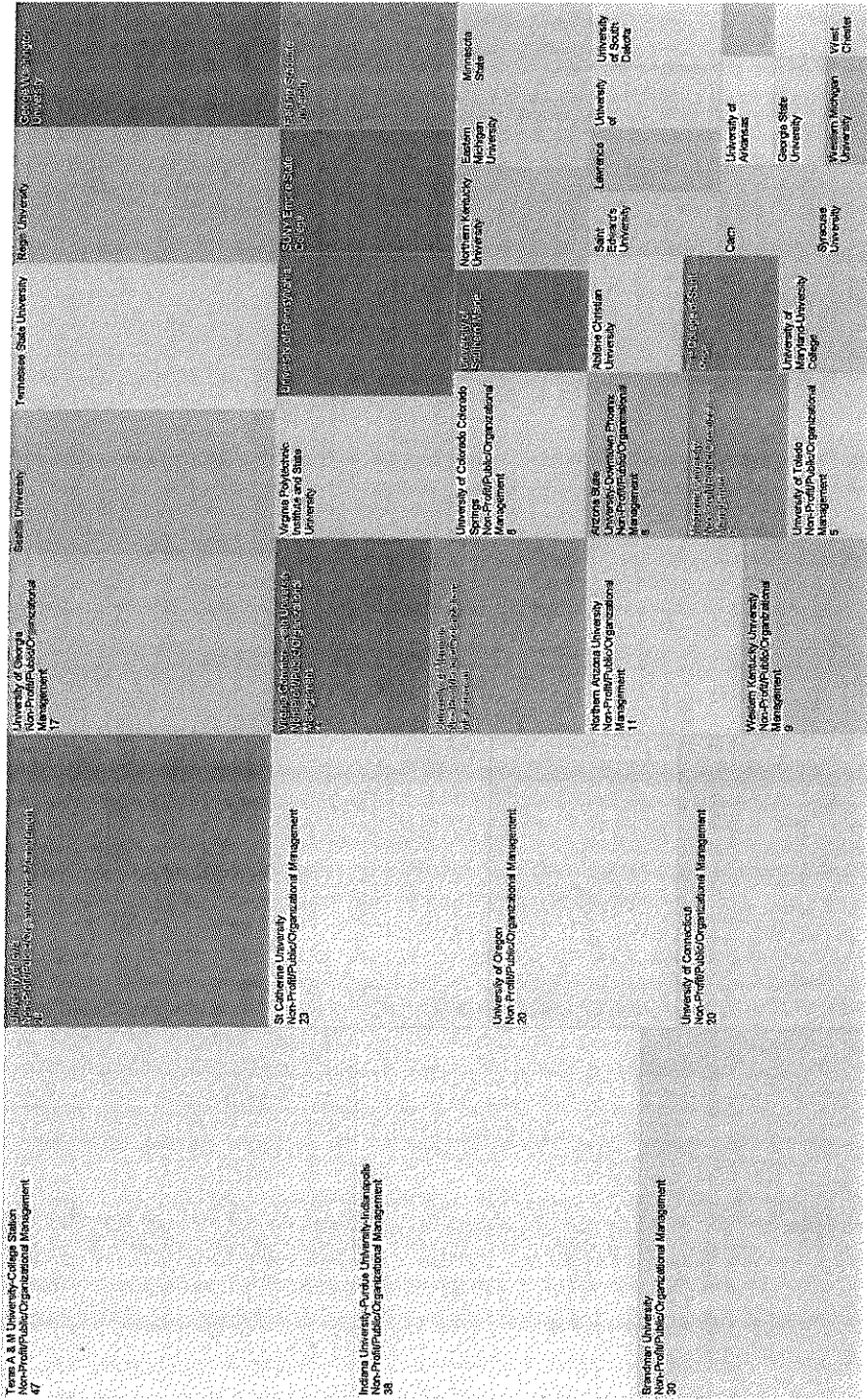
research identified only one Nonprofit Certificate program in Ohio (University of Toledo). While this is not a huge market, Everspring estimates that we could expect 20-25 students per year. We currently enroll a total of 50-60 students in our MPA program each year (~25-30 new students each year). An increase of 25 students per year would represent a 50 percent increase in course enrollments in our program (at least in the courses connected to the non-profit certificate program). We anticipate that some of these certificate students will matriculate into the full MPA degree program as well and have anecdotal evidence that this is common among other certificate programs.⁷

Everspring also provided program cost data for some of the certificate programs. Table 3 presents these data. The average cost for the nonprofit certificate across the ten programs Everspring collected data on is \$7,351. This is similar to what our cost would be (\$7800); thus, our program would be competitively priced.

⁷ This is based on discussions with colleagues in institutions with MPA programs that offer certificate programs. One account was that approximately half of certificate students eventually transfer to the MPA program.

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FIGURE 1. Market Size for Nonprofit Management Certificate Programs



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TABLE 3.

Nonprofit Management Certificates

University	Program	Online?	Credits/ Courses	Cost per Credit	Total Cost
University of Illinois Chicago	Certificate in Nonprofit Management	Yes	6	\$550	\$3,300
Johns Hopkins University	Nonprofit Management Certificate	Yes	6	\$3,783	\$22,698
Harvard Extension School	Nonprofit Management Certificate	Yes	4	\$2,700	\$10,800
University of Colorado Denver	Nonprofit Organizations Certificate	Yes	15	\$607	\$9,105
Capella University	Nonprofit Management & Leadership Graduate Certificate	Yes	16	\$531	\$8,496
University of Missouri	Nonprofit Management Graduate Certificate	Yes	12	\$416	\$4,991
University of Notre Dame	Executive Certificate in Transformational Nonprofit Leadership	Yes	3	\$1,665	\$4,995
Cornell University	Financial Success for Nonprofits Certificate	Yes	4	\$600	\$2,400
University of Wisconsin Milwaukee	Professional Certificate in Nonprofit Management	No	14	\$195	\$2,730
Northwestern University	Philanthropy and Nonprofit Organizations Certificate	No	4	\$1,000	\$4,000

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5. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs. For example, indicate if Bureau of Labor Statistics data or state labor data systems information was used, and/or if state, regional, or local workforce agencies were consulted. Include how the course content, program length, academic level, admission requirements, and prerequisites were decided; including information received from potential employers about course content; and information regarding the target students and employers. The institution must retain copies of documents and its analysis for review and submission to the ED upon request.

The Certificate in Nonprofit Management is designed to be fully online and to meet market needs of nonprofit organizations in Northeast Ohio and nationally. It will provide students with concrete skills in nonprofit leadership and management including fundraising, executive board relations, nonprofit law, and policy advocacy. According to a recent study of over 1000 nonprofit organizations conducted by PNP Staffing Group⁸, one of the largest challenges for nonprofit employers is recruiting and retaining qualified staff and management. This is, in part, due to the recent growth in the nonprofit sector, which has led to an increasingly competitive marketplace for qualified applicants. A post-baccalaureate certificate in nonprofit management may give prospective employees an edge in securing employment, particularly as this sector becomes increasingly competitive. The Certificate in Nonprofit Management is designed to fill this need.

Course Content:

Choose ^{one} of the follow^{ing} core management courses (3 credit hours):

1. Public Personnel Administration
2. Public Budgeting and Financial Management
3. Program Evaluation
4. Strategic Planning

Choose ^{three} courses from the following list (9 credit hours):

1. Nonprofit Board Executive Relations
2. Nonprofit Law
3. Nonprofit Financial Resource Development
4. Nonprofit Advocacy
5. Leadership in the Nonprofit and Public Sector

Program Length: 12 credit hours. The program is designed to be completed in two semesters (2 courses per semester).

Academic Level: Post-baccalaureate

Admission Requirements: Bachelor's degree from an accredited institution, 3.0 GPA

Pre-requisites: No pre-requisites.

⁸ <http://www.prweb.com/releases/2016/01/prweb13184090.htm>

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Target Students: The target students will be college graduates (both bachelor's and master's degrees) who work or are seeking employment in professions and industries that have significant presence in the nonprofit sector. These include education services, health and human services, community and social assistance organizations, mental health professions, and policy advocacy groups. These include students who are looking to improve their skills and move into management and administrative positions within nonprofit organizations.

We anticipate that this certificate will be appealing to three types of individuals. First, individuals with a bachelor's degree who work in or hope to work in the nonprofit sector but who do not feel compelled (or confident enough) to pursue a full master's degree. For these individuals, a certificate will give them credentials that may help them secure employment or provide moderate advancement in their current place of employment. Secondly, the certificate may appeal to individuals who already hold master's degrees and do not want or need to earn another master's degree in public or nonprofit administration, but who do work in (or hope to work in) the nonprofit sector. These include individuals with master's degrees in public health, nursing, business administration or public administration. A certificate degree would give them additional credentials to move into management positions in nonprofit organizations even though their master's degree may not have explicit nonprofit training. Finally, we anticipate that many of our MPA students will be interested in completing the certificate simultaneously while they complete their MPA degree in our program. This will make them more employable as they can earn both a Master of Public Administration and a Certificate in Nonprofit Management within the same program simultaneously.

Target Employers: Based on data from the Bureau of Labor Statistics, the Ohio Labor Market Information, NASPAA, our alumni, and our faculty's experience placing students, the target employers will be nonprofit organizations as well as private and public employers who conduct frequent business with nonprofit organizations (which is increasingly commonplace). The primary industries include educational organizations, scientific research and advocacy organizations, healthcare services and charitable organizations.

6. Narrative description of any wage analysis the institution may have performed, including any consideration of Bureau of Labor Statistics wage data related to the new program. The institution must retain copies of analysis documents for review and submission to the ED upon request.

Wages in the nonprofit sector appear to be robust compared to other sectors. As noted above, a 2013 study by the Urban Institute found that while employment and wages decreased in the for-profit sector by about 8 percent, the nonprofit sector witnessed employment increases of about 4 percent in employment and 6.5 percent in wages.

Data from the Bureau of Labor Statistics (2012) puts the national average annual wages for the four industries identified above at \$50,065, which is about \$3500 more than the total private sector (see Table 4) In Ohio, the average wage for the selected industries is \$43,195, which is about \$1,300 more than the total private sector average annual wage.

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TABLE 4

**National Nonprofit Private Industry by 2-digit and 3-digit NAICS Industry:
 Wages, 2012 annual averages, National and Ohio**

NAICS Sectors/Sub-Sectors		National Average			Ohio Average		
		Total annual wages (in thousands)	Annual wages per employee	Average weekly wage	Total annual wages (in thousands)	Annual wages per employee	Average weekly wage
Total Private		\$532,123,350	\$46,568	\$896	\$21,766,691	\$41,923	\$806
Selected Industries		\$497,011,043	\$50,065	\$963	\$5,076,156	\$43,195	\$830
54	Professional, Scientific and Technical Services	17,897,071	71,221	1,370	443,575	69,843	1,343
61	Educational Services	87,819,636	48,458	932	2,561,418	35,794	688
62	Health Care and Social Assistance	365,198,047	47,324	910	16,690,721	44,235	851
81	Other Services	26,096,289	33,257	640	608,911	22,906	441

7. Narrative description of how the program was reviewed or approved by, or developed in conjunction with, one or more of the following: business advisory committees; program integrity boards; business that would likely employ graduates of the program; and/or public or private oversight or regulatory agencies (not including the state licensing/authorization agency and accrediting agency).

For example, describe the steps taken to develop the program, identify when and with whom discussions were held, provide relevant details of any proposals or correspondence generated, and/or describe any process used to evaluate the program. The institution must retain, for review and submission to the ED upon request, copies of meeting minutes, correspondence, proposals, or other documentation to support the development, review, and/or approval of the program.

The Certificate in Nonprofit Management was developed with the feedback of the MPA faculty, Associate Deans in the College of Arts & Sciences at Kent State University, discussions with colleagues at other institutions who have certificate programs, and the MPA Advisory Board, which consists of local public and nonprofit leaders in Northeast Ohio. At the last Advisory Board meeting, the MPA Advisory Board was consulted on the proposal of developing a graduate certificate program and they were universally enthusiastic about the proposal. They provided feedback on the proposal and will be involved in the oversight of this certificate if implemented.

8. Date of the first day of class. Include both:
 - a. The first day the program was or will be offered by the institution, and

August 27, 2018

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- b. The day you would like to begin disbursing Title IV funds to students enrolled in the program.

August 19, 2018

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Nonprofit Management – Graduate Certificate

College of Arts and Sciences

Department of Political Science

302 Bowman Hall

Kent Campus

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<https://www.kent.edu/polisci/mpa>

Description

The Nonprofit Management graduate certificate prepares graduates to work in the management and administrative positions in nonprofit organizations across a range of industries. Students acquire basic management skills as well as applied skills specific to the nonprofit sector that may include fundraising, executive board relations, policy advocacy and nonprofit law. Prospective employers are nonprofit sector organizations as well as private and public sector organizations that frequently interact with nonprofit organizations. The certificate can be taken by students seeking degrees or as a stand-alone certificate.

FULLY OFFERED AT:

- Online

Admission Requirements

- Official transcript(s)
- Undergraduate degree
- Minimum 3.000 undergraduate GPA
- GRE scores (or equivalent) – GRE waiver available
- Goal statement
- Writing sample
- Three letters of recommendation

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For more information about graduate admissions, please visit the Graduate Studies website.

Program Requirements

Certificate Requirements

<i>Core Management Courses, choose^{one} from the following:</i>		3
PADM 60375	PUBLIC PERSONNEL ADMINISTRATION	
PADM 60377	PUBLIC BUDGETING AND FINANCIAL MANAGEMENT	
PADM 60379	PROGRAM EVALUATION I	
PADM 60574	STRATEGIC PLANNING	
 <i>Certificate Elective, choose^{one} from the following:</i>		9
PADM 60200	NONPROFIT ADVOCACY	
PADM 60310	LEADERSHIP IN THE NONPROFIT AND PUBLIC SECTOR	
PADM 60471	NONPROFIT LAW	
PADM 60472	NONPROFIT BOARD EXEC RELATIONS	
PADM 60477	NONPROFIT FINANCIAL RESOURCE DEVELOPMENT	
<hr/> Minimum Total Credit Hours		12

Graduation Requirements

Minimum Certificate GPA
3.000

GAINFUL EMPLOYMENT DISCLOSURE

Kent State University

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Graduate certificate in Nonprofit Management Program Length: 28 weeks

Students graduating on time

N/A* of Title IV students complete the program within 28 weeks

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$8,112 for in-state tuition and fees

\$8,232 for out-of-state tuition and fees

Visit website for more program cost information

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

N/A* of students who attend this program borrow money to pay for it

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with N/A* interest rate.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

N/A

Licensure Requirements

*Program has no licensure requirements in any state.

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