

Peru State College
Proposal to Add Bachelor of Applied Science (BAS)
in Leadership

1. Descriptive Information

A. Name of Institution: Peru State College

B. Name of Program: Bachelor of Applied Science

C. Degrees/credentials to be awarded graduates of the program:

Bachelor of Applied Science: Leadership

D. Other programs offered in this field by the institution:

BS: Business Administration with the following options: Accounting, Computer Management Information Systems, Management, Marketing, Human Resources and Risk Management, Public Administration, Business Finance, Healthcare Business

BAS: Management

Minors: Accounting, Computer Management Information Systems, Management, Marketing, Human Resources and Risk Management, Organizational Leadership and Management, and Organizational Leadership and Global Issues, Public Administration, Business Finance

E. CIP code: 52.0299 Business Administration, Management, and Operations, Other.

F. Administrative units for the program: School of Professional Studies

G. Proposed delivery site(s) and type(s) of delivery, if applicable: Online

H. Proposed date (term/year) the program will be initiated: Fall 2024

I. Description of Program:

The Bachelor of Applied Science degree in Leadership requires the completion of an Associate of Applied Science degree or the equivalent in prior course work and prior learning through life experience. The BAS degree is typically designed for those interested in developing leadership skills to complement their background. This Leadership program is designed to provide a strong core of business and leadership-focused courses. The courses provide the student with skills that help to navigate the unique challenges within various businesses, including, but not limited to human resources, risk managers, talent directors, managers, etc.

Thirty (30) semester hours of General Studies are required. A minimum of one course must be selected from each of the six General Studies topic areas listed below.

- Collegiate Skills - Effective Communications
- Collegiate Skills - Quantitative Reasoning - STATS 210 Required
- Technology and Its Applications
- Perspectives on Values, Thoughts, and Aesthetics
- Community, Regional, and Global Studies
- Methods of Inquiry and Explanatory Schema

A minimum cumulative grade point average of 2.0 (4.0 scale) is required for all coursework completed at Peru State College.

Students in The Bachelor of Applied Science degree in Leadership will be able to:

1. Identify, explain, and strategize regarding legal, ethical, organizational, system, and human resource issues using their knowledge of related concepts, theories, laws, and professional practices.
2. Develop critical thinking skills and use evidence-based reasoning in decision-making scenarios.
3. Express themselves competently and persuasively in written and verbal forms.
4. Identify an organizational issue or concern, research it, and provide ethical and evidence-based recommendations.

Bachelor of Applied Science: Leadership (30 Credit Hours)

BAS Required Courses (27 Credit Hours)		
BUS	251	Legal Environment and Contract Law
BUS	353	Organization Ethics
BUS	365	Leadership Theory and Practice
BUS	373	Organizational Behavior
BUS	380	Human Resources Management
BUS	381	Employee Training and Development
BUS	390	Project Management
BUS	460	Employment Law
CMIS	300	Information Systems Management
Capstone Course (select 1 course)		
BUS	441	Internship
BUS	496	Organizational Leadership
Suggested Course: COLL 201		
Electives and/or Transfer Credit (60 credit hours)		
MAJOR TOTAL: 120 Credit Hours		

Required Course Descriptions (No courses are new)

BUS 251 Legal Environment & Contract Law (3 credits)

This course examines the sources and origins of law and the legal system, legal processes, and fundamental legal principles, with an emphasis on the obligations of parties to a contract.

BUS 353 Organizational Ethics (3 credits)

This course applies ethical concepts and principles to moral issues in business: corporate responsibility, discrimination, advertising, competition, whistle-blowing, trade-secrets, multinationals, environment, workers' rights, government regulation, investment, bribes, product liability, and consumerism.

BUS 365 Leadership Theory & Practice (3 credits)

This course offers a theoretical view and practical approach to studying leadership. Conceptual-based aspects will include introducing various leadership styles, tactics, and theories. For practical application, students will also have the opportunity to learn more about their own tendencies in leadership scenarios and/or experiences based upon case study work and leadership assessments.

BUS 373 Organizational Behavior (3 credits)

This course presents the foundations of the history, theory, and applications of organizational behavior in the areas of personality, stress, motivation, job design, goal setting, learning theory, behavior modification, group behavior, power, leadership, organizational structure, decision-making, and control.

BUS 380 Human Resources Management (3 credits)

Students will gain an understanding of the basic concepts associated with human resource management and learn how to plan and implement strategies for efficient management of a firm's most critical resources - employees. Recruiting, selecting, evaluating, developing, and compensating employees is emphasized, while legal issues, managing in a union environment and contemporary issues in human resources management will also be covered.

BUS 381 Employee Training & Development (3 credits)

This course is designed to assist students in the study of corporate training. Topics include: needs assessment, relevant education theories and program design, transfer of training, traditional training methods, use of new technologies in training, and follow-up and evaluation of costs and benefits of training.

BUS 390 Project Management (3 credits)

This course focuses on concepts, strategies and software associated with project management and the use of project management in the organizational environment.

BUS 460 Employment Law (3 credits)

This course is a comprehensive study of federal and state employment laws and regulations. Students will apply equal employment opportunity concepts to case scenarios and will explore court decisions and regulatory actions relating to human resource functions including hiring, compensating, establishing terms of employment, disciplining and terminating employees. This

course will prepare the student to be an effective member of a human resources team with regard to the legal and regulatory environment of employment functions.

CMIS 300 Information Systems Management (3 credits)

This course introduces concepts of systems management from a business viewpoint and an information systems viewpoint. Students utilize graphical tools including flowcharts to examine business and information systems processes. Fundamental programming concepts are introduced including algorithms, data types, control structures and Boolean logic. An overview of project management including critical path and dependencies is introduced.

Elective Course Descriptions (no courses are new)

BUS 441 Internship (1-12 credits)

The internship course is a supervised on - or off-campus working and learning experience, which earns academic credit. Internships give students opportunities to apply and extend the theoretical knowledge acquired in the classroom to practical experiences while allowing them opportunities to view and evaluate careers to which their major may lead. Ideal internships establish positive contacts with prospective employers and are keys to building professional networks for students. Internships have been found to encourage personal growth and increase confidence in students. They can add meaning to academic study, aid in developing "going to work skills," and create a laboratory for skill development and knowledge relevant to employers and graduate programs.

BUS 496 Organizational Leadership (3 credits)

Seniors taking this capstone course for the Bachelor of Applied Science - Management program learn leadership theories and are required to demonstrate their analytical, communication, and solution development competencies through the preparation of business case reports covering a wide variety of organizational issues. Preparation of a final comprehensive report is also required. This course is open to other students interested in developing a detailed understanding of leadership principles and practices.

Suggested Course Description

COLL 201 Prior Learning/Life Experience Portfolio Development (1 credit)

This is an online course designed for students interested in having their life experience evaluated for the purpose of determining if credit for prior learning should be granted. This involves a process of self-evaluation, analysis, personal reflection, and documentation. It is for individuals with appropriate learning experiences, allowing the student to identify the knowledge, skills, and abilities they have acquired or demonstrated in non-collegiate settings. The course will help students to identify transferable learning experiences and to prepare an adequate description and documentation of their prior learning. Students will examine and assess personal, educational, and occupational goals in context of the changing world of work.

2. Centrality to Role and Mission

The mission of Peru State College is to provide students of all backgrounds access to engaging educational experiences to strengthen and enrich communities, Nebraska, and the world. The

proposed BAS will enhance the training of students in their pursuit of leadership roles within their respective career fields. Because of the unique challenges of leading an organization, this BAS degree will provide the education they require to enter the workforce, promote within, and be productive leaders, which is consistent with the College's mission, the NSCS mission, and CCPE State Plan.

While it is not required for a transfer student to have an AAS degree already completed, NSCS Board Policy 4430 allows those individuals who have completed an AAS degree to transfer in a total of up to 80 credits of coursework specifically toward a BAS degree program. For those who have completed an AAS in the areas of Business Administration or a related field and have coursework that may meet some of the required curriculum of the program, the student may be able to complete the BAS degree requirements in as little as one year.

For students who have not completed an AAS but have some college credit, PSC will work with those individuals to develop a plan of study for the BAS, which may include credit for prior learning. As Policy 4430 states, transfer students without an Associate's degree can transfer up to 66 credits of coursework from two-year institutions or up to 90 credits from four-year institutions. Transfer students with some two-year college credit could also choose to first attend a community college to complete an AAS, then transfer to PSC to complete the BAS. All six Nebraska Community Colleges currently offer an AAS degree in Business Administration or a related field that would align well with this BAS program.

3. Evidence of Need and Demand

Need for the program:

According to the Bureau of Labor Statistics (BLS, 2023), management occupations indicate a projected growth rate of 8 percent, surpassing the average growth rate for all occupations. This expansion is expected to generate approximately 883,900 new job opportunities over the course of the decade. Apart from the new positions resulting from growth, there will also be openings created by the necessity to replace workers who permanently leave their occupations. On average, about 1.1 million job openings yearly are projected to arise due to growth and replacement needs.

Regarding compensation, the median annual wage for management occupations was \$102,450 as of May 2021. This figure represents the highest median annual wage among all major occupational groups and exceeds the median annual wage for all occupations, which stands at \$45,760. According to the Nebraska Department of Labor, in the Management Occupations category, there were 6,051 job openings for the State of Nebraska in May 2023 (Nebraska Department of Labor, 2023).

Bureau of Labor Statistics (2023), U.S. Department of Labor, Occupational Outlook Handbook, Administrative Services and Facilities Managers, at <https://www.bls.gov/ooh/management/administrative-services-managers.htm>

Nebraska Department of Labor (2023), NEworks, Job opening by occupation for management occupations in Nebraska in May 2023, at <https://networks.nebraska.gov/vosnet/analyzer/results.aspx?enc=4mRVdfalFsQOO402sA7QOQ==>

Examples of jobs in this field include:

- Human Resource Manager
- Risk Manager
- Training and Development Specialist
- Administrator
- Project Manager
- Nonprofit Director
- Public Administrator

Demand for the Program:

Given the number of available leadership/management positions available, we anticipate that students already working in their respective fields and interested in advancement will find this degree enticing, especially since this program will utilize prior learning, experience, and transfer credit toward the completion of this degree. This program will allow individuals, especially those who have completed an AAS degree, to complete a Bachelor's degree and meet the credentials to transition to management or supervisory positions. This program further aligns with the MSOM focus area in Strategic Leadership and Communication offered at Peru State.

During conversations with current MSOM students who have completed the BAS in Management, they are looking for a meaningful degree offering leadership skills for promotion and advancement purposes. This degree allows for one-year completion for individuals with an AAS in Business or related field plus prior learning credit, through completion of COLL 201. One student admitted needing the leadership skills documented on his transcript to move between positions within his company. Another online student who is a Fire Captain, stated he needs a degree that documents course completion in leadership, management, or public administration for advancement. This degree will provide this needed curriculum.

4. Adequacy of Resources

Faculty and Staff Resources:

Courses required for this program are already being offered, with the exception of one existing course (BUS 496) being added back into rotation. For all other courses, there is capacity to accommodate more students in those courses. Current faculty have qualifications to teach these courses, and the College will be able to hire qualified adjuncts, as needed, due to the online modality of courses. An estimated seven (7) new students are expected to be recruited to this new degree program annually, totaling thirty-five (35) new students over five years.

Physical Facilities:

This program will be offered entirely online, so there is no need for physical facilities upgrades or improvements.

Instructional Equipment and Informational Resources:

No additional instructional equipment is needed. The library has sufficient resources.

Budget Projections for the first five years of the program:

Newly enrolled BAS degree-seeking students with an Associate of Applied Science (AAS) can receive up to 80 credit hours upon entry. Students with 80 credit hours can complete the remainder of their 120 credit hour degree requirements within a single academic year, unless they wish to move at a slower pace. To achieve this, students can enroll in sixteen (16) credit hours in the Fall semester, fifteen (15) credit hours in the Spring semester, and nine (9) credit hours in the Summer semester.

While PSC would certainly work with students to develop a plan of study for whatever amount of time is desired, the revenue table is built upon the expectation that students will complete the remaining 40 credits of coursework within a single academic year, as that has been the usual plan of study for PSC's current BAS program. The courses associated with the BAS degree are eight-week courses, which offer students five (5) academic sessions across which courses can be scheduled each year – two (2) academic sessions each Fall and Spring term, and one Summer session.

With the exception of the BUS 496 discussed above, all courses are already being offered with room to accommodate new students in current course sections. BUS 496 will be added back into the course rotation, with instruction to be covered as an overload by a full-time faculty member.

The estimated gross revenue for the program is attributed to the additional tuition and fees that will be generated by new students. Peru State anticipates a **gross revenue of \$432,600** across the program's first five years with an estimated seven (7) new students recruited to the BAS program each year, for a total of thirty-five (35) new students across the first five years of the program. With each student completing forty (40) credit hours of undergraduate coursework per year, at an online undergraduate tuition rate of \$309 per credit hour, the annual tuition revenue is \$86,520. No other revenue is expected for this program.

Program expenses include the cost of overload instruction (2.5% per credit hour of the faculty member's contractual salary) for one full-time faculty member to annually teach one section of the 3 credit hour course being brought back into rotation (BUS 496) for five years. Based upon an average faculty salary of \$70,000, this overload instruction expense would be \$5,250 per year, for a total of \$26,250 across the five years. In addition, \$1200 would be required to contract with a faculty member to update and revise the course during the first year of program implementation. Total expenses for the first five years would be **\$27,450**.

Based upon these estimated revenues and expenses, Peru State anticipates a total **net revenue of \$405,150** across the first five years of the BAS program.

5. Avoidance of Unnecessary Duplication

This program is unique in that it will be offered online, which is not the case for other institutions across Nebraska, including Wayne State or Chadron State colleges or the University System. In addition, this program deliberately builds upon the completion of an Associate of Applied Science degree program and prior learning experience, which is a critical need for individuals who have earned an AAS and wish to earn the required educational requirements to move into supervisory and management positions.

6. Consistency with the Comprehensive Statewide Plan for Postsecondary Education

Adding a BAS in Leadership at Peru State College is consistent with the Coordinating Commission for Postsecondary Education's Comprehensive Statewide Plan for Postsecondary Education and helps the state advance three major goals: meeting the educational needs of students, meeting the needs of the state, and meeting the needs through exemplary institutions.

This program meets the educational needs of students by providing instruction in an area of interest for students already working or looking for advancement in their respective fields. The online delivery of the program will accommodate place-bound students. The program also helps to meet the needs of the state by creating a knowledgeable, trained, and skilled workforce. As evidenced by the high demand for leadership positions. This program will prepare students to fill these positions, serving in critical workforce areas, and preparing the state to meet industry needs.

Finally, the addition of the BAS degree will help Peru State College fulfill its role in an exemplary manner. The inclusion of the BAS provides a unique program that is not readily available at the state's public institutions online. Given that the option can be created with no additional new resources, it is an efficient way to provide additional access to students served by the College's mission. It can also be a foundation program for students wanting to further their careers with the MSOM Strategic Leadership and Communication focus area at Peru State.