

## New Programs & Program Revisions Committee New Certificate Program Form

### I. General Information

Certificate Program Title:	<b>Graduate Certificate In Chief Diversity Officer In Higher Education (Cdohe)</b>		
College/Division/Unit:	<b>Education</b>		
Department/School:	<b>Higher Education (Administrative Home) And Teaching &amp; Learning (Academic Partner)</b>		
Contact Person:	<b>Doris L. Watson (Lead) And Christine Clark (Partner)</b>		
Campus Phone:	<b>5-5085/5-3888</b>	Mail Stop:	<b>3003/5</b>
E-Mail Address:	<b>doris.watson@unlv.edu and chris.clark.unlv@me.com</b>		
Certificate Type:	<input checked="" type="checkbox"/> Graduate (minimum bachelor's degree required for admission) <input type="checkbox"/> Graduate Advanced (minimum master's degree required for admission)		
Total Required Credits:	<b>18</b>	Date of First Enrollment:	<b>Spring 2016</b>
Instructional Mode (check all that apply):	<input checked="" type="checkbox"/> In person only <input type="checkbox"/> Web-based only (all courses offered online) <input type="checkbox"/> Hybrid (50% or more courses offered online)		

**NOTE:** Please include with this form two (2) letters of support:

1. Chair/Director of the Academic Unit that will offer the Certificate
2. Academic Dean

Each letter must verify that the proposed Certificate has received faculty approval through the appropriate governance procedures, as well as the existence of necessary resources to support the Certificate as presented in the proposal.

### II. Executive Summary describing the proposed Certificate program

The graduate certificate in Chief Diversity Officer in Higher Education (CDOHE) targets full or part-time graduate students who seek professional preparation commensurate with the Standards of Professional Practice for Chief Diversity Officers (CDO) established by the National Association of Diversity Officers in Higher Education (NADOHE) in 2014. Master's and doctoral students enrolled in various disciplines, as well as current administrative professionals who already possess an undergraduate degree and have 2-3 years full-time work experience, will particularly benefit from this certificate.

While it is generally best for students to apply to and enter a certificate program first, and then apply to and enter the degree program that houses that certificate, it is also allowable for students to do the opposite. Accordingly, students who may already be in a Higher Education or CSIEME degree program who now want to complete this certificate program can do so, however, they can only "share" credits between this certificate and one of these degree programs, if they complete both together, or complete this certificate first and then the degree. Students may not return after earning a graduate degree and use their degree courses/credits toward earning a graduate certificate.

The graduate certificate in CDOHE requires 18 credit hours.

**III. Explanation of how the proposed Certificate is related to existing undergraduate and/or graduate programs, and how this Certificate will provide knowledge and skills not already available to current or potential UNLV students.**

Certificate coursework is focused on supporting student development of the core knowledge bases and skill sets necessary for employment in institutions of higher education as Chief Diversity Officers. The certificate intentionally provides a degree of curricular choice to enable students to tailor their coursework--based on past academic and professional strengths and challenges--to best enable achievement of the professional goal of becoming a CDOHE. The graduate certificate in CDOHE is proposed as a collaboration between programs in the Department of Educational Psychology and Higher Education and in the Department of Teaching and Learning. These programs are the masters and doctoral programs in higher education program and the masters specialization in multicultural education and the doctoral emphasis in cultural studies, inter-nation education, and multicultural education. Currently, at UNLV and nationally, there is no formally recognized academic or professional preparation program through which graduate students can specifically prepare for future employment as a CDOHE. While graduate students in various degree programs on campus and around the country can independently put together a body of courses to support their CDOHE professional goal, at the present time there is no formally defined pathway or framework for accomplishing this. The graduate certificate in CDOHE bridges this gap.

**IV. A statement describing the profile of potential Certificate students and market demand for the Certificate program, including job placement opportunities and market trend data when available.**

As delineated above in II, current and new, non-degree and degree-seeking, post-baccalaureate students are eligible to enroll for the graduate certificate in CDOHE. Currently, most certificate programs are offered only at the undergraduate level. Further, at the graduate level there are no certificate programs that expressly provide for student development as CDO's in higher education. The only program with some degree of similarity to the proposed graduate certificate in CDOHE is at the University of Toledo. This program offers a "Graduate Certificate in Diversity" that is taught by Dr. Shandra Gore, the university's CDO. Thus, the proposed graduate certificate in CDOHE is both unique and will fill a rapidly expanding market niche as the growth in CDO positions in higher education is projected to rise 11% between 2012-2022 and provide an average salary of \$178,400 ([http://education-portal.com/articles/Chief\\_Diversity\\_Officer\\_Job\\_Duties\\_Career\\_Outlook\\_and\\_Salary.html](http://education-portal.com/articles/Chief_Diversity_Officer_Job_Duties_Career_Outlook_and_Salary.html)).

**V. Description of the academic unit's capability for offering this Certificate; including administration of the program, faculty resources and expertise, and other required resources.**

The Department of Educational Psychology and Higher Education houses Higher Education M.Ed. and Ph.D. degrees. Currently four tenured professors comprise the faculty in higher education. The Department of Teaching & Learning houses M.Ed. and M.S. degrees in Curriculum and Instruction with a specialization in multicultural education, as well as Ed.D. and Ph.D. degrees in Curriculum and Instruction with an emphasis in Cultural Studies, Internation Education, and Multicultural Education. Currently, one tenured professor comprises the faculty in multicultural education and in cultural studies, inter-nation education, and multicultural education.

**VI. Description of admissions procedures and qualifications for entrance into the Certificate program, including application deadline.**

Qualified students must apply for admission to the Graduate College via the online application. All minimum Graduate College requirements MUST be met. In addition to the Graduate College requirements, CDOHE certificate applicants must also complete and

submit a résumé/vita and a 250-750 word personal statement detailing their interest in the CDOHE certificate.

Applications for admission into the graduate certificate in CDOHE may be submitted at any time during an academic term. Accepted students can begin taking classes the term following the term of their acceptance. Acceptance may be limited based on course enrollments. Accepted students must earn a B or better in all courses. Certificates will be awarded upon the student's successful completion of all certificate requirements.

**VII. Statement explaining the proposed Certificate Requirements; including specific courses, minimum credits, and culminating experience guidelines. Please show a sample program of study for Certificate students.**

Acceptance may be limited based on course enrollments. Accepted students must earn a B or better in all courses. Certificates will be awarded upon the student's successful completion of all certificate requirements.

Certificate Requirements (18 credit hours)

Required Courses: 9 Credits - Complete the following courses:

- \* CIG 660 Multicultural Education (3)
- \* EDH 705 Higher Education Law (3)
- \* EDH 742 Academic Governance in Higher Education (3)

Core: 3 Credits - Complete one of the following courses:

- \* CIG 771 Comparative Studies in Education (3)
- \* CIG 772 Cultural Studies in Education (3)
- \* CIG 773 Critical Pedagogies/Critical Literacies (3)

Multicultural Education Electives: 3 Credits - Complete one of the following courses:

- \* CIG 661 Special Topics in Multicultural Education (3)
- \* CIG 662 Theory and Research in Multicultural Education (3)

Higher Education Electives: 3 Credits - Complete one of the following courses:

- \* EDH 627 Student Learning and Development (3)
- \* EDH 714 Understanding Minority Serving Institutions (3)
- \* EDH 738 Public Policy in Higher Education (3)

Sample Program of Study -

Core (12)

- \* CIG 660 (3)
- \* CIG 772 (3)
- \* EDH 705(3)
- \* EDH 742 (3)

Electives (6)

- \* CIG 662 (3)
- \* EDH 714 (3)

**VIII. Statement explaining the rationale and need for the program.**

The graduate certificate in CDOHE seeks to take advantage of the Standards of Professional Practice for Chief Diversity Officers (CDO) established by the National Association of Diversity Officers in Higher Education (NADOHE) in 2014 in developing the first formal academic pathway/framework that expressly provide for student development as CDO's in higher education. In so doing, the certificate is both unique and will fill a rapidly expanding market niche as the growth in CDO positions in higher education is projected to rise 11% between 2012-2022 and provide an average salary of \$178,400 (<http://education->

portal.com/articles/Chief\_Diversity\_Officer\_Job\_Duties\_Career\_Outlook\_and\_Salary.html). This can establish UNLV as an academic leader in this academic and professional arena. Further, the certificate will increase enrollments in existing graduate courses at both the master and doctoral levels in both higher education and multicultural education (which are solid and consistent, but have room to grow) and, ostensibly, increase interest in degree programs in these content areas as well.

**IX. Program Assessment Plan** – Available from [UNLV Office of Academic Assessment](#)

**X. Description of the Administration of the Certificate, including:**

**a. Number of students anticipated to be enrolled and strategies for recruitment;**

Approximately 10-15 students per academic year are anticipated to apply to and subsequently enroll in the graduate certificate in CDOHE; approximately 8-10 students are expected to complete the certificate per academic year (including summer terms). Students will complete the graduate certificate in CDOHE application materials online; these materials will be electronically forwarded to the appropriate (masters or doctoral) graduate coordinator in the department administratively housing the certificate (Department of Educational Psychology and Higher Education (Higher Education)). An email will be sent to the student, and cced to her/his advisor (the certificate contact persons (Lead and Partner) in both departments whose courses are a part of the certificate program of study), confirming receipt of the materials. The certificate coordinator will then schedule a meeting with the student to discuss the certificate program requirements, especially course choices. Students will be recruited to the certificate by placing an announcement about the certificate on the UNLV Today listserv when it is first established, having a link about it added to the appropriate area of the Graduate College website, by posting periodic announcements about it on/in higher education and multicultural education listservs/newsletters, by promoting it at higher education and multicultural education conferences. The program will also be promoted via word of mouth by certificate-involved faculty and students.

**b. Submission of new courses (if necessary for Certificate Program) to the appropriate Curriculum Committee. (Either the Graduate College Curriculum Committee or the Faculty Senate Undergraduate Curriculum Committee);**

No new courses will be developed for the graduate certificate in CDOHE. The certificate program of study is comprised of existing courses in the Department of Teaching & Learning (Multicultural Education/Cultural Studies, Inter-nation Education, and Multicultural Education) and the Department of Educational Psychology and Higher Education (Higher Education).

**c. A detailed budget for the establishment and administration of proposed Certificate program, including acknowledgement of what additional resources (if any) are required in order to offer proposed Certificate. Please state sources of funding to meet these needs.**

No additional funding is necessary. The graduate coordinator in the department administratively housing the certificate (Department of Educational Psychology and Higher Education (Higher Education)) is a faculty member in the higher education program and thus, will take the lead in managing applications and holding initial meetings with interested students. The certificate contact person (Partner) in department that is not administratively housing the certificate (Teaching and Learning (Multicultural Education/Cultural Studies, Inter-nation Education, and Multicultural Education)) will support the work of the graduate coordinator in this regard.

**d. Description of any accreditation requirements, off-campus partnerships or other details involving campus-wide and/or external partnerships or affiliations.**

NONE

**XI. Graduate Catalog** - The [Graduate Catalog](#) will need to be updated as a result of this new certificate program. Enter your catalog text below.

**a. Program Description:**

Overview

The graduate certificate in Chief Diversity Officer in Higher Education (CDOHE) targets full- or part-time graduate students who seek professional preparation commensurate with the Standards of Professional Practice for Chief Diversity Officers (CDO) established by the National Association of Diversity Officers in Higher Education (NADOHE) in 2014.

Learning Outcomes

Upon completion of the graduate certificate in CDOHE, students will be able to meet the following Standards of Professional Practice for Chief Diversity Officers (CDO) established by the National Association of Diversity Officers in Higher Education (NADOHE) in 2014:

Standard 1: Has the ability to envision and conceptualize the diversity mission of an institution through a broad and inclusive definition of diversity.

Standard 2: Understands, and is able to articulate in verbal and written form, the importance of equity, inclusion, and diversity to the broader educational mission of higher education institutions.

Standard 3: Understands the contexts, cultures, and politics within institutions that impact the implementation and management of effective diversity change efforts.

Standard 4: Has knowledge and understanding of, and is able to articulate in verbal and written form, the range of evidence for the educational benefits that accrue to students through diversity, inclusion, and equity in higher education.

Standard 5: Has an understanding of how curriculum development efforts may be used to advance the diversity mission of higher education institutions.

Standard 6: Has an understanding of how institutional programming can be used to enhance the diversity mission of higher education institutions for faculty, students, staff, and administrators.

Standard 7: Has an understanding of the procedural knowledge for responding to bias incidents when they occur on college or university campuses.

Standard 8: Has basic knowledge of how various forms of institutional data can be used to benchmark and promote accountability for the diversity mission of higher education institutions.

Standard 9: Has an understanding of the application of campus climate research in the development and advancement of a positive and inclusive campus climate for diversity.

Standard 10: Broadly understands the potential barriers that faculty face in the promotion and/or tenure process in the context of diversity-related professional activities (e.g., teaching, research, service).

Standard 11: Has current and historical knowledge related to issues of nondiscrimination, access, and equity in higher education institutions.

Standard 12: Has awareness and understanding of the various laws, regulations, and policies related to equity and diversity in higher education.

Program Delivery Description (online, face to face, hybrid; day and/or evening classes; weekday or weekends)  
Face-to-face, evening, weekday.

#### Program Assessment Overview

The graduate certificate in CDOHE will be assessed by comparable (adjusted for content area differences) metrics used in other graduate certificates in the the department administratively housing it (Department of Educational Psychology and Higher Education (Higher Education)). In adjusting for content, it will draw on existing metrics for assessing masters and doctoral programs in higher education and multicultural education. The certificate faculty will disseminate, on an annual basis, an e-survey of graduates to assess the efficacy of the certificate in preparing them to assume CDO positions within higher education, and adjust certificate curricula as indicated.

#### **b. Admission Requirements:**

Qualified students must apply for admission to the Graduate College via the online application. All minimum Graduate College requirements MUST be met. In addition to the Graduate College requirements, CDOHE certificate applicants must also complete and submit a résumé/curriculum vitae and a 250-750 word personal statement detailing their interest in the CDOHE certificate

Applications for admission into the graduate certificate in CDOHE may be submitted at any time during an academic term. Accepted students can begin taking classes the term following the term of their acceptance. Acceptance may be limited based on course enrollments. Accepted students must earn a B or better in all courses. Certificates will be awarded upon the student's successful completion of all certificate requirements.

#### **c. Degree Requirements:**

Certificate Requirements (18 credit hours)

Required Courses: 9 Credits - Complete the following courses:

- \* CIG 660 Multicultural Education (3)
- \* EDH 705 Higher Education Law (3)
- \* EDH 742 Academic Governance in Higher Education (3)

Core Courses: 3 Credits - Complete one of the following courses:

- \* CIG 771 Comparative Studies in Education (3)
- \* CIG 772 Cultural Studies in Education (3)
- \* CIG 773 Critical Pedagogies/Critical Literacies (3)

Multicultural Education Electives: 3 Credits - Complete one of the following courses:

- \* CIG 661 Special Topics in Multicultural Education (3)
- \* CIG 662 Theory and Research in Multicultural Education (3)

Higher Education Electives: 3 Credits - Complete one of the following courses:

- \* EDH 627 Student Learning and Development (3)

- \* EDH 714 Understanding Minority Serving Institutions (3)
- \* EDH 738 Public Policy in Higher Education (3)

**d. Culminating Experience and Graduation Requirements:**  
Not applicable.

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**Routing and Approval Process**

**PLEASE NOTE: Forwarding** this form as an e-mail attachment **constitutes approval** of the course as described. Please forward this form and email to the person below you on this chart. When forwarding, be sure to leave all previous comments in place, as this represents prior approvals. **Requests for changes** or revisions must be routed back to the proposer to make the necessary changes and begin the routing process again.

	NAME	E-MAIL ADDRESS	CAMPUS PHONE	DATE
Proposer/Contact Person:	Doris L. Watson and Christine Clark	doris.watson@unlv.edu and chris.clark.unlv@me.com	5-5085/5-3888	1/31/2015
Dept. Chair or Grad. Coordinator:	LeAnn Putney and Emily Lin	leann.putney@unlv.edu and emily.lin@unlv.edu	5-4879 and 5-0889	2/26/15
College New Programs Chair:	Alice Corkill	alice.corkill@unlv.edu	5-4164	3/12/2015
Academic Dean:	Kim Metcalf	kim.metcalf@unlv.edu	5-3375	3/23/2015
Graduate College New Programs Chair:	Kathy Robins	GCNewPrograms@unlv.edu	5-4304	4/20/2015
Graduate College Interim Dean:	Kate Korgan	kate.korgan@unlv.edu	5-4070	

**Graduate College Comments:**

- Approved**
- Approved with Minor Changes**
- Approved with Major Changes**
- Not approved**

**Date Effective:**