

COURSE SYLLABUS

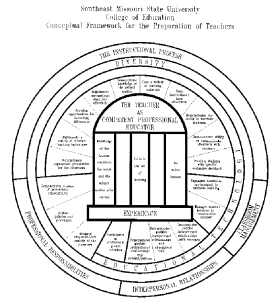
SOUTHEAST MISSOURI STATE UNIVERSITY

Department of Educational Administration and Counseling

Course NO: GC-629

New: 3/25/99

Title of Course: Finance and Assessment in Higher Education



THE COUNSELOR AS COMPETENT PROFESSIONAL EDUCATOR

I. Catalog Description and Credit Hours of Course:

An examination of financial and assessment components of higher education. (3)

I. Prerequisite(s):

GC623 Foundations in Higher Education I or permission of Instructor.

III. Purposes or Objectives of the Course:

- A. The student will develop an understanding of budgeting theory and resource management.
- B. The student will acquire basic program-level budgeting skills, including budget development and administration, and an understanding of basic fund accounting and the use of spread sheets.
- C. The student will develop a theoretical understanding of assessment and evaluation.
- D. The student will develop practical understanding of assessment and evaluation utilizing technology in developing data bases, and the acquisition of knowledge to effectively analyze data.

IV. Expectations of Students:

- A. Students are expected to attend class, to prepare and participate in class activities and to complete all course assignments.
- B. Students will be able to acquire basic budgeting and accounting procedures.
- C. Students will be able to identify and summarize assessment theory.
- D. Students will be able to demonstrate the uses of evaluation and assessment.
- E. Students will be exposed to multiple forms of computer technology and will have the basic understanding of technology in higher education.

V. Course Content or Outline:

Class Hours

- A. Budgeting & Finance in Higher Education
 - 1. Introduction into Higher Education Finance 3
 - a. Forming a Philosophical Base for Funding
 - b. Overview of the Budget Process
 - 2. The Fundamentals of Budgeting 6
 - a. Departmental Accounting
 - b. Fiscal Resource Management
 - c. Financial Allocation/Reallocation Project
 - 3. Technology and the Impact on the Budget 5
 - a. Practical use of Spreadsheets
 - b. Resource Management with Computers
 - 4. Financing the University 6
 - a. Federal Support
 - b. State Support
 - c. Student Fees
 - d. Private Support
 - 5. Current trends in Higher Education 3
 - a. Economic Impact
 - b. Changing Levels of Resources
 - c. Demographics and Enrollment Trends

B.	Assessment	
1.	Philosophy and Logic of Assessment	3
2.	The constructs of Assessment	6
	a. A conceptual model	
	b. Assessing Student Outcomes, Inputs, & Environment	
	c. Analyzing Assessment Data	
3.	The use of Technology in Assessment	6
	a. Spreadsheet and Data Base Design	
4.	The Future of Assessment	3
	a. Assessment and Equity	
	b. Assessment and Public Policy	
C.	Program Evaluation	4
1.	Overview and discussion of Program Evaluation	
2.	The purpose of Program Evaluation	
3.	Advantages and Disadvantages of Program Evaluation	
4.	Program Evaluation Project Discussion	
		45

VI. Textbook(s):

Upscraft, M.L., Schuh, J.H. (1996). Assessment in student affairs: A guide for practitioners. San Francisco: Jossey-Bass.

Vandament, W.E. (1989). Managing money in higher education. San Francisco: Jossey-Bass.

VII. Basis for Student Evaluation:

- A. Class Participation
- B. Project Assignments (Budget, Evaluation, & Assessment)
- C. Written Examinations

VIII. Knowledge Base References:

Astin, A.W., Korn, W.S., & Berz, E.R. (1995). The American Freshman: National norms for 1995. Los Angeles, CA: University of California, Los Angeles, and the American Council on Education.

Breneman, D. W., Leslie, L.L., & Anderson, R.E. (1993) ASHE Reader on Finance in Higher Education.

Greene, D.M., (ed.). (1992). College and university business administration, (5th ed.). Washington, D.C.: National Association of College and University Business Officers.

Hall, M.S. (1988). Getting funded: A complete guide to proposal writing. Portland, OR: Continuing Education Publications.

Isaac, S., & M.W. (1981). Handbook in research and evaluation. San Diego, CA: EdITS Publishing.

Miller, T.K., Winston, Jr., R.B., & Associates. (1991). Administration and leadership in student affairs: Actualizing student development in higher education. (2nd ed.). Muncie, IN: Accelerated Development, Inc.

Schuh, J.H. (Ed.). (1990). Financial management for student affairs administrators. Alexandria, VA: American College Personnel Association.

Steagall, J.W., & Hale, R.L. (1994). Mystat for windows. Cambridge, MA: Course Technology.

Stevens, J.P. (1990). Intermediate Statistics: A modern approach. Hillsdale, NJ: Lawrence Erlbaum, Associates.

DEPARTMENTAL APPROVAL DATE 3/12/99

COLLEGE COUNCIL APPROVAL DATE 3/25/99