

**INDIANA UNIVERSITY
REQUEST FOR NEW CERTIFICATE PROGRAM**

School: School of Public and Environmental Affairs

Campus: IUPUI

Type of Certificate: Regular (Certificate to be administered by SPEA and awarded by Indiana University)

Proposed Title of Certificate: The Executive Graduate Certificate in Library Management

Proposed Date of Implementation: Spring 2006

Faculty Member Developing/Submitting Proposal: Debra Mesch

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I. Why is the certificate needed? (Rationale)

There are many librarians across the state as well as nationally who have moved into management positions but who do not have management skills because their library science degree focused on management of collections rather than organizational management. This certificate will provide them the skills they need to either move into management positions or to maintain their leadership positions within these types of organizations. There is a second population of librarians, primarily in academic and public libraries, who hold the MLS and want to seek directorship positions and desire additional credentials to apply for advancement.

The certificate will be administered by SPEA and be awarded by Indiana University. However, two of the five required courses will be SLIS courses and only students who have completed the Masters in Library and Information Science will be eligible for the certificate.

II. List the major topics or curriculum of the certificate.
See attached.

III. List the major student outcomes (or set of performance based standards) for the proposed certificate.

Student outcomes include general management, budgeting and finance, and human resource management skills. These are the same outcomes that are assessed in our public management and nonprofit management certificate. Additionally, students will be required to participate in an internship to gain skills in research and evaluation as well as practicum skills through SLIS. The SLIS internship is designed to pair students with experienced library leaders who will serve as mentor and aid them in the development of management skills.

IV. Explain how student outcomes will be assessed (course-embedded assessments, graduate follow-up, employer survey, standardized tests, etc.). In addition to individual course assessment of learning outcomes that are specified in each course, student outcomes will be assessed in a number of ways, including reviews of student evaluations, graduate follow-up, current graduate surveys, and alumni surveys. The regular student course evaluations will be the primary vehicle for the assessment of the quality of instruction; the open-ended responses from students obtained during the course evaluations frequently include important information on the appropriateness and relevance of the course to their professional practice. Comments regarding the relevance or use of the material in the course to the student's professional work will be used to assess the degree to which each class's curriculum meets the program's and student's objectives. Current student and alumni surveys will include questions related to the effectiveness of the curriculum in preparing students for professional roles as leaders of public libraries. Surveys will assess how well the certificate program prepared students for their current positions, or for positions that they aspire to move into. Alumni surveys will assess how well the Executive Graduate Certificate in Library Management prepared them for their current positions; what courses were most helpful; and suggestions for improvement.

The internship will be assessed jointly between a professional librarian onsite who holds a directorship position and the MLS and the SLIS coordinator for internship placement (normally the Executive Associate Dean). For this field experience, the intern will be involved in policy, budget and evaluation tasks under the supervision of a public library or academic library director. Criteria for evaluation of the student's performance will include abilities to analyze problems and information needs; synthesize and communicate information solutions; organization and formal written and spoken presentation of information; work in a constructive, collaborative manner; and to demonstrate professionalism through service to the community and professional associations.

V. Describe the student population to be served. Only students who have completed a master's degree in library or information science will be admitted into the SPEA Executive Graduate Certificate in Library Management. These are students who are, for the most part, currently working in management positions in libraries, and those who are seeking advancement to directorship. This will supplement their training in collection management. Because all of these courses will be offered online as well as the option of face-to-face, the certificate will serve individuals in cities and towns throughout Indiana for whom travel to Indianapolis is not practical. The SLIS evaluation course and internship are managed onsite in the community of the student and a location approved by the internship coordinator.

VI. How does this certificate complement the campus or school mission?

SPEA has expertise in public and nonprofit management. This new certificate will bring in a new population of students. This will allow SPEA to reach a different population of leaders who work in the public and nonprofit sector and help to further SPEA's mission of training leaders in the public and nonprofit sector.

VII. Describe any relationship to existing programs within Indiana University. This will be a joint program with the School of Library and Information Science. It incorporates the essential classes from our public and nonprofit management certificates and supplements this with SLIS courses appropriate for executive leadership. The SLIS graduate program on both the Bloomington and Indianapolis campuses is accredited by the American Library Association. It is one of only 52 programs in North America and the only graduate program in Indiana to hold such accreditation. SLIS has been recognized through several national rankings, including programs in Indianapolis.

VIII. List and indicate the resources required to implement the proposed program. Indicate sources, e.g., reallocations, or any new resources such as personnel, library holdings, equipment, etc.)

No additional resources will be needed. Students in this program will enroll in already existing courses within our existing public management and nonprofit management certificate programs. Full support for program promotion and advising is in place.

IX. Describe any innovative features of the program (e.g., involvement with local or regional agencies, offices, etc., cooperative efforts with other institutions, etc.).

The innovative feature of this program is that it is a cooperative program with SLIS. Additionally, we expect to work with libraries around the state to recruit librarians who are currently employed and who already have a Masters degree in Library or Information Science who want to further their education by acquiring the management skills necessary to work in these types of positions. All of the classes are currently available online or through other distance education mechanisms.

The Indiana State Library is aware of this proposed program and welcomes it as an addition to the education track for its highest level of certification for managers of public libraries in Indiana. We have received strong letters of support from the Indiana State Library Association as well as from SPEA and SLIS.

The Executive Certificate in Library Management (post-MLS) – 15 credits

Admission criteria: completed master's degree in library or information science and meet admission to SPEA certificate program

Public Management track

SLIS:

L651 Evaluation of Library Sources and Services or L594 Research in Library and Information Science Project – 3 credits

L596 Internship in Library and Information Science: Community Leadership and Management – 3 credits

SPEA-V502 Public Management (3 credits)

SPEA-V560 Public Finance and Budgeting (3 credits)

SPEA-V561 Public Human Resources Management (3 credits)

Nonprofit Management track

SLIS:

Same as the public management track

SPEA-V525 Management in the Nonprofit Sector (3 credits)

SPEA-V526 Financial Management for Nonprofit Organizations (3 credits)

SPEA-V522 Human Resource Management in Nonprofit Organizations (3 credits)

[Appears as an informational item on the January 2006 SPEA Consent Docket]

December 12, 2005

To: William M. Plater

Bill,

Attached are the revisions to the Executive Graduate Certificate in Library Management. We have revised the certificate to reflect changes recommended by the ALC. I believe that we are now ready to go and can start advertising for this?

Deb Mesch

From: Plater, William M
Sent: Friday, December 09, 2005 11:28 AM
To: Lindsey, Greg H.
Subject: ALC Action Meeting Memo 12-9-05

Greg,

The proposed certificate in library management was approved by ALC this morning--with two conditions. Please arrange for these modifications and send the revised document to me (and I'll send to ALC). Once we have the revised document it may be implemented immediately.

One change is the name. Please re-name it either "Graduate Certificate in Library Management" or "Executive Graduate Certificate in Library Management." This is to satisfy a technical requirement of classification of certificate types.

The other change is substantive. Item IV needs to be beefed up by adding additional insights on both assessment of actual student learning by some means beyond course grades and program assessment (e.g., program review). I think you know what is needed--but I know Trudy would be glad to assist.

Congratulations.

Bill

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