

Abilene Approval Chart for Curriculum Changes

A = Approve I = Information Item R = Respond In Writing

Course Number: _____ **or Degree Plan(s):** Social Services Administration Certificate

Rationale: Due to extensive curriculum changes in the MSSW program, course selections must also be made in the certificate.

	Campus-Level Academic Review ¹	Dept./School	College	Dean	TEC	AUAC/Grad	Provost
	Change to a Course Include signatures from all chairs/program directors for cross-listed courses. ¹						
1.	Title (description unchanged)	A	A	A	I	I	I
2.	Description (not affecting content)	A	A	A	I	I	I
3.	Course term(s)	A	I	A	I	I	I
4.	Content (change of course outcomes)	A	A	A	I	I	A
5.	Number of credit hours	A	A	A	A	A	A
6.	Course number within the hundred	A	A	I	I	I	I
7.	Course number beyond the hundred	A	A	A	A	A	A
8.	Prerequisites	A	A	A	I	I	I
9.	Course restriction (e.g., majors only, junior standing)	A	A	A	A	A	A
10.	Level change (U to G or G to U)	A	A	A	A	A	A
11.	Cross list course	A	A	A	A	A	A
12.	Department of record	A	A	A	A	A	A
13.	Open or close a course	A	A	A	A	A	A
	Change to a Degree Plan						
14.	Educational Program — Revise	A	A	A	A	A	A
15.	Educational Program — Adopt/revise admission requirements	A	A	A	A	A	A
16.	GPA — Revise program-required GPA	A	A	A	A	A	A
17.	Minor — Revise	A	A	A	A	A	A

	Full Review	Dept./School	College	Dean	TEC	AUAC/Grad	Provost	Campus Faculty	Senior VPAA	President
	Change to Catalog Information (for Campus)									
18.	General requirements for Bachelor's and Associate Degrees	-	-	-	-	A	A	A	A	I
19.	Policies governing academic probation and suspension	-	-	-	-	A	A	A	A	I
20.	Requirements for graduating with honors	-	-	-	-	A	A	A	A	I
	Change to a Degree Plan									
21.	Educational Program — Add or Discontinue ^{2 3}	A	A	A	A	A	A	A	A	I
22.	Educational Program — Discontinue (Provost-proposed)	R	-	R	A	A	A	A	A	I
23.	Minor — Add or Discontinue	A	A	A	A	A	A	-	A	I
24.	Minor — Discontinue (Provost-proposed)	R	-	R	A	A	A	-	A	I
25.	Degree — Add or Discontinue	A	A	A	A	A	A	A	A	I
26.	Degree — Discontinue (Provost-proposed)	R	-	R	A	A	A	A	A	I

	Change to General Education Requirements for Undergraduates (System)	Dept./School	College	Dean	AUAC	Provost	UGEC	University Faculty	Senior VPAA	President
27.	Change course outcomes of an included course	A	A	A	A	A	A	-	A	I
28.	Add or drop a required course from the General Education Requirements	A	-	A	-	A	A	A	A	I
29.	Add or drop a course from a menu within the General Education Requirements	A	-	A	-	A	A	-	A	I
30.	Comprehensive revision of General Education Requirements	-	-	-	-	A	A	A	A	I

Notes

² Any change to a cross-listed course requires the signature of both department chairs or program directors overseeing the course to ensure that the courses stay in sync. This includes courses taught at other campuses (e.g. BIBL 101 and BIBO 101).

³ For undergraduate majors, a minimum of 30 hours is required. These programs must have a minimum of 6 elective hours, unless the requirements of external accrediting bodies make it impossible. Master's programs

must include a minimum of 30 hours, and doctoral programs must include a minimum of 30 hours beyond the master's.

⁴ When a department/school or dean proposes closing a program, approval routing follows the typical process beginning with the department/school. An administrative proposal by the provost or senior vice president for academic affairs would follow the "provost-proposed" routing on the chart.

Updated 8/1/2023

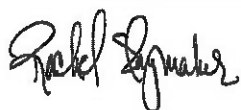
Department/School(s)



11/13/24

Chair Signature

Date



11/13/24

Chair/Program Director Signature

Date



College Academic Council(s)

12/02/2024

Chair Signature

Date

Chair Signature

Date



Dean(s)

12/03/2024

Signature

Date

Signature

Date

Teacher Education Council

Signature

Date

Campus Academic Council:
Abilene Undergraduate or Abilene Graduate

Signature

Date

Provost

Signature

Date

University General Education Council

Signature

Date

University Faculty

Abilene Faculty Senate Chair signature

Date

Dallas Faculty Council Chair signature

Date

Senior Vice President for Academic Affairs

Signature

Date

President

Signature

Date

Certificate in Social Services Administration

ACU Box 27866

Abilene, Texas 79699-7866

Hardin Administration Building, Room 108

Phone: 325-674-2072

Fax: 325-674-6525

Web: www.acu.edu/socialwork

Faculty

Kyeonghee (Kay) Jang, *Associate Professor*

The Certificate in Social Services Administration requires 18 hours, and course work may apply toward the Master of Science in Social Work degree.

Competencies

Students who complete the certificate program will:

1. Have an understanding of the major managerial **and leadership** functions in nonprofit and governmental programs, including planning, organizing, staffing, directing, controlling, communicating and decision making;
2. Have experience with the procedures and techniques of developing and receiving grants, contracts and/or appropriations, and be able to research, select and cultivate funding sources, including actual grant or contract preparation;
3. Be familiar with fiscal processes commonly used in human service agencies, including the ability to read, comprehend, and prepare budgets in formats commonly used in nonprofit and governmental agencies;
4. Understand management **and leadership** strategies for change in human service organizations, and be able to select change in strategies based on situational assessments;
- ~~5. Be able to conduct sound, research-based evaluation of nonprofit programs; and,~~
5. Be able to influence political and organizational processes and actions to impact policymaking through policy analysis, advocacy, and human empowerment.

Social Services Administration Certificate (SSA)

The Certificate in Social Services Administration requires 18 hours, and course work may apply toward the Master of Science in Social Work degree.

Prerequisite Degree Requirements

This program requires a baccalaureate degree from a regionally accredited institution.

Major Requirements

Core Courses

- ~~• SOCW 615 – Social Work Research Methods Credit Hours: 3~~
- ~~• SOCW 642 – Policy Analysis and Practice Credit Hours: 3 *~~
- SOCW 641—Social Policy Practice and Advocacy Credit Hours: 3
- SOCW 667 – Practice-Informed Research in Social Work Credit Hours: 3
- ~~SOCW 744 - Management and Funding of Nonprofit Organizations~~ Nonprofit Management Credit Hours: 3
- SOCW 755 - Advanced Generalist Practice III: Communities and Organizations Credit Hours: 3
- ~~• SOCW 745 – Leading and Managing Change in Nonprofit Organizations Credit Hours: 3~~
- ~~• *Students without a substantial background in social policy and services may be required to take SOCW 641 as a prerequisite for this course; in that case, SOCW 641 will substitute for 3 hours of Selection.~~

Total: 12 Credit Hours

Selection – Select 6 hours from the following menu:

- SOCW 700 - Guided Study in Social Work Credit Hours: 3
- SOCW 740 - Special Topics in Social Work Credit Hours: 3
- Any ~~research-based, experiential course~~ management or leadership course approved by advisor Credit Hours: 3

Total: 6 Credit Hours

Total Certificate Hours: 18
