

Abilene Approval Chart for Curriculum Changes

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

Course Number: _____ **or Degree Plan(s):** Minor in Leadership Studies (LDSH)

This is for approval to move the Minor in Leadership Studies from the College of Arts, Humanities, and Social Sciences in the Department of Communication and Sociology to the Honors College. This 18-hour interdisciplinary minor equips students with the principles, concepts, and practical skills of effective leadership, examined through multiple academic and real-world lenses. It prepares students to understand, practice, and model leadership in diverse contexts, including leadership of self, family, church, community, and profession.

		Dept./School	College	Dean	TEC	AUAC/Grad	Provost
	Campus-Level Academic Review¹						
	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

		Dept./School	College	Dean	TEC	AUAC/Grad	Provost	Campus Faculty	Senior VPAA	President
	Full Review									
	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

		Dept./School	College	Dean	AUAC	Provost	UGEC	University Faculty	Senior VPAA	President
	Change to General Education Requirements for Undergraduates (System)									
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.

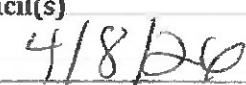
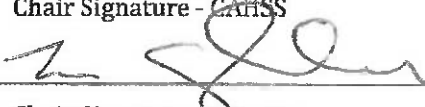
⁴ When a department/school or dean proposes closing a program, approval routing follows the typical process beginning with the department/school. An administrative proposal by the provost or senior vice president for academic affairs would follow the "provost-proposed" routing on the chart.

Updated 8/1/2023

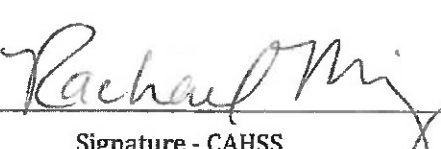
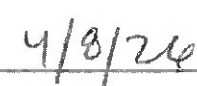
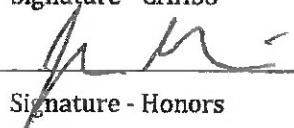
Department/School(s)

	
Chair Signature - Communication and Sociology	Date
	
Chair/Program Director Signature - Honors	Date

College Academic Council(s)

	
Chair Signature - CAHSS	Date
	
Chair Signature - Honors	Date

Dean(s)

	
Signature - CAHSS	Date
	
Signature - Honors	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

Abilene New Track or Minor Application Instructions

Use this template to propose a new track of an existing degree program or a non-degree plan, which includes a minor. For a new educational program — undergraduate major, graduate degree, or certificate — use the [New Program Application](#).

Process Overview

Step 1: Develop and Refine Proposal

The applicant completes the proposal and submits it to the vice provost, who requests any revisions necessary to create an accurate, complete picture of the track or minor and ensure that it aligns with institutional policies and processes so that it will be ready to implement upon approval. After the vice provost is satisfied with revisions, the vice provost sends the proposal for review to:

1. the library dean's designee for library resources review
2. the SACSCOC liaison for substantive change review

Step 2: Curriculum Approval Process

After all reviews are complete, the vice provost will return the full proposal to the applicant, who will begin the process outlined on the campus approval chart to add a new track or minor. This includes approval by the department/school, college academic council, dean, Teacher Education Council if it's a teaching certification program, campus academic council, and provost for a new track, with the addition of the senior vice president for academic affairs for a new minor.

New Track or Minor Application

1. Program Identification
 - a. Title of track or minor:
Minor in Leadership Studies
 - b. Identify as track or minor:
Minor
 - c. Home department or school (and associated degree program, if track):
Honors College
 - d. Developer(s) and credentials:
 - i. **Trey Shirley, PhD** - Associate Dean, Honors College
 - ii. **Dennis Marquardt, PhD** - Associate Professor, Department of Management Sciences, Director of Lytle Center for Faith and Leadership
 - e. Where program will be offered and delivery method:
Abilene, Face-to-Face
 - f. Proposed date of implementation
Fall 2026

2. Program Details

- A. Description. Summarize this course of study in 50 to 200 words.

This 18-hour interdisciplinary minor equips students with the principles, concepts, and practical skills of effective leadership, examined through multiple academic and real-world lenses. It prepares students to understand, practice, and model leadership in diverse contexts, including leadership of self, family, church, community, and profession.

- B. Market need. What students will be drawn to this program? What types of careers will they pursue after graduation? What is the job market/outlook like in this area?

Students drawn to this minor will include those who see themselves leading teams, organizations, church, family, or community initiatives—especially majors in business, education, ministry, the social sciences, the arts, and the health professions who want to strengthen their ability to influence others and navigate complex environments.

Graduates may pursue careers in management, non-profit and ministry leadership, public service, education, healthcare administration, project management, communications, and any field where teamwork, supervision, or organizational impact is central. Because leadership is a top skill sought by employers across all industries, the job outlook for students with formal leadership training is strong; organizations consistently prioritize candidates who demonstrate emotional intelligence, initiative, collaboration, and the ability to guide others through change.

- C. Estimate total enrollment for each of the first five years.

We believe we can build up to around 60 minors.

3. Rationale and Need for Program

- A. Mission fit. How does the course of study fit with the university's mission to educate students for Christian service and leadership throughout the world? How does the course of study fit with the university's current strategic plan or emphases?

The Leadership Studies minor advances the university's mission by forming students into Christ-centered, service-minded leaders who can apply their faith to real-world challenges in their communities and professions. It also aligns with current strategic priorities by strengthening high-impact learning, interdisciplinary collaboration, and the development of adaptable graduates prepared to lead in a complex global environment.

- B. Disciplinary benchmarking. Name some institutions who have a similar track or minor and discuss how this proposal compares. Which Texas universities or other peer institutions already offer this course of study?

This Minor is already part of our catalog. We are transferring it over to the Honors College.

Baylor, TCU, and Lipscomb all offer similar minors.

- C. Make a case for why we should maintain all existing tracks in this major (if a track) or note which ones will be closed.

Moving the Leadership Studies minor to the Honors College is the right call because Honors is uniquely positioned to offer interdisciplinary, mission-aligned programs that serve the entire university, not just its own students. Housing the minor in Honors ensures broader visibility, stronger cross-campus collaboration, and higher academic integration—allowing students from any major to access a program designed to complement and elevate their leadership development.

4. Curriculum

- A. Degree plan. List the requirements *as they would appear in the catalog*. For undergraduate degree plans, include 74 credit hours of major requirements and electives, and mark which courses are the capstone and writing-intensive courses. Minors are 18 hours with at least 6 hours of upper-division courses.

Minor: Leadership Studies (LDSH)

This 18-hour interdisciplinary minor equips students with the principles, concepts, and practical skills of effective leadership, examined through multiple academic and real-world lenses. It prepares students to understand, practice, and model leadership in diverse contexts and professions.

Leadership Capstone (Choose 3 Hours)

BUSA 435 - Christian Leadership Business Perspectives (Recommended)

OR

COMM 421 - Leadership and Communication

Christian Leadership & Ethics Elective Menu (Choose 3 Hours)

BIBM 401 - Christian Leadership

BIBT 470 - Christian Ethics

BIBP 486 - Ethics

BIBT 460/SOCI 460 - Ethics and Social Issues

Leadership Communication Elective Menu (Choose 6 Hours)

COMM 231 - Small Group Communication

COMM 241 - Interpersonal Communication

COMM 343 - Intercultural Communication

COMM 408 - Crisis Communication

COMM 430 - Conflict Management

COMM 475 - Persuasion

Business Leadership Elective Menu (Choose 6 Hours)

MGMT 330 - Organizational Behavior

MGMT 335 - Leadership in Organizations

BUSA 120 - Introduction to Business

BUSA 319 - International Business

- B. Course coordination. Attach a memo or email of support from the department chair of each department outside the home department that will provide a course for the track or minor.



Lynette Sharp Peña

Yesterday at 6:10 PM

Re: Letter of Support for Leadership Studies Minor

To: Trey Shirley



Hi Trey,

Last semester, our faculty unanimously approved moving the leadership studies minor from our department to the Honors College. We believe Honors is well-equipped to market such an interdisciplinary minor to students across the campus. We look forward to continuous involvement in the minor and are prepared to fully support the following courses as part of the minor:

- COMM 421 - Leadership and Communication
- COMM 231 - Small Group Communication
- COMM 241 - Interpersonal Communication
- COMM 343 - Intercultural Communication
- COMM 408 - Crisis Communication
- COMM 430 - Conflict Management
- COMM 475 - Persuasion

All of our communication faculty (Dorothy Andreas, Jon Camp, Randall Fowler, Sheila Ritchie, Kholo Theledi, J.D. Wallace, and I) are credentialed to teach these courses.

If you need additional information from me, please let me know.

Blessings,
Lynette

[See More](#) from Trey Shirley

--

Lynette Sharp Peña, Ph.D.
Professor of Communication
Chair, Department of Communication & Sociology
Abilene Christian University
ACU Box 28156
Abilene, TX 79699-28156
Office: 325-674-2136
Email: penyal@acu.edu



Cliff Barbarick

Inbox - ACU Yesterday at 3:52 PM

Memo of Support for the Leadership Studies Minor

To: Trey Shirley, Cc: Jason Morris, Jessica Ruch

[Details](#)

Trey,

DBMM will be able to support adding BIBT 470, BIBP 486, and BIBT 460 to a menu for the Leadership Studies minor. Between the three classes, we typically offer 2–3 courses each year, and we plan to continue doing so for the foreseeable future. If the minor increases demand for these courses, we can look for other instructors in order to offer additional sections.

We support the creation of this minor, and we're honored for DBMM courses to be included in the degree plan.

Grace and peace,

Cliff

Dr. Cliff Barbarick

Abilene Christian University

Associate Professor

Chair, Department of Bible, Missions, and Ministry

(325) 674-3767 (office)

[Schedule a meeting with me](#)

<http://blogs.acu.edu/storiesforthesojourn/>

Educating Christian Students for Service and Leadership Throughout the World

College of Business Administration

ACU Box 29300, Abilene, TX 79699-9300
325-674-2245



ABILENE CHRISTIAN
College of Business Administration

To: Trey Shirley, Associate Dean, Honors College
From: Laura Phillips, Associate Dean, College of Business Administration
Phil Vardiman, Department Chair, Management Sciences
Date: February 9, 2026
RE: Proposed Minor - Leadership

Andy Little, Phil Vardiman, and I considered the list of business classes that the Honors College is proposing to include in the Leadership Minor (BUSA 435, BUSA 120, BUSA 319, MGMT 330, MGMT 335). In general, we think it is valuable to contribute to programs which integrate resources that are available in various locations on campus, and we are happy to partner with the Honors College to contribute expertise that already exists in COBA. We understand that we will need to provide capacity in these courses to accommodate students in the Leadership Minor and we will make the adjustments necessary as enrollment ramps up.

Sincerely,

Laura Phillips
Associate Professor of Management
Associate Dean, College of Business Administration

Phil Vardiman
Professor and Department Chair
College of Business Administration

- C. Courses. Create a table with one row for every course, existing and new, included in the track or minor requirements. Create five columns that provide the following information:
1. Rotation and frequency (e.g., fall odd years)
 2. Whether the course is required or on a menu
 3. Which track(s, existing and new) the course serves, if applicable
 4. Current faculty credentialed to teach (everyone who is eligible to teach the course, not just who *will* teach the course)

Course	Rotation/ Frequency	Required?	Names of Credentialed Faculty
BUSA 435 - Christian Leadership Business Perspectives	January	Menu: Choose 1 of 2	Dennis Marquardt Jennifer Golden Brad Crisp
COMM 421 - Leadership and Communication	Every Fall and Spring	Menu: Choose 1 of 2	Dorothy Andreas Jon Camp Randall Fowler Sheila Ritchie Kholo Theledi J.D. Wallace Lynette Sharp Penya
BIBM 401 - Christian Leadership	Yearly	Menu: Choose 1 of 4	Jennifer Schroeder Robert Oglesby
BIBT 470 - Christian Ethics	Every Spring	Menu: Choose 1 of 4	Brad East Vic McCracken Myles Werntz
BIBP 486 - Ethics	Every Spring	Menu: Choose 1 of 4	Brad East Vic McCracken Werntz
BIBT 460/SOCI 460 - Ethics and Social Issues	Not very often (last offered in Fall of 2023), but we may increase regularity if needed	Menu: Choose 1 of 4	Brad East Vic McCracken Myles Werntz Greg Brooks Trey Shirley Jon Camp
COMM 231 - Small Group Communication	Every Fall and Spring	Menu: Choose 2 of 6	Dorothy Andreas Jon Camp Randall Fowler Sheila Ritchie Kholo Theledi J.D. Wallace Lynette Sharp Penya
COMM 241 - Interpersonal Communication	Every Fall and Spring	Menu: Choose 2 of 6	Dorothy Andreas Jon Camp Randall Fowler Sheila Ritchie Kholo Theledi J.D. Wallace Lynette Sharp Penya
COMM 343 - Intercultural Communication	Every Fall and Spring	Menu: Choose 2 of 6	Dorothy Andreas Jon Camp Randall Fowler Sheila Ritchie Kholo Theledi J.D. Wallace Lynette Sharp Penya

COMM 408 - Crisis Communication	Every Fall	Menu: Choose 2 of 6	Dorothy Andreas Jon Camp Randall Fowler Sheila Ritchie Kholo Theledi J.D. Wallace Lynette Sharp Penya
COMM 430 - Conflict Management	Every Fall and Summer	Menu: Choose 2 of 6	Dorothy Andreas Jon Camp Randall Fowler Sheila Ritchie Kholo Theledi J.D. Wallace Lynette Sharp Penya
COMM 475 - Persuasion	Every Spring	Menu: Choose 2 of 6	Dorothy Andreas Jon Camp Randall Fowler Sheila Ritchie Kholo Theledi J.D. Wallace Lynette Sharp Penya
MGMT 330 - Organizational Behavior	Spring / Fall (every semester), usually 2 sections / semester	Menu: Choose 2 of 4	Phil Vardiman Dennis Marquardt Matt Deeg Mark Phillips Laura Phillips Nancy Kucinski
MGMT 335 - Leadership in Organizations	Spring / Fall (every semester), usually one section / semester	Menu: Choose 2 of 4	Phil Vardiman Dennis Marquardt Matt Deeg Mark Phillips Laura Phillips Nancy Kucinski
BUSA 120 - Introduction to Business	Spring / Fall (every semester), usually 2 sections in fall and 1 in spring	Menu: Choose 2 of 4	Phil Vardiman Dennis Marquardt Matt Deeg Mark Phillips Laura Phillips Brad Crisp Jennifer Golden Daniel Garcia Kyle Tippens Jody Jones Jonathan Stewart David Perkins Clint Buck Nancy Kucinski

BUSA 319 - International Business	Spring / Fall (every semester), usually 1 section / semester	Menu: Choose 2 of 4	Phil Vardiman Dennis Marquardt Matt Deeg Mark Phillips Laura Phillips Brad Crisp Jennifer Golden Daniel Garcia Kyle Tippens Jody Jones Jonathan Stewart David Perkins Clint Buck Nancy Kucinski
--	--	---------------------	--

D. New courses. For each new course included in the program requirements, list the following information. The vice provost will insert a curriculum approval schedule to set deadlines for introducing each new course.

1. Proposed subject code and course number
2. Course title and description
3. Existing tracks/programs in which the courses will also be used, if applicable

As this Minor already exists and we are only transferring it to another department, it will utilize existing courses.

5. Required Institutional Support

A. Faculty requirements and availability.

1. Describe the new track or minor's impact on faculty workload. Your narrative should provide supporting evidence that the number of full-time faculty members will be adequate to support the program.

The track will utilize existing courses. Because the curriculum draws from established offerings across multiple departments, the current faculty resources are fully sufficient to sustain the minor without requiring new hires or expanded course rotations at this time.

2. If program delivery requires a faculty hire, provide an expected salary range and forecast potential faculty availability.

N/A

3. If the plan includes part-time instructors, include total cost per year for adjunct pay.

We are not adding any new courses. We may need to increase sections of courses in the future if demand increases.

- B. Impact on existing programs. Identify any existing programs/majors from which the new program would draw students and estimate enrollment effects on existing programs in the home department or other departments.

We do not anticipate this minor cannibalizing from any other specific minors. Again, this minor already exists. We are simply shifting its home base.

- C. Staff requirements. Indicate need for new staff (providing expected salary range and forecast suitable applicant availability) and evaluate effect on existing loads of current staff who will serve the program.

We anticipate minimal demand for existing staff.

- D. Library resources. Identify discipline-specific library resources necessary to serve the requirements of the program. These may be existing holdings and services and new ones.

1. Describe how faculty and students will access information electronically and on site, and explain how they will receive instruction about how to do this.

We do not anticipate any additional library needs at this time.

2. Describe requirements to support students in their access to and use of learning resources.

As this is not a new minor, it is already fully supported by the library's resources.

MOU from Library below:

ABILENE CHRISTIAN UNIVERSITY
LIBRARY

M E M O R A N D U M

DATE: January 30, 2026
TO: Dr. Trey Shirley
FROM: Mark McCallon, Associate Dean for Library Services
RE: Proposal for Minor in Leadership Studies

After reviewing the proposal for the Minor in Leadership Studies, the library can support the new minor. If new library resources are needed for the proposed minor, please contact Mark McCallon. Thank you for allowing us to review the proposal.

-
- E. Physical resources. Identify needs for classroom, lab, and office space and impacts on existing space use. List necessary equipment. Provide costs for any construction or equipment.

We do not anticipate any additional physical resource needs at this time.

- F. Scholarships. Will the unit provide any unique scholarships to students in the program?

We do not anticipate offering any additional scholarships for this minor at this time.

- G. Recruiting. To whom should the degree be marketed? What additional recruiting beyond general recruiting to the university will be needed, and what costs will we incur?

Recruiting for the minor will be led by the Honors College, with additional visibility provided through our partnership with the Lytle Center for Faith and Leadership. While most promotion will occur through existing internal channels and events, we anticipate modest costs for printed and digital materials to support targeted outreach across campus.

- H. Additional cost to deliver track or minor. Total expenses from sections A to H. Clarify which expenses are one-time and which are ongoing.

Marketing Materials: ~\$250/year

Stop here and submit to the vice provost. Section 6 is not required for all applications, and you will only need to complete it if requested by the SACSCOC liaison.

6. Additional Information Required if Requested

A. Employment demand and career possibilities.

1. Identify jobs that graduates would be qualified to pursue.
2. Use official databases to establish the job market for graduates of the program. Use the U.S. Bureau of Labor Statistics and Texas Workforce Commission; other sources that may be helpful are authorities on regional labor markets (e.g., metropolitan Chambers of Commerce) and current industry reports.
3. Use the crosswalk document provided by IPEDS to take the program's existing CIP code and find the associated occupations in the Standard Occupational Classification system provided by the Bureau of Labor Statistics. Use the associated SOC number to find entry-level and mean wages in that field in Texas from the Texas Workforce Commission (Texas Wages — Wages by Workforce Development Area).

B. Student support services. Describe specific programs, services, and activities that will support students enrolled in the program. Some examples of academic support services are teaching and resource centers, tutoring, academic advising, counseling, disability services, diversity and inclusion offices, teaching laboratories, career services, testing centers, student life, and information technology.

C. Describe financial resources available to support the new program, including a budget for the first year of the program; projected revenues, expenditures, and cash flow; amount of resources going to external institutions or organizations contracted to provide support services for the program; the operational, management, and physical resources available for the change.

D. Provide contingency plans in the event required resources do not materialize.

Approvals

The proposal aligns with institutional policies and processes, and the campus is prepared to support the proposed track or minor as presented.

Wes Cawford
Wes Cawford (Feb 23, 2026 16:13:54 CST)

02/23/2026

Vice Provost

Date

The library has sufficient resources to support the track or minor, or the comments below outline additional acquisitions required and their associated costs.

Mark McCallon

02/23/2026

Associate Dean of the Library

Date

Comments, if needed:

This proposal does not require additional review for institutional accreditation purposes, or I have worked with the faculty to gather the information necessary to notify SACSCOC or gain its approval.

Chris Riley

02/23/2026

SACSCOC Liaison

Date

When all signatures are complete, attach an Approval Chart for Curriculum Changes, conduct the department faculty vote to approve the new track or minor, and continue the approval process as specified by the approval chart.

Updated 8/19/2024