

ACU Dallas Approval Chart for Curriculum Changes

A = Approve I = Information Item R = Advise & Respond

Course Number: **or Degree Plan(s): Undergraduate certificate in Church Leadership: Foundations**

This document proposes the addition of a new Certificate in Church Leadership: Foundations. Please see the attached certificate application for more information as to course requirements, benchmarking, pathway opportunities, and student need.

Highlight the item that corresponds to the requested change.

	Change to a Course	U	G	A	O	S
1.	Title (description unchanged)	A	A	I	I	I
2.	Description (not affecting content)	A	A	I	I	I
3.	Course term(s)	A	A	I	I	I
4.	Content (substantive change)	A	A	A	A	I
5.	Number of credit hours	A	A	A	A	I
6.	Course number within the hundred	A	A	I	I	I
7.	Course number beyond the hundred	A	A	A	A	I
8.	Prerequisites	A	A	A	A	I
9.	Course fee(s)	A	A	--	A	I
10.	From U to G <i>or</i> G to U	A	A	A	A	I
11.	Cross list with another program or department	A	A	A	A	I
12.	Program/department of record	A	A	A	A	I
13.	Open or close a course	A	A	A	A	I
14.	New course (application required)	A	A	A	A	I

	Change to a Degree Plan	U	G	A	O	S	f
1.	Major/Program — Revision	A	A	A	A	A	--
2.	Major/Program — Adopt or change admission requirements	A	A	A	A	A	--
3.	Major/Program — Add	A	A	A	A	A	--
4.	Major/Program — Offer existing university program on campus	--	A	A	A	A	--

5.	Major/Program — Discontinue (proposed by Program or College)	A	A	A	A	A	I
6.	Major/Program — Discontinue (proposed by Provost)	R	R	A	A	A	I
7.	GPA — Revise major/program or cumulative requirement	A	A	A	A	A	--
8.	Minor — Revise course selection	A	A	I	I	I	--
9.	Minor — Add	A	A	A	A	A	--
10.	Minor — Discontinue (proposed by Program or College)	A	A	A	A	A	--
11.	Minor — Discontinue (proposed by Provost)	R	R	A	A	A	--
12.	Degree — Add	A	A	A	A	A	I
13.	Degree — Discontinue (proposed by Program or College)	A	A	A	A	A	I
14.	Degree — Discontinue (proposed by Provost)	R	R	A	A	A	I

	Change to Undergraduate University Requirements	A	A	A	A	A	A	A	A
15.	University Requirements — Change in approved course content	A	A	A	A	A	A	--	A
16.	University Requirements — Add or drop a required course from the University Requirements chart	A	A	A	A	A	A	A	A
17.	University Requirements — Add or drop a course from a menu within the University Requirements chart	A	--	--	A	A	A	--	A
18.	University Requirements — Change hours within a menu on the University Requirements chart	A	A	A	A	A	A	A	A
	Change to Catalog Information For Campus								
1.	General requirements for graduation including course requirements that are common to all majors for all degrees	--	--	A	--	--	A	--	A
2.	Admission requirements	--	--	A	--	--	A	--	A
3.	Policies governing academic probation and suspension	--	--	A	--	--	A	--	A
4.	Requirements for graduating with honors	--	--	A	--	--	A	--	A

Program Director/Department Chair

Tiffany A. Dahlman

10/06/2022

Signature

Date

Signature

Date

Dean(s)

Kenneth W. Jones, Ph.D.

Oct 16, 2022

Signature

Date

Signature

Date

College Academic Council

Chair's Signature

Date

Chair's signature

Date

University General Education Council

Chair's signature

Date

Undergraduate Academic Council

Chair's signature

Date

Provost

Signature

Date

Faculty

Faculty Senate Chair's signature

Date

President

Signature

Date

Certificate in Church Leadership: Foundations

New Program Application

Information Availability: The full application will be sent forward for the approval process. The dean's office and provost's office will remove sections VI (Required Institutional Support) and, if applicable, VII (Additional Information Required for Substantive Changes), from materials shared with academic councils.

New Program Application

1. Program Identification

- a. Program title: Certificate in Christian Leadership: Foundations
- b. Degree type: Undergraduate Certificate
- c. Home department or unit: School of Organizational Leadership
- d. Program developer(s) and credentials: Tiffany Dahlman, D.Min. Program Director and Adjunct Professor
- e. Where program will be offered and delivery method: CGPS, Online
- f. Proposed date of implementation: Spring 2023.

2. Program Details

- a. Program description. This 50- to 200-word explanation will be included in the catalog with degree plan.
The Certificate in Church Leadership: Foundations enables church leaders to faithfully serve their congregations by providing tools of biblical interpretation, a theoretical framework to minister in contemporary culture, and practices of spiritual formation that nurture an identity rooted in Christ.
- b. Certificate mission statement. It should define what students will be equipped to do upon completion of the program.:
The Christian Leadership foundations certificate will educate today's Christian leaders in the foundations of faithful congregational leadership.
- c. Certificate outcomes. Define the competencies for graduates of your program. They should be specific and measurable. No specific number is required, but three to six is a reasonable target to consider. Program outcomes are to a program as student learning outcomes are to a course; each defines the scope of an experience and what students should be equipped to achieve upon completion.:

Program Outcome 1. Students will demonstrate skill interpreting and applying the Bible from historical, literary, and theological perspectives.

- 1.1 Students will be able to articulate a basic understanding of biblical historical-criticism.
- 1.2 Students will be able to describe the key literary functions of scripture.
- 1.3 Students will be able to read, interpret and analyze scripture theologically.
- 1.4 Students will be able to articulate the implications the biblical text has for contemporary life and faith.

Program Outcome 2. Students will analyze cultural contexts and use appropriate ministry skills to apply them to a pastoral context.

- 2.1 Students will be able to articulate the significance of cultural and contextual awareness and sensitivity for ministry.
- 2.2 Students will be able to describe the biases, prejudices and presuppositions inherited from their family of origin, faith tradition and cultural context.
- 2.3 Students will be able to reflect upon and describe the pastoral skills necessary to care for a church, ministry or community of faith.

Program Outcome 3. Students will engage spiritual formation practices and disciplines that promote a centered life in Christ and create sustainable rhythms for life and ministry.

- 3.1 Students will be able to describe the basic history of spiritual formation and disciplines within the Christian tradition.
- 3.2 Students will be able to reflect upon and describe those spiritual disciplines through which they connect with God and their life with Christ.
- 3.3 Students will create a plan for how the spiritual disciplines will be incorporated within their ministry context.

d. Description of target audience.:

The target audience for this certificate is individuals pursuing or who are in Christian leadership but who do not have formal training in the field and recognize they need it. This could apply to lay leaders in church and Christian organizations, church elders with degrees and experience in other fields, church planters, church leadership team members, ministers confirmed in free church traditions without formal vocational education, and parachurch leaders with education in other fields (like Christian halfway home directors with degrees in counseling rather than Christian leadership and ministry).

e. Admission requirements. Describe prerequisites, which may include items such as application to the major, test scores, GPA, courses, skills, academic standing, etc.:
None.

- f. Projected total enrollment for each of the first five years.:

18 students are currently in the BS BCSO program, and we anticipate that a quarter will move into the Foundations certificate. With additional recruiting, we expect that the enrollment will grow slightly each year to a total enrollment of 20 by Year 5.

Year 1: 4

Year 2: 7

Year 3: 10

Year 4: 15

Year 5: 20

- g. CIP code. Identify the 6-digit CIP code for the program. This is the system by which the government classifies all postsecondary educational programs.:

Alignment of Classification of Instructional Program (CIP) code with Standard Occupational Classification (SOC) code.¹

CIP Code	Aligned SOC Codes	Job Title
39.0699 (Theological and Ministerial Studies)	21-2011.00	Clergy
	21-2099.00	Religious Workers

3. Rationale and Need for Program

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

The Certificate in Church Leadership: Foundations develops church leaders who are already serving their churches and want to do so better. Therefore, the education we're providing here prepares students to offer Christian service to churches.

Aligned to the BS BCSO degree program, the Certificate in Church Leadership: Foundations helps create culturally and contextually sensitive clergy and laity enabling them to engage an increasingly diverse society with the Good News of Christ.

- b. Societal need. What gaps does this program fill? You can consider needs of an informed citizenry, practical needs of society, vocational connections of potential students, or other factors.:

The Certificate in Church Leadership: Foundations specifically fills a gap in churches where leaders are serving without formal training in theology, biblical studies, or ministry. Academic certificates are usually micro-focused like a certificate in "Church Leadership" (with coursework exclusively in leadership strategies and conflict resolution) or "Church Worship." But this proposal is seeking to address a broader need. This proposal is akin to "The M.Div. of certificates" because our goal is to equip church leaders in three areas: biblical studies, ministry

¹ O-Net Online Crosswalk, accessed May 2020. <https://www.onetonline.org/help/online/crosswalk>

leadership, & spiritual formation to meet the need of broad, formal theological education among untrained church leaders.

c. Employment demand and career possibilities.:

The following is helpful in anticipating projections):

Table National Occupational Outlook for Certificate recipients²

Job Title	Number of Jobs	Job Outlook	Employment Change (2018-2028)
Clergy	234,000	6% (average)	+13,800
Religious Workers	60,400	5% (average)	+3,000

1. Use official databases to establish the Texas job market for graduates of the program.

Table Careers in Texas for certificate recipients³

Job Title	Percent Change	Average Annual Openings in Texas
Clergy	+6.3%	4,030
Religious Workers	+16.3%	1,299

- i. Identify jobs that graduates would be qualified to pursue.: Congregational, lay, and para-church leadership positions, depending upon denominational requirements.
- ii. Use the [crosswalk document provided by IPEDS](#) to take your previously identified 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).:

Table 1. Alignment of Classification of Instructional Program (CIP) code with Standard Occupational Classification (SOC) code.⁴

CIP Code	Aligned SOC Codes	Job Title
39.0699 (Theological and	21-2011.00	Clergy

² U. S. Bureau of Labor Statistics Employment Outlook 2018-2028. <https://www.bls.gov/ooh/>

³ Texas Wages and Employment Projections: Wages by Workforce Development Area. Texas Workforce Commission, (2018). <https://texaswages.com/WDAAWages>

⁴ O-Net Online Crosswalk, accessed May 2020. <https://www.onetonline.org/help/online/crosswalk>

Ministerial Studies)	21-2099.00	Religious Workers
----------------------	------------	-------------------

- d. Prospective student interest. Share any data from your discipline that shows student demand for the program. Is the program likely to draw students who are already at ACU, or will it draw new students to the university? Whom should we recruit, and with whom will we compete for students?:

The 2020 Siburt Institute Minister's Salary Survey Report had too few part-time ministers with an additional part-time job to count, but the 2022 survey of 364 ministers in Church of Christ congregations reported that 16% were part time ministers, and 21.4% of church ministers also worked a second job.⁵ The landscape for Christian ministry employment is changing, which increases the need for more affordable and accessible formal education for ministers and parachurch leaders, like certificates.

In addition, many church leaders in the Churches of Christ and other heritages are volunteers, like elders; therefore, a certificate is more practical than a bachelor's degree, especially for those leading with higher ed degrees in other fields.

Those to be recruited include elders in the Church of Christ heritage; those on leadership boards in a variety of denominations/heritages, especially those in Texas who know ACU as a place of quality education; lay leaders; lead ministers/pastors who never received any formal training and are resistant to a bachelor's degree for time or financial reasons; parachurch organization leaders who have formal education in other fields, like business or counseling but realize they need formal training in Christian leadership to be equipped for their work.

Matriculation into the certificates by church leaders automatically markets the BCSO degree (and ACU Dallas) to younger people in the congregations where the leaders serve. This is free, built-in marketing among our target audience of young and middle aged Christians.

- e. Disciplinary benchmarking. How does this program curriculum compare to other programs in your discipline? Which Texas universities already offer this program? You may also note other peer institutions that offer the program.:

⁵<https://static1.squarespace.com/static/5b8d5b123917ee05c8efd0fa/t/626c518bd81a355bc59cf4c1/1651265932906/2022+Ministers%27+Salary+Survey+Report.pdf>

The following institutions are a selection of those who offer a certificate in Christian Leadership to meet an equipping need among today's Christian leaders and with whom we would compete. Notice that some are denominationally oriented, like Northwest, which this certificate would not be. Others are graduate level, and this proposal is for an undergraduate level certificate. I am unable to locate another online Christian Leadership certificate program in Texas, though East Texas Baptist has one in Ministry residually and Southwestern Baptist Theological Seminary has one for women in a Southern Baptist framework.

- Moody Bible Institute (UG level; 24 credit hrs.; no spiritual formation; not applicable for parachurch leaders as it is exclusively congregationally focused.)
- Northwest Institute (UG level; 30 credits; online or in person; applies to ordination in the Assemblies of God; no spiritual formation element; their 3 pillars are theology, biblical studies, and congregational ministry.)
- Liberty (Graduate level; 21 credit hours; online; credits transferable into their Doctor of Christian Education in Leadership plan; coursework is solely about Christian leadership; no biblical studies or spiritual formation.)
- Regent (Graduate level; 12 credit hours; their coursework follows our three pillars, but less in-depth with half the credit hour requirements),
- William Jessup (UG and Graduate certificates in Biblical Studies, Biblical Studies and Theology, and Ministry. Each certificate is 5 courses and \$200/unit, offered online or in person. No spiritual formation aspect.)
- Colorado Theological Seminary (UG certificate in Christian leadership. Coursework is solely on leadership.)
- Wisconsin Lutheran College (UG level. A unique program that requires 90+hrs of mentored leadership in ministry contexts in cohort with leadership coursework and seminars.)
- Harding School of Theology (21 credit hours; missing the spiritual formation aspect; **all students receive a 40% scholarship** and credits transfer into a degree; 5 pillars: biblical studies, leadership, spiritual formation; counseling, and systematic theology. Online or on campus.)

*How our certificates are unique:

- We will offer two certificates that logically build on one another to give students manageable goals—5 courses plus a capstone at a time—that allow for a thorough equipping in all three necessary pillars for healthy Christian leadership: biblical studies, ministry leadership, and spiritual formation.

- Most of the above programs focus exclusively or mostly on Christian leadership or biblical studies. We offer both, plus responsible soul care for the minister and those she or he are serving.
- **Scholarship opportunities are being discussed** to make us competitive with Harding.
- We have the ACU reputation and brand.
- Our certificates are undergraduate, thus available to anyone.
- Our certificates are ecumenical, not denominationally oriented, thus casting our matriculation net wide.

4. Curriculum

It is good practice for certificates to be of manageable size and cost. Therefore, two certificates are proposed, one that clusters 5 courses on leadership foundations with a one-credit capstone, and another that clusters 5 courses on leadership practice with a one-credit capstone. Ideally, the foundations certificate proceeds the praxis certificate and leaders choose to earn both, but they can be earned separately.

Certificate in Church Leadership: Foundations (16 credit hrs.)

BIBO 320 Introduction to Biblical Interpretation (3 credit hours)

BCSO 322 Biblical Interpretation 2 (3 credit hours)

BIMO 401 Christian Leadership (3 credit hours)

Select 3 hours from the following:

BIBO 454 The Prophets of Israel

BIBO 453 Devotional and Wisdom Literature

BIBO 458 The Synoptic Gospels (Mark)

BIBO 364 The Pauline Message

BCSO 335 Spiritual Formation 1 (3 credit hours)

or

BMSO 270 Living the Mission (3 credit hours)

BCSO 493 Church Leadership Foundations Capstone (1 credit hour)

Course Offering Schedule:

These courses are offered in the following terms with multiple paths for the student to complete the certificate in one calendar year. The ideal track is in bold wherein the student completes the certificate in 4 terms.

Fall 2 2022: **BIBO 320** Introduction to Biblical Interpretation

BCSO 335 Spiritual Formation 1 OR BMSO 270 Living the Mission

Spring 1 2022: **(BIBO 364)** The Pauline Message

Spring 2 2023: **BCSO 322** Biblical Interpretation 2

(BIBO 454) The Prophets of Israel **If BIBO 364 was not taken in Spring 1**

(BIBO 458) The Synoptic Gospels **If BIBO 364 was not taken in Spring 1 and preferred over BIBO 454.**

Summer 1 2023: **BIMO 401** Christian Leadership

BCSO 335 Spiritual Formation 1

(BIBO 453) Devotional and Wisdom Literature

(BIBO 364) The Pauline Message **If this was not taken in Spring 1**

BCSO 493 Certificate in Church Leadership: Foundations

Summer 2 2023: BIBO 320 Spiritual Formation 1 or BMSO 270 Living the Mission

BCSO 322: Biblical Interpretation 2

BIBO 458: The Synoptic Gospels

Fall 1 2023: BIBO 453: The Prophets of Israel

BIBO 364: The Pauline Message

5. Assessment Plan

The associate provost for curriculum and assessment has confirmed that the proposed certificate curriculum represents a subset of the Christian Service and Formation B.S. No separate assessment for the Certificate in Christian Leadership: Foundations would be necessary because assessment of the B.S. will be ongoing.

8. Supporting Documentation

- a. Approval Chart for Curriculum Changes:
- b. Memo of support from the department chair of each department outside the home department that will provide a course for the program.:
- c. When the new program application is complete, provide the full proposal to the following individuals for review. Each will provide a memo to attach to the proposal.:
 - i. Assistant provost for institutional effectiveness and SACSCOC liaison for substantive change review.:

- ii. Dean of the library for library resources review.:
- iii. Dean of the college of the program for a statement of commitment to the items in Required Institutional Support.:
- iv. Assistant provost for curriculum and assessment for review of the program outcomes, curriculum map, and assessment plan and evaluation of compliance with academic policies.:

memo

To: Tiffany Dahlman
From: Jessica Smith
Date: Oct. 12, 2022
Re: New Program Application — Certificate in Church Leadership: Foundations
New Program Application — Certificate in Church Leadership: Praxis

The undergraduate certificate applications in church leadership use the outcomes of the Christian Service and Formation B.S. to provide education relevant to lay leaders interested in ministry. The program provides appropriate rigor for undergraduate students at the university as it relies almost entirely on existing courses that support a degree program. The new capstone courses proposed for each certificate provide an appropriate summative experience to the curriculum.

The two certificates will introduce three new courses: BCSO 442 Contemporary Ecclesiology, BCSO 493 Church Leadership Foundations Capstone, and BCSO 495 Church Leadership Praxis Capstone. Each will need to be approved by your academic council before they will be available for a functioning degree audit for your program. They may be introduced beginning at any time and each have the latest deadline for submission of February 2023.

Because the curriculum of both certificates are separate sub-sets of the Christian Service and Formation B.S., no separate program assessment is required for either certificate. The program director and dean are encouraged to incorporate the continuous improvement of the certificates into the regular, ongoing evaluation of the Christian Service and Formation B.S. The picture of the need for institutional commitment is clear, and campus leaders will continue to discuss scholarship possibilities for students.

Thank you for your work toward these additions to our curriculum.

MEMORANDUM

TO: CGPS
FROM: Chris Riley, SACSCOC Liaison
DATE: October 7, 2022
RE: New UG Certificates in for "Foundations" and "Praxis"

I have reviewed the above application as well as applicable SACSCOC Substantive Change Policies and Procedure. Primarily, they do not constitute a substantive change because the certificate does not include any new content not currently taught at ACU. While the new certificates do include new courses (1 hour in Foundations and 4 hours in Praxis or up to 25% of the overall program), "[c]ontent is new if it is not currently offered by the institution at the new program's instructional level (associate, baccalaureate, master's, education specialist, or doctoral)." Having compared these new courses to the content currently available in various undergraduate, graduate and doctorate ministry degrees, it is my judgment that they do not qualify as new content. Therefore, for these reasons, I do not believe this constitutes a substantive change, and support this new track as proposed.

MEMORANDUM

TO: Academic Council, College of Graduate and Professional Studies

FROM: Nannette W. Glenn, Ph.D. *nwg*
Dean, CGPS

DATE: October 13, 2022

RE: Required Institutional Support
Christian Leadership Track

I have examined the items detailed as required institutional support for the creation, implementation, and maintenance of the two new certificates: Certificate in Church Leadership Praxis and the Certificate in Church Leadership: Foundations. I hereby acknowledge the obligation of this initiative and commit to providing the institutional support, as set forth.

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: August 25, 2022
TO: Dr. Tiffany Dahlman
FROM: Mark McCallon, Associate Dean for Library Services
RE: Proposal for New Certificate in Church Leadership: Foundations

Thank you for the opportunity to review the application for the proposed certificate in Church Leadership: Foundations. After reviewing the proposal, we have determined that Library resources are adequate for supporting the courses in the certificate program. Please notify your Librarian Liaison, Melissa Atkinson (melissa.atkinson@acu.edu) if additional resources are needed for the courses.