

WEB-BASED

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CENTRE FOR HIGHER EDUCATION RESEARCH AND DEVELOPMENT



Certificate in University & College Administration

LEVEL II



UNIVERSITY
OF MANITOBA

THE CHALLENGE

Administrators at institutions of higher education today face unprecedented pressures for change, not only from outside their institutions, but from within as well.

They are being challenged to design more effective learning environments, develop innovative programs, and implement organizational structures and administrative practices and procedures that enhance the quality of education, research and service within existing or diminishing resources.

These challenges call for university administrators with the skills and abilities to manage these changes successfully.

Web-based



THE RESPONSE

To meet the professional education needs of university administrators, the Centre for Higher Education Research and Development (CHERD) has developed the program *Certificate in University & College Administration – Level II*.

It is designed to enhance and strengthen the managerial and leadership skills of administrators of both academic and administrative units, enabling them to recognize, meet, and handle current and emerging issues across a wide range of circumstances.

The curriculum, constantly evolving to keep pace with the rapidly changing environment, provides the means to meet current and future demands.



COURSE INFORMATION

PROGRAM STRUCTURE

The program consists of eight courses, (2 core courses plus 6 electives to be selected from a wide range of Centre offerings. Each course completed is granted 25 contact hours. The total length of the Certificate Program is 200 contact hours.

Courses will be developed from the following list of topics:

Core # 1 – Legal Issues and Risk Management

Core # 2 – At Risk Students and Disruptive Behavior

Electives

1. Advanced Dispute Resolution
2. Change Management
3. Collaborative Research – Grants & Proposals

4. External Influences
5. Finance for the Non-Financial
6. Generational Challenges
7. Labor Relations in Higher Education
8. Negotiation and Theory Application
9. Privacy
10. Project Management
11. Strategic Planning & Implementation
12. Technological Implications

**Periodically new courses on emerging issues may be added to the program.*

PROGRAM DELIVERY

Programs will be delivered via an online courseware package. The program will be offered on a rotating schedule of at least two courses per term so that the students can complete the Certificate in a minimum of two years. The maximum time for completion of the program is seven years.

Instructors will be recruited from among administrators and academics that have practical experience in a specific course area. The instructional methodology will emphasize active learning principles, using a variety of experiential approaches involving participants from different institutions interacting in on-line communities.



STUDENT PERFORMANCE

All participants in the certificate program are graded on a pass/fail grade for each course. Participants are assessed on their active contribution and completion of all aspects of the course, including assignments, group discussions, etc.

ENTRANCE REQUIREMENTS

1. Successful completion of *Certificate in University & College Administration – Level I*

OR

Approval received from CHERD.

A request may be made to CHERD to enter directly into Level II by supplying a brief summation of university experience and position that are equivalent to the *Certificate in University & College Administration – Level I*.

2. A reference letter.

TRANSFER CREDITS

If an applicant has successfully completed equivalent courses offered by CHERD or by other institutions, transfer credits may be granted. To be eligible for credit, courses must have been completed within the last four years. The total of these credits may not exceed one half of the program credits.

TRANSFER CREDITS – PREVIOUS CHERD COURSES

Upon the applicant's admission to the certificate program, CHERD will review any previous courses taken with CHERD. For any course that meets the criteria listed under Transfer Credits, the credit hours will be transferred. No fee is charged for these transfers.

TRANSFER CREDITS – FROM OTHER INSTITUTIONS

If the applicant has successfully completed courses at other institutions that meet the criteria listed under Transfer Credits, a request may be made in writing to CHERD at the University of Manitoba. Documentation such as course outline/course content, length of course and proof of successful completion will also need to be included with the request.

You may include more than one course in your request – it is not necessary to send a separate letter for each course. A fee of \$50 should accompany **each written request**.

APPLICATION FEES

There is an application fee of \$100.00 for admission to the program. If the applicant does not qualify for admission to the program, \$50.00 of the application fee will be refunded.

COURSE FEES

Each course is individually priced. See our website under Programs, Web-Based Programs, "Information for all web-based programs" www.umanitoba.ca/cherd

APPLICATION PROCEDURES

Applications may be made to the program at any time. The application form, accompanied by a reference letter, and an application fee of \$100.00 (payable to the University of Manitoba) can be mailed to:

Centre for Higher Education Research and Development
The University of Manitoba
220 Sinnott Building, 70 Dysart Road
Winnipeg, MB R3T 2N2

FURTHER INFORMATION

For further information on admission into the Certificate Programs, courses, and related matters, please contact CHERD.

Tel: (204) 474-8309

Fax: (204) 474-7607

E-mail: cherd@umanitoba.ca

www.umanitoba.ca/cherd

Information for each core course and elective will be available on CHERD's website in advance. Priority will be given to individuals who are registered in the Certificate Programs.



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SYSTEM REQUIREMENTS

This program is computer-based and delivered through an online courseware package. All access to the course will be through a web browser, and RealPlayer and Adobe Acrobat plugins.

The program utilizes streaming video that requires a high-speed LAN, cable modem or DSL Internet connection. The use of a dialup modem connection is NOT recommended.

Here is a list of minimum technical requirements:

Hardware

Windows Pentium III machine or higher (256MB+ RAM)

Macintosh G4 or higher

Software

PC Windows

Windows 2000, XP or Vista
Internet Explorer 7.0+
Mozilla Firefox 2.0+

Macintosh

Mac OS X (10.x)
Mozilla Firefox 2.0+

PC Windows and Macintosh users

RealPlayer 8+
Adobe Acrobat Reader 8+