



# New England College

## School of Graduate and Professional Studies

### Master of Science in Higher Education Administration

#### Course Descriptions

#### **The American College Student (On Campus)**

Colleges and universities in the United States welcome a diverse array of students who are pursuing multiple educational goals in a variety of educational settings. This course will provide an overview of student participation in higher education and address the impact of higher education on student learning and development.

#### **Contemporary Issues in Higher Education (Online)**

The administration of higher education is fraught with complex debates on topics of concern to internal and external constituencies, and those who work in higher education are required to communicate professional and scholarly positions, institutional commitments, and strategic decisions to a variety of audiences. The class explores the foundations of higher education through critical analysis of contemporary issues in the field. Students will assess potential implications of policy recommendation and administrative decisions in areas such as affordability, access, academic freedom, privacy concerns, and commercialization.

#### **Educational Research and Assessment (On Campus)**

Leaders in higher education must be both good consumers of research and evidence-based decision makers. This course provides an overview of selected strategies of inquiry used in investigating problems of practice in higher education. Students will develop skills in critical reading of scholarly work and institutional research, development of learning outcomes, and development of an assessment plan. The class will examine how research, assessment, and evaluation are applied to strategic planning and program improvement.

#### **Enrollment and Retention (Online)**

The management of college enrollments begins before students apply and extends through the completion of their degree programs. This course will investigate theories and practice of comprehensive enrollment management in higher education, including topics such as enrollment planning, strategic decision-making in admission and financial aid, and initiatives to promote access and retention.

#### **Organization and Administration (On Campus)**

An understanding of complex systems of organization and governance in higher education is critical to successful administration and leadership. This course is an introduction to administration and organizational dynamics. Although the roles of multiple internal and external constituencies will be considered, the class focuses on institution and system-wide perspectives rather than specific departments or functions. Theories of organizational leadership, culture, and change will be applied to case studies and individual and group projects.

**Managing People in Colleges and Universities (Online)**

This course examines the management of human resources in colleges, universities, and other post secondary institutions. It includes the topics such as supervision, training, professional development, and evaluation; selection, termination, and retention; negotiation, grievance management, and conflict resolution; tenure and collective bargaining; and compensation and equity. Student projects will focus on leadership skills such as conflict resolution, negotiation, multicultural competency, and team building.

**Student Affairs Administration (On Campus)**

The field of student affairs encompasses a wide range of services and co-curricular programs, including work in advising, athletics, residence life, leadership development, wellness, student conduct, service learning, and student activities. This course is concerned with the evolution and current practice of student affairs in higher education, cultural and organizational contexts of student affairs work, and ethical and professional practice in the field. The course will examine how various functional areas and campus environments operate and contribute to learning, personal development, and other elements of institutional missions.

**Legal Issues in Higher Education (Online)**

This course provides an understanding of the broad scope of higher education law, general legal principles relevant to higher education, and the role of law on campus. Through discussion of a diverse range of administrative problems and practices with legal implications students will become acquainted with emerging legal issues and best practices and will develop administrative and problem-solving skills related to legal issues in higher education.

**Financial Management in Higher Education (Online)**

This course provides an introduction to budgeting and finance in public and private institutions of higher education. Topics include: interpretation financial statements, diversification of sources of revenue, including auxiliary enterprises and fundraising; cost analysis; and budgeting and control procedures. Simulation exercises will be used to illustrate principles and develop budgeting skills.

**Capstone (Online)**

The capstone experience requires a synthesis of theories, conceptual frameworks, and experiential learning throughout the program. Students must develop a research or professional development project that demonstrates evidence-based decision-making, an understanding of specific higher education/professional contexts, and strategic analysis. Students with no fulltime work experience in higher education are advised to integrate experiential learning into their projects. The instructor must approve capstone proposals before students start their projects. At the end of the program, students present their projects to the academic community.