

HEID 5301-110, CRN 80747, HISTORY AND ORGANIZATION OF HIGHER EDUCATION

Fall 2018: August 27, 2018 - October 19, 2018

Texas A&M University-Central Texas

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Lisa M. Bunkowski, PhD

Office: Founder's Hall, 429-F

Phone: 254-501-5866

Email: lisa.bunkowski@tamuct.edu, or via Canvas inbox

Office Hours:

Office hours are held on campus, over the phone, or through web conferencing software. Dr. Bunkowski is very accessible, but due to her position as the Director of the A&M-Central Texas Faculty Center for Teaching & Learning (FCTL), her schedule changes all the time. Therefore, office hours have to be scheduled around FCTL activities and other meetings. Please contact her by phone or email to schedule an appointment.

Mode of instruction and course access:

This is a "classroom blended" course. Classroom blended (hybrid) courses have a blend of online and classroom meetings with the majority of course activity occurring online. Classroom meetings will take place on August 31 and October 12, from 9am-4pm, in Founder's Hall, room 412. Online activities will occur within Canvas, our Learning Management System (LMS), which are accessed via <https://tamuct.instructure.com>

Student-instructor interaction:

Dr. Bunkowski will check her university email and her Canvas message inbox every day, throughout the day and early evening. Because her workday begins at 5am, she will seldom respond in the evenings after 8pm. Students will find it easier to reach her in the early morning rather than late at night. If using email, be sure to indicate the course number (HIED 5301) in the subject line.

911 Cellular:

Emergency Warning System for Texas A&M University – Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [<https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management>] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION

Course Overview and description:

This course provides an overview of the history, organizational structures, and dynamics of higher education. Particular attention is given to the diversity of post-secondary institutions in the United States and how varying institutional settings influence organizational behavior, structures, and cultural norms of operating.

Course Student Learning Outcomes (CLOs):

- CLO 1. Demonstrate a broad understanding of higher education administration, including its history, structure, and underlying theories
- CLO 2. Evaluate relevant and current issues affecting higher education professionals through historical foundations
- CLO 3. Differentiate various institution types and their respective organizational structures

Required Reading and Textbook(s):

- Thelin, J. R. (2011). *A history of American higher education, 2nd ed.* Baltimore, MD: Johns Hopkins. ISBN: 9781421402673
- Birnbaum, R. (1988). *How colleges work: The cybernetics of academic organization and leadership.* San Francisco, CA: Jossey-Bass. ISBN: 9781555423544

Suggested: throughout the program, you will use,
Publication Manual of the American Psychological Association, 6th ed. (2010).
Washington, DC: American Psychological Association. ISBN: 9781433805615

COURSE REQUIREMENTS

1. Discussions. Students will participate in the 5 graded weekly discussions; 2 on-campus, and 3 online forums in Canvas. Discussion is assessed on participation contributions and engagement with the instructor, fellow students, and the course materials. Online discussion participation is also assessed for writing mechanics which includes proper APA formatting of any citations.
2. Reflection Journals. Students will submit brief reflection essays each week, Week 1 through Week 4, and Weeks 6 & 7. The essays should be 200 to 250 words in length. Student essay responses are assessed on the Content, providing their perspectives, connections to the readings, and responses to each prompt. In addition, reflection essays are assessed on length and APA formatting (where relevant).
3. Annotated bibliography. Students will submit an annotated bibliography of at least 10 scholarly source (books or journal articles). Annotations will include concise summarizations that overview the article purpose, general methods of inquiry, and APA formatting.

4. Critical article or book review. Students will submit a critical article or book review of at least five pages by the end of the course. The assignment must emphasize the utilization of APA formatting.
5. Leadership interview. Students will conduct one 45 to 90-minute recorded interview with an approved individual currently employed at an institution of higher education and submit a reflective essay of at least five pages. Interview questions should emphasize the individual's leadership philosophy and specific questions aligned with course content. The essay must demonstrate APA formatting. Students must submit digital recordings of the interviews for verification purposes.
6. Content exam. Students will complete one cumulative content exam that addresses major questions connected to course content. The exam also helps students to prepare for the program comprehensive exam. It consists three (3) short essay questions. The essays will be graded on Content/Format, which means responses need to be well-constructed, substantive responses that clearly and fully answer the assigned questions. They are also graded for Support, which means the essays need to make good use of specific examples from or references to the assigned reading materials to support the response. Students will have 60-minutes to complete all three essay questions, so effective time management is part of the exam. ****You must complete the final exam to pass the course.**

Grading Criteria Rubric and Conversion

Discussions (5 @ 10pts each)	50 points
Reflection Journals (6 @ 10pts each)	60 points
Annotated Bibliography	24 points
Critical Review	35 points
Leadership Interview & recording	40 points
<u>Content Exam (3 questions @ 20 pts each)**</u>	<u>60 points</u>
	269 points

Final Grades will be computer according to the following scale:

A = 90-100%	(242.1-269 points)
B = 80-89.9%	(215.2-242 points)
C = 70-79.9%	(188.3-215 points)
D = 60-69.9%	(161.4-188 points)
F = 59-0%	(0-161 points)

****Remember, you must complete the final exam to pass the course.**

Posting of Grades

- Students will submit their work through the assignment submission pages in Canvas. The instructor will review and return student work through the Canvas grade book. Students can monitor their status in the course through the Canvas grade book, as well

[this process will be reviewed during the Aug. 27 on campus session].

- Assignments are due by midnight (Killeen, Texas time).
- Brief assignments such as discussion participation and reflection journal submissions will be returned no later than the following Wednesday morning. Longer assignments, such as the Annotated Bibliography and Critical Review will be returned no later than the following Sunday. Students will be notified of any delays due to unforeseen circumstances.

COURSE OUTLINE AND CALENDAR

Complete Course Calendar for HIED 5301 (August 27-October 19)

Week 1 (Aug. 27-Sept. 2): Foundation of American Higher Education

Class: on campus, Friday, August 31 from 9am-4pm, Founder's Hall Rm. 412

Read: Thelin, chapters 1 & 2

Assignments: discussion (on campus), reflection journal entry

Week 2 (Sept. 3-9): Building up American Higher Education

Class: online this week

Read: Thelin, chapters 3 & 4

Submit: reflection journal entry; annotated bibliography

Week 3 (Sept. 10-16): Reforming American Higher Education

Class: online this week

Read: Thelin, chapters 5 & 6

Submit: discussion forum; reflection journal entry

Week 4 (Sept. 17-23): Golden Age in American Higher Education

Class: online this week

Read: Thelin, chapters 7 & 8;

Submit: discussion forum; reflection journal entry

Week 5 (Sept. 24-30): American Higher Education in the 21st Century

Class: online this week

Read: Thelin, chapter 9;

Submit: discussion forum; critical review

Week 6 (Oct. 1-7): Understanding Higher Education Organizations

Class: online this week

Read: Birnbaum, part 1

Submit: reflection journal entry; Leadership Interview

Week 7 (Oct. 8-14): Models of Organizational Functioning in Higher Education

Class: on campus, Friday, October 12 from 9am-4pm, Founder's Hall Rm. 412

Read: Birnbaum, part 2

Submit: discussion (on campus); reflection journal entry

Week 8 (Oct. 15-19): Integrating Models of American Higher Education

Class: online this week

Read: Birnbaum, part 3

Submit: Content Exam

Important University Dates: FALL 2018

August 27, 2018: Classes Begin for Fall Semester

August 29, 2018: Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes

September 3, 2018: Labor Day

September 4, 2018: Deadline to Drop First 8-Week Classes with No Record

September 12, 2018: Deadline to drop 16-Week Classes with No Record

October 5, 2018: Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)

October 5, 2018: Student End of Course Survey Opens (First 8-Week Classes)

October 12, 2018: Deadline for Fall Admissions Applications

October 19, 2018: Classes End for First 8-Week Session

October 19, 2018: Deadline for Tuition and Fee Payments (Second 8-Week Classes)

October 19, 2018: Deadline to Withdraw from University for First 8-Week Classes (WF)

TECHNOLOGY REQUIREMENTS AND SUPPORT**Technology Requirements**

This course will use the A&M-Central Texas Instructure Canvas learning management system. Log to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

Other Technology Support

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES**Drop Policy.**

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure

is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity.

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

Academic Accommodations.

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) web page [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Important information for Pregnant and/or Parenting Students.

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) web page [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University’s Title IX Coordinator.

Tutoring.

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive FREE online tutoring and writing support. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

University Writing Center.

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) at [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu for any assistance needed with scheduling.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students’ ideas and writing, our tutors highlight the ways in which they read and interpret students’ texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the

relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

If you have any questions about the UWC, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

University Library.

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

OPTIONAL POLICY STATEMENTS:

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](#)

[<https://www.tamuct.edu/departments/compliance/titleix.php>].

INSTRUCTOR POLICIES.

Copyright Notice.

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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