Course Change Proposal
Form A

Academic Group (College): Health & Human Services
Academic Organization (Department): Recreation, Parks & Tourism Administration
Date: 03-26-09

Type of Course Proposal:
New ___ Change X__ Deletion ___

Department Chair: Dana Kivel
Submitted by: Dana Kivel

Does this course fulfill a requirement for single-subject or multiple subject credential students? Yes ___ No X__
For Catalog Copy: Yes X__ No ___
CCE (Extension): Yes ___ No X__

Semester Effective:
Fall X__ Spring ___, 2009___

This course replaces experimental course Subject Area (prefix) and Catalog Nbr (course number):
No

If changing an existing course, should new version be considered a repeat of the original version? If so, the same Course ID will be maintained. If not, a new Course ID will be assigned. Note: In PeopleSoft terminology, the Course ID is the unique system identifier, not the Catalog Nbr.
Yes X__ No ___

Change from:
Subject Area (prefix) & Catalog Nbr (course no.): RPTA 164
Title: Introduction to Non-profit Leadership
Units: 03

Change to:
Subject Area (prefix) & Catalog Nbr (course no.): RPTA 164
Title: Leadership and Fundraising for Non-profit Organizations
Units: 03

JUSTIFICATION:
In the past, RPTA 164, Introduction to Non-profit Leadership and RPTA 165, Funding for Leisure Service Organizations, used to be a single combined course but a decision was made to create two, separate courses. Recognizing that there is significant overlap between these two courses, we have decided to once again combine them and reduce the number of community-based electives that we provide to students.

NEW COURSE DESCRIPTION: (Not to exceed 80 words, and language should conform to catalog copy. See http://www.csus.edu/ummanual/acad.htm - Guidelines for Catalog Course Description)
The purpose of this course is to introduce students to principles and concepts of nonprofit leadership. This course will explore and provide an understanding of historical and philosophical foundations of nonprofit organizations; board/committee development and operation; and volunteer management. Students will also learn about fundraising methods and strategies. This course will consist of lecture, readings, discussion, guest speakers, nonprofit agency visitations, active learning exercises, and a community-learning component. Prerequisite: None Units: 3.0.

Note:
Prerequisite:
Enforced at Registration: Yes ___ No X__
Corequisite:
Enforced at Registration: Yes ___ No X__
Graded: Letter X__ Credit/No Credit ___
Instructor Approval Required? Yes ___ No X__
Course Classification (e.g. lecture, lab, seminar, discussion): same
Title for CMS (not more than 30 characters) Lead. & Fundraising for Non-profits
Cross Listed? Yes ___ No X__
If yes, do they meet together and fulfill the same requirement, and what is the other course.

How Many Times Can This Course be Taken for Credit? ___1___

Can the course be taken for Credit more than once during the same term? Yes ___ No X__
FOR NEW COURSE PROPOSALS OR SUBSTANTIVE CHANGES ONLY:

Description of the Expected Learning Outcomes: Describe outcomes using the following format: “Students will be able to: 1), 2), etc.” See the example at http://www.csus.edu/acaf/example.htm

Course Goals/Learning Outcomes
Students will be able to:

Historical and Philosophical Foundations
1. Describe the role of nonprofit organizations to meet service needs in American society.
2. Describe the philanthropic structure of nonprofit organizations.
3. Explain the importance of a mission orientation for nonprofit organizations.

Board/Committee Development
4. Explain the structure of nonprofit boards and their relationship(s) to the organization.
5. Discuss strategies for determining staff support needs for committee and boards.
6. Explain techniques for the recruitment of volunteers to serve on committees.
7. Discuss the importance of providing supervision and support for committee and board members.
8. Discuss strategies for recruiting members to the board of directors.
9. Explain the importance of fostering board/volunteer/staff relationships.
10. Explain the importance of board recognition and evaluation.

General Nonprofit Leadership
11. Explain the importance of developing services that respond to diversity in the community.
12. Explain the importance of collaborating with other nonprofits to meet community needs.

Fundraising strategies
13. Analyze key components of a fundraising plan
14. Discuss the strategies for cultivating donors large and small
15. Evaluate the steps needed to plan, implement, and evaluative special events, direct mail, annual giving, major donor solicitation, planned giving, and capital campaigns

**Attach a list of the required/recommended course readings and activities [Note: it is understood that these are updated and modified as needed by the instructor(s).] This attachment should be forwarded only to your Dean's office, not Academic Affairs.

Assessment Strategies: A description of the assessment strategies (e.g., portfolios, examinations, performances, pre-and post-tests, conferences with students, student papers) which will be used by the instructor to determine the extent to which students have achieved the learning outcomes noted above:

Nonprofit Startup (Students will be responsible for doing the paperwork for creating a non-profit organization)
- Final Project
- Rough Drafts
- Elevator Talk
- Fund Development Plan

Community Service Learning – Agency to be determined (Students will do fund development work with a local non-profit)
- Research Paper
- Fundraising Committee Project
- Committee Presentation
- Reflection Paper
- Rough Drafts/Peer Review
- Committee Meeting Minutes

Expressing the Value of Recreation for developing a fundraising plan
- Article Review
- Exams
  - Midterm and Final
For whom is this course being developed?
- Majors in the Dept. X
- Majors of other Depts
- Minors in the Dept
- General Education
- Other

Is this course required in a degree program (major, minor, graduate degree, certificate)? Yes ___ No ___

If yes, identify program(s):

Does the proposed change or addition cause a significant increase in the use of College or University resources (lab room, computer facilities, faculty, etc.)? Yes ___ No X ___

If yes, attach a description of resources needed and verify that resources are available.

Indicate which department or programs will be affected by the proposed course (if any).

The Department Chair's signature below indicates that affected programs have been sent a copy of this proposal form.

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**Approvals:** If proposed change, new course or deletion is approved, sign and date below. If not approved, forward without signing to the next reviewing authority, and attach an explanatory memorandum to the original copy.

<table>
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<tr>
<th>Signatures:</th>
<th>Date</th>
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<tbody>
<tr>
<td>Department Chair:</td>
<td>4/15/09</td>
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<tr>
<td>College Dean or Associate Dean:</td>
<td>4/15/09</td>
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<td>CPSP (for school personnel courses ONLY)</td>
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<td>Associate Vice President</td>
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<td>and Dean for Academic Programs</td>
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Distribution: Academic Affairs (original), Department Chair and College Dean. Dean's office to send original after approval to Academic Affairs, at mail zip 6016. An electronic copy must also be sent.

9/10/2008