



Course Syllabus: **Higher Education Business and Finance**

College of Education

EDLE 5443 Higher Education Business and Finance, Section DX1/X20

Spring 2023; January 17, 2023 through May 6, 2023

Contact Information

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How to Contact Me

The best way to contact me is through email. I will reply promptly and within 24 hours. However, it could be a little longer on weekends or holidays.

Textbook & Instructional Materials

Kretovics, M. & Eckert, E. (2020). Business Practices in Higher Education: A Guide for Today's Administrators. Routledge. ISBN: 9781138365384

Course Description

Business management and financial aspects of administration in higher education; federal and state funding, institutional planning, budgeting and controlling, sources of financial support and business operations in higher education.

Course Objectives/Learning Outcomes/Course Competencies

- Learn about organizational and administrative structures in university and colleges to be able to describe standard positions and reporting hierarchies and understand the relationships between different key functions and divisions.
- Explore the finances of a university and college especially in regards to the various funding sources and how the resources are determined, constraints, opportunities, as well as, state appropriations for the public institution. Students will be able to describe the various revenues and

how they are determined. In-depth understanding of the public institution state funding formulas. Also, students will gain an understanding of how to read financial statements.

- Overview of budgeting basics in higher education and how to build long-term financial sustainability. Students will explore factors that promote financial health and identify the tension between competing factors.
- Understand the planning process from strategic plans to Quality Management practices.
- As talent management is critical to the success of any organization. As a high-touch, service industry, Human Resources is especially critical to the success of a university. Students will look at recruiting and retaining staff.
- Fundraising as a significant tool for obtaining resources for added investments in the quality instruction and student experience, students will explore concepts, roles and definitions regarding gifts, donations, grants, and other sources of planned giving.
- Future views of higher education and changes on the horizon that both threaten the university model we have today, and offer opportunities for the next generation of life-long learner and how best to serve students and the mission of the institution.

Study Hours and Tutoring Assistance

By appointment.

Student Handbook

Refer to: [Student Handbook-2022-23](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

Grading/Assessment

Course Grade-

Table 1: Graded Assignments

Assignments	Points
Weekly discussion and chapter activities (12)	120
Midterm Leader Interview	80
Financial Statement analysis	50
Final Essay and Personal Reflection	150
Total Points	400

Table 2: Total points for final grade.

Grade	Points
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and below

Course Assignments

Weekly Discussions and Chapter Activities: Students will participate in weekly discussions based on their reading and related research related to financial management in higher education. There will be 12 weeks where discussions will be graded with a maximum ten points awarded.

Leader Interview: Students will interview a leader in higher education and answer reflective questions about their learning from the interview.

Financial statement analysis: Students will review actual financial statements of university and colleges in order to perform a high-level analysis of key metrics and performance indicators.

Final essay: Students will draw upon their semester learning and write a thoughtful essay and personal reflection on key issues affecting the future of higher education.

Extra Credit

An extra credit project will be available at the end of the course for students wanting to earn further points.

Late Work

Work should be turned in on time. This is especially important for the student weekly discussions that rely on thoughtful and active participation. Any issues that impact your timeliness should be discussed with the instructor.

Important Dates

Last day for term schedule changes: January 20, 2023

Deadline to file for graduation: February 20, 2023
Last Day to drop with a grade of "W:" March 27, 2023
Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ****Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ****Your computer being down is not an excuse for missing a deadline!!*** There are many places to access your class! Our online classes can be accessed from any computer in the world that is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

Online Professional Etiquette

Please remember to use professional communication in all parts of this class. Think about the message you want to communicate and how the way in which you communicate it reflects on you as a professional.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the [Schedule of Classes](#) each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state)

exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU TEXAS Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and

strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled "Run. Hide. Fight." which may be electronically accessed via the University police department's webpage: "[Run. Hide. Fight.](#)"

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Course Schedule:

The course schedule includes the reading, discussions, and assignments for each week. Discussion Board activities regarding the Business Practices in Higher Education textbook must be completed in the week following in which the reading is done.

Course Schedule

Week	Dates	Textbook Readings	Assignment Due
1	Jan 17-22	Business Practices in Higher Education (BP) Chapter 1 Environment and Structure	Self-Introduction Due Jan 17 – 19 *Discussion and sharing between classmates from self-introductions
2	Jan 23-29	BP Chapter 2 Org and Admin Structures	*Discussion BP 1
3	Jan 30-Feb 5	BP Chapter 9 Managing Human Resources	*Discussion BP 2
4	Feb 6-12	BP Chapter 3 Economic Principles	*Discussion BP 9
5	Feb 13-19	BP Chapter 4 Finance	*Discussion BP 3
6	Feb 20-26	BP Chapter 5 Accounting	*Discussion BP 4 Leader Interview Due February 26
7	Feb 27-Mar 5	N/A	*Discussion BP 5
8	Mar 6 – 12	BP Chapter 6 Budgeting Basics	*Discussion 1 – 5 and 9 comprehensive review
9	Mar 13-19	N/A	*Discussion BP 6
10	Mar 20 – 26	BP Chapter 7 Management Principles	Financial statement analysis Due March 26
11	Mar 27 – Apr 2	BP Chapter 8 Strategic Planning	*Discussion BP 7
12	Apr 3 – 9	Spring Break April 5 - 9	N/A
13	Apr 10 - 16	BP Chapter 11 Fundraising	*Discussion BP 8
14	Apr 17 - 23	N/A	*Discussion BP 11
15	Apr 24 – 30	BP Chapter 12 What is Next?	Final Essay and Personal Reflection on key issues affecting the future of higher education Due April 30
16	May 1 - 5	N/A	*Discussion BP 6 – 8, 11 and 12 review Sharing of personal reflections and course learning
Finals	May 6	Finals week	N/A

*Discussion Board activities regarding the Business Practices in Higher Education must be completed in the week following in which the reading is done. This will provide the student time for thoughtful responses and added research.

References/Scientifically-Based Research/Additional Readings:
Required scientifically-based references/evidence for certification courses and applicable standards and professional associations.

Example. International Reading Association (2018). Standards for Reading Professionals: A Reference for the Preparation of Educators in the United States. Newark, DE.