



Midwestern State University
Gordon T. & Ellen West College of Education
EDLE 5633: Administration of Higher Education
Keith Lamb, Ph.D.
Spring 2022
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Required Texts

Powers, K. & Schloss, P.J. (2017). Organization and administration in higher education (2nd ed.). New York: Routledge.

Other assigned reading and material as required throughout the semester.

Recommended Resources

American Psychological Association (2020). Publication manual of the American Psychological Association (7th ed.). Washington, DC: American Psychological Association.

You will need access to a computer with a high-speed Internet connection and the following software: Microsoft Word.

Graduate Catalog Description of Course

Survey of management principles in higher education; functions in delegation, direction, operation, governance and financing applied to post-secondary institutions.

Instructor Availability

You may always contact me via phone, email, or at my office.

Objectives

By the end of this course, the student will be able to:

1. Understand models and types, and control of higher education; opportunities and challenges faced by higher education institutions; and strategies to successfully manage these institutions.
2. Understand federal and state policy environments.
3. Examine organizational theory and impact on institutional climate, change, and decision making.
4. Analyze different governance models.
5. Demonstrate familiarity with the complexity of colleges and universities as organizations by understanding: (1) different internal actors involved in university administration and governance; (2) various external influences and factors that may impact colleges and

universities; and (3) multiple cultures and norms that develop within and across organizations.

6. Explore different sources of revenue, including tuition, fees, state support, federal support, auxiliary, grants, and gifts. Understand basic tenants of fund accounting and impact on different sources of revenue.

Course Structure

This is a structured course with weekly material delivered in D2L. There is a learning module in Desire2Learn for each week of the course (Monday – Sunday). The module for each week will appear on your course homepage. Within each module, you will find supplemental readings, discussions, and the like. Similarly, the “content” function in Desire2Learn contains an outline of the course, and each week will appear when the content is ready.

Week 1 (January 10 - 16)

Course introduction

Week 2 (January 17 - 23)

Types and range of IHEs

1. Text: chapter 1

Week 3 (January 24 - 30)

IHE Leadership Positions

1. Text: chapter 2

Week 4 (January 31 – February 6)

Governance

1. Text: chapter 3
2. IHE Identification Paper due

Week 5 (February 7 - 13)

Human Resources

1. Text: chapter 4

Week 6 (February 14 - 20)

Student Governance

1. Text: chapter 5

Week 7 (February 21 - 27)

Strategic Planning

1. Text: chapter 6
2. Current Issues Analysis #1 due

Week 8 (February 28 – March 6)

Budget Process

1. Text: chapter 7

Week 9 (March 7 - 13)

Academic Resources

1. Text: chapter 8

Week 10 (March 21 - 27)

Accreditation

1. Text: chapter 9

Week 11 (March 28 – April 3)

Legal Environment

1. Text: chapter 10
2. Current Issues Analysis #2 due

Week 12 (April 4 - 10)

Title IX

1. Text: chapter 11

Week 13 (April 11 - 17)

Social Media

1. Text: chapter 12
2. Final Paper due

Week 14 (April 18 - 24)

Crisis and Emergency Management

1. Text: chapter 13

Week 15 (April 25 – 29)

Course Recap

Assignments (See appropriate module or content tab in Desire2Learn)

1. Institution of Higher Education Analysis
 - a. IHE Identification Paper (**due by February 6**)
 - b. Final Paper (**due by April 17**)
 - c. Presentation (**week of April 25**)
2. Current Issues Analysis
 - a. Analysis #1 (**February 27**)
 - b. Analysis #2 (**April 3**)

Grades

1. Course Participation (20%)
2. IHE Identification Paper (15%)
3. Final Paper (25%)
4. Presentation (20%)
5. Current Issues Analysis (2 @ 10% each = 20%)