

Advanced Graduate Certificate In Qualitative Research

2 Graduate Certificate Create 2021-22...

I. General Catalog Information

The faculty member originating this proposal is to complete sections I,II, and III.

TURN ON help text before starting this proposal by clicking  in the top right corner of the heading.

You will need to turn on help text again after any actions that refresh the page including after saving proposals, importing information, or running impact reports.

FILL IN ONLY fields required marked with an *. You will not be able to launch the proposal without completing the required fields.

Department*

Educational Psychology and Higher Education

Degree Type*

Graduate and Advanced Graduate Certificate

Program Type*

Certificate

Certificate Name* Advanced Graduate Certificate In Qualitative Research

Total Required Credits* 12

Term of First Enrollment*

Fall 2021

Graduate Coordinator for Proposed Certificate* Harsha Perera

Certificate Type*

- Graduate (minimum bachelor's degree required for admission)
 Graduate Advanced (minimum master's degree required for admission)

How will this academic program be delivered when the program begins?

- 100% face-to-face courses
 Hybrid (some online courses, some face-to-face courses)

(mark all that apply)* 100% online courses

Typical Time to Degree* 4 semesters

Admission Term Deadlines:

Deadlines for each semester must be on or before: Fall - August 1st, Spring - December 1st, Summer - May 1st

Admission Terms* Fall
 Spring
 Summer

Application Deadlines* Rolling

Provide the proposed CIP code TBD

II. Certificate Information

Required Additional Documents

Please attach required documents by navigating to the Proposal Toolbox and clicking  in the top right corner.

- a. Certificate Financial Aid Reporting Form – Available on the [Graduate Curriculum](#) page
- b. Three Year Academic Assessment Plan – Available from [UNLV Office of Academic Assessment](#)
- c. Two (2) letters of support
 - i. Chair/Director of the academic unit that will offer the certificate
 - ii. Academic Dean

Each letter must verify that the proposed certificate has received faculty approval through the appropriate governance procedures, as well as the existence of necessary resources to support the Certificate as presented in the proposal.

- d. Five Representative Course Syllabi (for certificates with fewer than 5 courses, provide all course syllabi)

Documents Required for Submission to be Complete Certificate Financial Aid Reporting Form – Available on the Graduate Curriculum page
 Three Year Academic Assessment Plan – Available from UNLV Office of Academic Assessment
 Two (2) letters of support
 Three (3) Representative Course Syllabi (for certificates with fewer than 5

Three (3) Representative Course Syllabi (for certificates with fewer than 5 courses, provide all course syllabi)

Executive summary describing the proposed certificate program*

The Advanced Graduate Certificate in Qualitative Research targets both part-time and full-time post master's graduate students who wish to develop specialized knowledge of the practice and application of qualitative research in Business, Education, Non-Profit, and various other social settings. This program is particularly relevant to individuals who may need to understand climate and culture in their local work environments. The 12-credit certificate program is geared toward those who need to produce research-based practices and results regarding the lived experiences of their personnel, clients, and/or stakeholders, as well as for decision-making outcomes. Hours earned for the certificate may be applied to a degree program in educational psychology or higher education at the masters or doctoral levels. Hours earned in the masters or doctorate programs in educational psychology or higher education may NOT be used toward the certificate.

Explanation of how the proposed certificate is related to existing undergraduate and/or graduate programs, and how this certificate will provide knowledge and skills not already available to current or potential UNLV students.*

This certificate program is housed in the Department of Educational Psychology and Higher Education. However, the focus will be broadly on the use of qualitative research analytic methods and will not be discipline specific. Qualitative research practices span a wide range of fields and professionals in nursing, social services, urban education, PreK-12 education and higher education, community and public health services, and businesses who need to understand better the lived experiences of their clients, co-workers, and stakeholders. No current specialized certificate or graduate degree in qualitative research methods exists at UNLV or in the Southern Nevada region.

A statement describing the profile of potential certificate students and market demand for the certificate program, including, related occupations, job placement opportunities and market trend data when available.*

Post-master's students are eligible to enroll for the certificate. Currently no formal degree training is offered in qualitative research in the Southern Nevada area. However, many organizations, including higher education and PreK-12 educational institutions, non-profit social service industries, and for-profit organizations regularly need to check their climate and employee/client/patient experiences to improve services and as a requirement for state and federal grant resources. This certificate will provide training to help organizations make informed, data driven decisions about effective and efficient practices using qualitative observation, interview, and artifact analytic techniques. Based on an online investigation of programs, across the country approximately 10 graduate certificates are targeted toward qualitative research and among them, 4 are related specifically to ethnography. In California, Utah, and Arizona, no such programs were identified, especially to specialize in qualitative research in urban settings.

Description of the academic unit's capability for offering this certificate; including administration of the program, faculty resources and expertise, and other required resources.*

The Department of Educational Psychology and Higher Education houses Educational Psychology Masters and Ph.D. degrees and Higher Education M.Ed. and Ph.D. degrees. Currently, we currently have nine tenured and one tenure-track faculty and three visiting faculty in the Educational Psychology Foundations program. Three of the full professors, one of the assistant professors and two of the visiting faculty have taught numerous qualitative research courses for the department. In addition, several faculty in other program areas of the department have expertise in qualitative research as well.

Description of the administration of the certificate, including:

Number of students anticipated to be enrolled and strategies for recruitment.*

We anticipate 10 students initially with a cap of 15 students so as to accommodate the current course load of our professors. We will send flyers to current college program coordinators at UNLV who may have students interested (ie., Communication, Political Science, Hotel, Nursing, Liberal Arts to name a few). We also will contact local colleges (CSN, NV State University, Sierra NV College) and the local school district CCSD with the information to see if they may have students who would be interested in the program. We could interface with the local Chambers of Commerce to see if we may advertise with them and present at one of their meetings the information about the certificate that would be of interest. We could work with Graduate College through our Graduate Coordinator to provide messages for the Salesforce Marketing. We may be able to work with the Alumni Association as well to seek out alumni who would benefit in their work place on the certificate. In addition we will list it prominently on our website and we could send out announcements to professional scholarly organizations since these courses also could be offered with an online component.

Submission of new courses (if necessary for certificate program) to the Graduate Course Review Committee.*

No new courses are required to fulfill the core. However, additional courses related to various aspects of qualitative methods may be developed and offered as additional elective courses.

A detailed budget for the establishment and administration of proposed certificate program, including acknowledgement of what additional resources (if any) are required in order to offer proposed certificate.*

No additional funding is necessary.

Description of any accreditation requirements, off-campus partnerships or other details involving campus-wide and/or external partnerships or affiliations.*

Not applicable.

Please list the number, names and rank of faculty who will be supporting the instruction for this proposed program*

[note: not on original proposal form]

Student Authentication – Federal guidelines require that distance education and correspondence programs utilize mechanisms that verify student identity. UNLV strives to insure that this is done with all programs, not just those delivered via distance education. Describe how this program will verify student identity. (for more information on student authentication see the UNLV [Office of Online Education](#) and [WICHE](#))

Describe how this program will verify student identity.*

We will adopt the standard UNLV procedures and practices for online courses.

Learning Outcomes*

Students will be able to:

- design and conduct ethical qualitative research
- use various methods for analyzing and interpreting data
- conduct contrastive analyses of observational, interview, and/or artifact data
- write substantive qualitative research reports

[Click here](#) to view the Graduate Catalog (for Reference)

III. Graduate Catalog Content and Degrees Directory

Follow these steps to build the new certificate curriculum:

1. Click on  "View Curriculum Schema." Click 'Add Core' and name your core (please use a comparable degree program in the current graduate catalog as a template). Add any descriptive text (do not add courses until Step 2). Descriptive text is generally used in the following cores: Plan Description, Plan Admission Requirements, Plan Requirements, Plan Certificate Completion Requirements.
2. There are two options for adding courses: "Add Course" and "Import Course." For courses already in the catalog, click on "Import Course" and find the courses needed. For new classes going through a Curriculog Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.
3. Click on  "View Curriculum Schema." Click on the area/header of the program where you would like to add courses. When you click on "Add Courses" it will bring up the list of courses available from Step 2. Select the courses you wish to add. For removing courses click on the  and proceed.

Plan Description

The Advanced Graduate Certificate in Qualitative Research targets both part-time and full-time post master's graduate students who wish to develop specialized knowledge of the practice and application of qualitative research in various types of social settings. This program is particularly relevant to individuals who may need to understand climate and culture in their local work environments. The 12-credit certificate program is geared toward those who need to produce research-based practices and results regarding the lived experiences of their personnel, clients, and/or stakeholders, as well as for decision-making outcomes. Certificate courses may be taken concurrently with other degree program. Credits earned for the certificate may be applied to a degree program in educational psychology or higher education at the doctoral levels. Credits earned in the masters or doctorate programs in educational psychology or higher education may NOT be used toward the certificate.

Plan Admission Requirements

Application deadlines (add link) Applications available on the UNLV Graduate College website (add Link) Students with a Master's Degree are eligible for the Advanced Graduate Certificate Program in Qualitative Research. Students must complete and submit the Advanced Graduate Certificate in Qualitative Research application through the Grad Rebel Gateway (add link). Enrollment may be limited based on class size. Applications may be submitted at any time during an academic term.

Plan Requirements

Total Credits Required: 12

Course Requirements

Methods Core - Credits: 9

Complete 9 credits by completing all of the following courses:

EPY 718 Qualitative Research Methodologies

3

EPY 719 Advanced Qualitative Research

3

EPY 719 Advanced Qualitative Research	3
EPY 729 Qualitative Case Study Research	3

Elective Courses - Credits: 3

Complete a minimum of 3 credits from the following courses or other electives approved by the program director. EPY 791 may have different topics, depending upon the offerings by faculty (e.g., Interviewing Techniques; Ethnographic Research).

EPY 728 Applied Classroom Research	3
EPY 738 Discourse Analysis	3
EPY 791 Special Topics in Educational Psychology	3

Certificate Completion requirements

Completion of 12 credits, with a grade of B or better in the courses.

The [Degrees Directory](#) provides current and consistent degree information. Submission of this form indicates acknowledgment and understanding that every department is responsible for creating and maintaining accurate and updated program information on the UNLV Degrees Directory.

Degrees Directory Program Entry* Check this box to acknowledge the above statement.

Sample program of study*

Methods Core - 9 credits in total:

EPY 718 - Qualitative Research Methods (3)

EPY 719 - Advanced Qualitative Research Methods (3)

EPY 729 - Case Study Research (3)

Elective - Students select a minimum of 3 hours from the listed courses or an elective approved by the program director.

EPY 728 - Applied Classroom Research (3),

EPY 738 - Discourse Analysis (3), or

EPY 791 - Topics in Educational Psychology (e.g., Interviewing Techniques; Ethnographic Research)

3. LAUNCH proposal by clicking  in the top left corner.

4. Finish the launch of your proposal by clicking the icon  located in the Proposal Toolbox on left side at top. Make your decision, comment is optional, and click on "Make decision".

You can check the status of the proposal by clicking  in Proposal Toolbox to verify that the proposal has gone to the next step.

IV. Department Vote Information

Note: This section is to be filled out by the Department Chair on behalf of the committee.

(The role has been assigned to the corresponding person on this step. If incorrect, please notify GradCurriculum@unlv.edu)

1. Review the proposal. Discuss and make appropriate revisions.

2. Fill in vote information.

3. Then go to the proposal toolbox at the top right side. Click on  and select the corresponding decision for the committee. This will enable the proposal to go to the next person on the workflow.

You can check the status of the proposal by clicking  in Proposal Toolbox to verify that the proposal has gone to the next step.

Date faculty voted on proposal March 11, 2021

Result of Vote Yes: 23; No: 0; Abstain: 0

Manner of vote Virtual Department Meeting

V. College Vote Information

Note: This section is to be filled out by the College Committee Chair on behalf of the committee.

(The role has been assigned to the corresponding person on this step. If incorrect, please notify GradCurriculum@unlv.edu)

1. Review the proposal. Discuss and make appropriate revisions.
2. Fill in vote information.
3. Then go to the proposal toolbox at the top right side. Click on  and select the corresponding decision for the committee. This will enable the proposal to go to the next person on the workflow.

You can check the status of the proposal by clicking  in Proposal Toolbox to verify that the proposal has gone to the next step.

Date faculty voted on proposal 4/15/2021

Result of Vote 8-0-0

Manner of vote online

VI. Processing Notes (Graduate College/Registrar Use Only)

Program Alerts (E.g. **View Program Disclaimer)**

PS Processing Notes

PS Processing Date

Initials

Aalog Processing Notes

Aalog Processing Date

Initials

Comments for Advanced Graduate Certificate In Qualitative Research

Curriculog	5/10/2021 8:14 am Reply
Christopher Heavey has approved this proposal on Provost (GRAD).	
Curriculog	5/7/2021 3:24 pm Reply
Emily Lin has approved this proposal on Graduate Dean.	
Curriculog	5/7/2021 8:27 am Reply
Gregory Moody has approved this proposal on behalf of Graduate Programs Committee. See Graduate Programs Committee Agenda - May 4, 2021 for more information.	
Curriculog	5/6/2021 4:35 pm Reply
Graduate Curriculum has approved this proposal on Graduate Programs Committee.	
Maria Roberts	4/22/2021 10:51 am Reply
Maria B. Roberts approved at Associate Dean.	
Curriculog	4/22/2021 10:51 am Reply
Maria Roberts has approved this proposal on School/College Associate Dean / Dean.	
Lisa Bendixen	4/15/2021 3:19 pm Reply
Unanimous vote to approve via zoom meeting (8/8).	
Curriculog	4/15/2021 3:19 pm Reply
Lisa Bendixen has approved this proposal on School/College Committee.	
Curriculog	4/5/2021 10:58 am Reply
EPHE Chair has approved this proposal on Department Chair.	
Curriculog	4/5/2021 10:58 am Reply
EPHE Chair has approved this proposal on Graduate Coordinator.	
Curriculog	4/5/2021 10:43 am Reply
Graduate Curriculum has approved this proposal on Technical Review.	

Curriculog

4/5/2021 8:25 am [Reply](#)

Graduate Curriculum has approved this proposal on VPAP Step/ Graduate College Dean Review Step.

Curriculog

4/5/2021 8:22 am [Reply](#)

Emily Lin has approved this proposal on VPAP Step/ Graduate College Dean Review Step.

Curriculog

3/25/2021 1:22 pm [Reply](#)

EVP Academic Assessment has approved this proposal on VPAP Step/ Graduate College Dean Review Step.

Curriculog

3/25/2021 1:22 pm [Reply](#)

EVP VPAP has approved this proposal on VPAP Step/ Graduate College Dean Review Step.

Graduate Curriculum

3/25/2021 9:39 am [Reply](#)

Approved together with originator during webex call

Curriculog

3/25/2021 9:39 am [Reply](#)

Graduate Curriculum has force approved this proposal.

Curriculog

3/19/2021 9:51 am [Reply](#)

LeAnn Putney has launched this proposal.