

1. Proposal Summary

This proposal involves a newly created Fleet Management Certificate that entails a partnership between the College of Business (COB) with the College of Engineering Technology (CET). Six of the 12 credits come from the CET and the other six credits come from the Management Department within the COB. The reason this certificate will reside within the COB is that the more expansive Fleet Management minor has a greater emphasis in business-related classes.

This certificate consists of a focused set of classes that is aligned with the managerial emphasis advocated by the National Association of Fleet Administrators (NAFA), the leading professional organization in the fleet management industry. NAFA has partnered with Ferris to be the nation's sole provider of this focused certificate. NAFA looks to this academic offering as aiding their decade-long efforts to further professionalize the fleet-management workforce and provide industry employers a pool of experienced and proficient managers. This certificate's topical emphasis is evident through NAFA's professional testing and certification program, CAFM (Certified Administrator in Fleet Management).

It should be noted, however, that while the CAFM testing program was referenced while formulating the certificate, the sound discretion and expertise of the Ferris faculty were utilized in its creation. The initial program faculty includes Spence Tower (College of Business) and Gary Maike (College of Engineering Technology). Upon program growth, additional faculty may join.

All courses involved with this certificate currently exist as face-to-face offerings. Additionally, MGMT 357 has been offered in an online format and an online HSET 302 is in the near-term planning stages and will follow the appropriate curriculum approval process when converted. With program growth and greater evolving clarity on student demographics of those attracted, the remaining classes may also be offered online in the future.

The potential audience for this program is 5-15 students a year from related COB and CET programs. As opposed to the Fleet Management Minor, this certificate will also appeal to currently non-Ferris related individuals working in the fleet management industry for which the certificate could allow professional advancement.

As written above, NAFA is seeking this partnership with Ferris to provide the nation's first academic certificate in the growing field of fleet management. Other collaborative Ferris-NAFA efforts are also in the works, such as an eighteen -credit minor as well as the provision of administrative and technical support for the CAFM testing program (which would be done through the Ferris Corporate & Developmental Services Office).

Learning Outcomes. Upon completion of these classes, students should be able to

- Describe a wide array of available preventive transportation maintenance systems
- Relate manual and computerized fleet maintenance systems to greater efficiencies and cost-reductions
- Apply management- and/or maintenance-related knowledge in an experiential project related to fleet management

- Apply a Plan/Do/Check/Act analysis on management-related problems in effort to efficiently serve employees, customers, and the community
- Assess a business to identify, analyze, measure, and then create a preventative risk-management plan

Assessment Plan

Since each outcomes is directly related to a specific course, assessment will be based on each course's set of various projects, demonstrations, exams and/or other evaluation techniques.

2. Summary of All Course Action Required*

d. Addition of existing FSU courses to program

Prefix	Number	Title
HEQT	200	Planned Maintenance Systems
HSET	302	Fleet Management
MGMT	301	Applied Management
MGMT	357	Risk Management

*Contact Senate Secretary or UCC Chair if spaces for additional courses are needed.

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

- 1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.**
- 2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.**

Failure to respond is interpreted as support for the proposal.

- 3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.**

RE: Proposal Title New Fleet Minor & Certificate

Initiator(s): <u>Spence Tower, Gary Maike, David Steenstra, Keith Cripe</u>	
Proposal Contact: <u>Karen Ottobre</u>	Date Sent: <u>10/17/08</u>
Department: <u>Management</u> Campus Address: <u>Bus 212</u> (Please print)	

Responding Department: <u>Heavy Equipment</u>
Chair/Head/Coordinator: <u>Keith Cripe, HEC 206</u> Date Returned: <u>10/27/08</u>

Based upon department faculty review on 10/24/08 (date), we

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

FLITE SERVICES CONSULTATION FORM

To be completed by the liaison librarian and approved by the Dean of FLITE. All returned forms should be included in the proposal. **FLITE must respond within 20 calendar days of receipt of this form to insure that the form is included in the final proposal.**

FAILURE TO RESPOND IS CONSIDERED AS SUPPORT OF THE CHANGE.

RE: Proposal Title: New Fleet Management Certificate

Projected number of students per year affected by proposed change: 5-15

Initiator(s): <u>Spence Tower & Gary Maike</u>
Proposal Contact: <u>Karen Ottobre</u> Date Sent: <u>12/5/08</u>
Department: <u>Management/Heavy Equipment</u> Campus Address: <u>Bus 212</u> (Please print)

Liaison Librarian Signature: <u>David A. Scott</u> Date: <u>12-5-08</u>
Dean of FLITE Signature: <u>Leah M. Manger</u> Date Returned: <u>12-5-08</u>

Based upon our review on 12-5-08 (date), FLITE concludes that:

- Library resources to support the proposed curriculum change are currently available.
- Additional Library resources are needed but can be obtained from current funds.
- Support, but significant additional Library funds/resources are required in the amount of \$_____.
- Does not support the proposal for reasons listed below.

Comment regarding the impact this proposal will have on library resources, collection development, programs, etc. Use additional pages if necessary.

Ferris State University – College of Business

PROPOSED

Management Department

FORM D

FLEET MANAGEMENT CERTIFICATE - 12 Credits

Name: _____ ID#: _____ Major: _____

Required		Course Title Prerequisites Shown in Brackets ()	S.H.	Grade	Gr. Pts.
HEQT	200	Planned Maintenance Systems (None)	2		
HSET	302	Fleet Management (None)	4		
MGMT	301	Applied Management (None)	3		
MGMT	357	Risk Management (MGMT 301 or Instructor Approval)	3		

- Note:
1. This certificate may be completed at the main campus or at our off-campus sites.
 2. No more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 50% of the certificate credits are required in the program.

For more information, please contact the Heavy Equipment Department (231) 591-2810 or the Management Department (231) 591-2427.

Notice Regarding Withdrawal, Re-admission and Interruption of Studies

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the certificate which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: a 2.00 cumulative GPA is required for completion of the Fleet Management Certificate.

Student: _____ Date: _____

Fleet Management Advisor: _____ Date: _____

Management Dept. Head: _____ Date: _____

(To receive this certificate, you must complete a certificate clearance.)



Leonard Johnson/FSU

02/04/2009 12:11 PM

To Karen M Ottobre/FSU@FERRIS

Sandra L Alspach/FSU@FERRIS, Leonard
cc Johnson/FSU@Ferris, Andrew L Purvis/FSU@FERRIS,
Barbara A Ross/FSU@Ferris, Gregory

bcc

Subject Fleet Management Minor and Certificate

Hi Karen

In order to get both the Minor and the Certificate on the agenda for the March 3rd meeting of the Academic Senate, please forward the paperwork for the HSET course (for the project) and all related revisions of the proposals to me by February 17.

Please contact either Hal Palmer or me should you have any questions.

Thanks.

Leonard

Leonard R. Johnson, Ph.D

Professor

Ferris State University

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<http://www.ferris.edu/education/education>