

Higher Education

***Graduate Certificate in Higher Education Administration Program Handbook 2022-2023***

## College of Education Graduate Education and Research

**Texas Tech University Box 41071**

**Lubbock, TX 79409-1071**

**(806) 834-5722**

**Fax (806) 742-2197**

<http://www.depts.ttu.edu/education/index.php>

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***Graduate Certificate in Higher Education Administration***

# Program Overview

The Higher Education Program is committed to excellence in preparing and supporting instructional and administrative leaders for higher education, generating and supporting research, and delivering public service to the field of higher education.

The **Graduate Certificate in Higher Education Administration** offers opportunities for any individual interested in working in colleges and universities to hone their skills by taking coursework that focuses on the current trends and methodologies in the higher education administration sector. A minimum of **15 semester credit hours** is required to obtain the Graduate Certificate.

Although providing an overview of the policies, procedures, and requirements of the Higher Education Program, this *Handbook* cannot be viewed as having all answers. Students must seek answers to questions from other sources including, although not limited to, the Higher Education Program faculty, the College of Education (COE), and the Texas Tech University Graduate School (Administration Building). While faculty advisors are knowledgeable about the policies, procedures, and requirements, the primary responsibility for reading and following correct policies and procedures remains with the student, not the faculty

Specific descriptions of courses are in the Texas Tech University Catalog. Information about Texas Tech University can be found on-line at [**www.ttu.edu**.](http://www.ttu.edu/) Information about the College of Education and the Higher Education Program can be found at <http://www.educ.ttu.edu/>

# Graduate Faculty

Dr. Lucy Arellano

Associate Professor

[Lucy.arellano@ttu.edu](mailto:Lucy.arellano@ttu.edu)

806-834-0970

Dr. Hugo Garcia

Assistant Professor

[hugo.garcia@ttu.edu](mailto:hugo.garcia@ttu.edu)

806-834-5656

Dr. Bryan Hotchkins

Assistant Professor

[bryan.hotchkins@ttu.edu](mailto:bryan.hotchkins@ttu.edu)

806-834-7195

Mr. David Jones  
Assistant Professor of Practice  
[djones.jones@ttu.edu](mailto:djones.jones@ttu.edu)  
806-834-0989

Dr. Stephanie Jones

Program Coordinator

Professor

[stephanie.j.jones@ttu.edu](mailto:stephanie.j.jones@ttu.edu)

806-834-1380

Dr. Grant Jackson

Assistant Professor

[grant.jackson@ttu.edu](mailto:grant.jackson@ttu.edu)

806-834-3322

Dr. Jon Mcnaughtan

Assistant Professor

[Jon.mcnaughtan@ttu.edu](mailto:Jon.mcnaughtan@ttu.edu)

806-834-7322

Dr. Valerie Paton  
Professor  
[valerie.paton@ttu.edu](mailto:valerie.paton@ttu.edu)  
806-742-2184

# Program of Studies

# Graduate Certificate in Higher Education Administration

**(15 hours)**

### The certificate in higher education administration will make possible the opportunity for higher education professionals to hone their skills by taking coursework that focuses on the current trends and methodologies in the higher education administration sector. In addition to trends and methodologies, issues of administration, strategic management, and leadership will also be essential components of the Certificate program. This will help fill a need of educating professionals on leadership and management topics relevant to the complex nature of higher education administration. There will be three required courses for the foundation of this certificate, and students may select two additional electives, based on their unique career needs and future career and educational goals. Additionally, students with advisor approval may substitute other higher education courses due to scheduling conflicts as well as academic and professional objectives. The certificate program is offered online and face to face.

### Consult with your advisor, David Jones ([djones.jones@ttu.edu](mailto:djones.jones@ttu.edu)) for guidance

**Required Courses - 12 semester hours**

EDHE 5300 History of Higher Education in the US

EDHE 5321 Administration of Higher Education

EDHE 5305 Leadership, Entrepreneurship, and Change

OR

EDHE-5315 Community College Leadership

EDHE-5323 Funding in Higher Education

OR

EDHE 5001 Budgeting and Resource Management in Higher Education

#### Electives - 3 semester hours

Electives may be taken from the following Higher Education program coursework or other Higher Education coursework with program approval.

EDHE 5301 Critical Issues in Higher Education

EDHE 5313 The Comprehensive Community College

EDHE 5341 Program Assessment and Evaluation in Higher Education

EDHE 6325 Policy Analysis and Issues in Higher Education

**TOTAL 15 semester hours**