 Higher Education

***Graduate Certificate in Higher Education Administration Program Handbook***

## 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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Higher Education

***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 of the 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. Lee Duemer
Professor
lee.duemer@ttu.edu
806-834-0492

Dr. Hugo Garcia

Assistant Professor

hugo.garcia@ttu.edu

806-834-5656

Dr. Bryan Hotchkins

Assistant Professor

bryan.hotchkins@ttu.edu

806-834-7195

Dr. Fred Hartmeister

Professor
[fred.hartmeister@ttu.edu](fred.hartmeister%40ttu.edu)

806-834-0248

Dr. Dimitra Jackson
Associate Professor
dimitra.jackson@ttu.edu
806-834-1558

David Jones
Assistant Professor of Practice
djones.jones@ttu.edu
806-834-0989

Dr. Stephanie Jones

Associate Professor

stephanie.j.jones@ttu.edu

806-834-1380

Dr. Justin Louder
Assistant Professor of Practice
Assistant Vice Provost – eLearning
justin.louder@ttu.edu

Dr. Dave Louis

Program Coordinator
Associate Professor
dave.louis@ttu.edu

806-834-3342

Dr. Jon Mcnaughtan

Assistant Professor

Jon.mcnaughtan@ttu.edu

806-834-7322

Dr. Valerie Paton
Professor
valerie.paton@ttu.edu
806-742-2184

**Student Support Staff**

Joni Sanders
Higher Education Unit Coordinator
joni.sanders@ttu.edu
806-834-5722

# 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.

#### Required Courses in Higher Education - 9 semester hours

EDHE 5300 History of Higher Education in the US

EDHE 5313 The Comprehensive Community College\*

EDHE 5321 Administration of Higher Education\*\* EDHE 5324 Higher Education & the Law

### \*If the student works in a 2-year/community college setting the required course is EDHE 5313.

\*\*If the student works in a 4-year college/university setting the required course is EDHE 5321.

#### Electives - 6 semester hours

Electives may be taken from the following Higher Education program coursework, College of Education courses, or courses in other university programs as determined in conjunction with the program coordinator.

EDHE 5301 Critical Issues in Higher Education

EDHE 5305 Leadership in Higher Education

EDHE 5323 Funding Higher Education

EDHE 5332 Student Services in Higher Education EDHE 5342 College Teaching

**TOTAL 15 semester hours**