Ph.D. Program in Higher Education Administration
Bowling Green State University

2014-2015 Program and Admission Information

Review of applications begins December 15, 2014
On-campus interviews will be held February 19-21, 2015

Statement of Mission and Purpose

This nationally recognized Ph.D. program at Bowling Green State University emphasizes informed, ethical decision making in the administration of higher education. It is intended to launch its graduates into new areas and/or higher levels of leadership in colleges and universities. Students take core coursework in higher education foundations, administration, governance and organization, law, and the college student. In collaboration with their advisors, students fashion a cognate that leads to specialization in an area of personal and professional interest. The sequence of four research courses culminates in a dissertation of original contribution to the knowledge of higher education. Based on a full-time cohort model, the program is designed to be completed in three years. All full-time students are employed in a variety of graduate assistantships that both support and supplement the program, and that include a stipend and tuition scholarship. Part-time enrollment is also available. A global understanding requirement broadens and diversifies the student’s conception of higher education and how it is influenced by culture and custom.

The program values:
- a commitment to educational leadership grounded in expressed principles, ideals, ethics, and values
- a zeal for involvement and advocacy in the higher education profession
- a holistic perspective of higher education that reflects an understanding of the interests and concerns of the internal campus environment (its faculty, staff, students, and administrators), external constituents (the public and governmental agents), and the global community
- expertise in a discipline-based academic specialty in addition to a command of a core of professional studies in higher education and appreciation for both quantitative and qualitative tools of inquiry, emphasizing an understanding of their application to an array of problems, challenges, issues, and practices in higher education.

Academic Program

The Ph.D. program in higher education administration requires the successful completion of a minimum of 63 credit hours of coursework beyond the master’s degree and a global understanding project. The exact number of credit hours will be determined by the student’s program advisor based on a review of previous graduate transcripts, the student’s professional aspiration and personal circumstances, and the Ph.D. requirements of both the HIED program and the Graduate College.

Students who have already completed courses equivalent to those required by the HIED program may, with the permission of their program advisors and the chair of the Department of Higher Education and Student Affairs, substitute those courses for the required courses and complete an equivalent number of credit hours in elective courses. Regardless of course substitutions, all students must complete at least 63 post-master’s credit hours at BGSU.

The minimum 63 credit hours of coursework are allocated as follows:

- Core Courses 15 credit hours
- Cognate Courses 12 credit hours
- Research Methodology Courses 12 credit hours
Electives 6 credit hours
Dissertation Seminar 2 credit hours
Dissertation Research 16 credit hours

Courses are 3 credit hours unless otherwise noted.

Core Courses
HIED 7105: Foundations of Higher Education
This course emphasizes the social foundations of higher education as well as the history, curriculum, and philosophy.

HIED 7110: Governance and Organization of Higher Education
In this seminar emphasis is placed on developing an understanding of the missions, organizational structures, and governance of institutions of higher education.

HIED 7120: Administration of Higher Education
This seminar involves an exploration of the functional areas/skills that contribute to the effective administration of institutions of higher education. Emphasis is placed on planning, leadership, personnel administration, and facility management in the higher education environment. (Prerequisite: HIED 7110 or consent of instructor)

HIED 7210: Law in Higher Education
This course emphasizes the legal environments of postsecondary institutions, legal processes and analyses, and problems incurred in the administration of colleges and universities.

HIED 7310: Postsecondary Student in the U.S.
This course offers a comprehensive overview of the American college student from the perspectives of demographic, psychological, and cultural differences; patterns of growth and change during the college years; and the expected educational outcomes of college attendance.

Cognate Courses
Twelve credit hours of coursework must be completed in a required disciplinary or interdisciplinary cognate area selected by the student in concert with and approval by the program advisor. The cognate is an area of specialization developed through completion of a sequence of related courses designed to add depth to the student's doctoral program. It may be completed in one graduate academic unit or a combination of departments, schools, or colleges within the university. A maximum of three credit hours earned in practicum/internship or independent study/directed readings courses may be applied to the cognate. The remaining nine credit hours must be associated with formal classroom instruction. Credit hours earned in other courses required by the HIED program (e.g., core courses or research methodology courses) may not be counted toward the cognate.

Research Methodology Courses
EDFI 7510: Advanced Quantitative Methods in Education I
Theoretical and philosophical constructs in research designs and projects; formulation and critique of research proposals; statistical inference and application of selected techniques (basic research designs, chi-square, F-statistics, measures of relationships, covariance analyses, and other topics). (Taken concurrently with EDFI 6410: Statistics in Education or exemption from advisor)

EDFI 7520: Advanced Quantitative Methods in Education II
Continuation of EDFI 7510; second semester of a two-semester course sequence. (Prerequisite: EDFI 7510)

HIED 7510: Qualitative Research Problems and Methods in Higher Education
An examination of alternative paradigms and methods of research in higher education with a comprehensive overview of extant models, including naturalistic inquiry, case study, and ethnography, and their application to problems and practices in higher education.

HIED 7520: Issues and Methods of Applied Inquiry in Higher Education
This course focuses on research methods used by higher education administrators and emphasizes the application of data or information to the processes of decision-making and policy formulation. (Prerequisites: EDFI 7510, EDFI 7520, HIED 7510)
Dissertation Seminar and Research

HIED 7800: Graduate Seminar in Higher Education: Dissertation Seminar
This two-semester course is designed to help students prepare for the dissertation process and should be completed during the last year of coursework. Selection of research topics/methods, selection of committee chairs/members, and steps in the dissertation completion process are emphasized. (1 credit hour spring of year two, fall of year three)

HIED 7990: Dissertation Research
Students must maintain continuous registration in this course while they are completing their dissertations. A minimum of 16 credit hours of HIED 7990 is required for the Ph.D. (variable credit hours)

Global Understanding Requirement
This program requirement is intended to assist students in developing a holistic perspective of higher education through knowledge of its internal and external constituents within the global community. To complete this requirement students must demonstrate an understanding of a non-U.S. culture (international students must select a culture other than their own) and the effects of that culture on its system of postsecondary education. Students must work with their program advisors, preferably during their first semester in the HIED program, to develop their plans for completing their global awareness projects. Project proposals must be approved by the student’s advisor and the HESA chair. Completed projects must be summarized in oral presentations that integrate art, music, film, or other cultural expressions and that demonstrate an understanding of how the cultures examined affect institutions of higher education. Projects must be completed, presented, and approved prior to preliminary examinations.

Students may fulfill the global understanding requirement by taking a course for credit, integrating their projects into existing courses, completing independent studies, studying abroad, completing internships in other cultures, or using alternative means (creativity and ingenuity are encouraged) to gather information and then present their findings to an audience composed of students, faculty, and friends of the HIED program. The following are the most common ways in which students have pursued their global understanding of higher education:

1. Completion of EDFI 7010: Comparative Higher Education – Analysis of worldwide higher education systems.
2. Completion of internships or study abroad programs at universities in other countries. If students choose this option, they must immerse themselves in the cultures selected for a minimum of one month.
3. Independent study of a particular culture and the influences of that culture on higher education. Perspectives taken may be historical, sociological, religious, economic, etc.

Higher Education and Student Affairs Electives
The following courses have been offered by the HESA program as electives. In some cases, a HIED elective course may be used as a required cognate course. A maximum of three credit hours for independent study/directed readings or practicum/internship may be included in the cognate. Although additional elective courses (including independent study/directed readings and practicum/internship courses) may not be included in the minimum 63 credit hour requirement for the HIED program, they may be recommended by program advisors to students who have relevant interests and/or who need additional credit hours to fulfill minimum enrollment requirements for students with graduate assistantships (12 credit hours during the fall and spring semesters and nine credit hours during the summer term). Students may select electives from all graduate courses at the university.

CSP 6010: Foundations and Functions of College Student Personnel
CSP 6020: Theory and Assessment of College Student Development
CSP 6030: Theory and Assessment of Educational Environments
CSP 6035: Multicultural Competence in Student Affairs
CSP 6040: Educational Outcomes of American Colleges and Universities
CSP 6050: Capstone Seminar in College Student Personnel
HIED 7100: Issues in Higher Education
HIED 7130: Organization & Administration of the Two-Year College
HIED 7200: Curriculum in Higher Education
HIED 7240: Budget Administration in Higher Education
HIED 7300: Leadership in Higher Education
HIED 7320: Planning in Higher Education
HIED 7330: Women in Higher Education
HIED 7340: College and University Teaching
HIED 7800: Graduate Seminar in Higher Education (1-3 credit hours)
HIED 7840: Advanced Readings in Higher Education (1-3 credit hours)
HIED 7890: Higher Education Administration Internship/Field Experience (1-3 credit hours)
HIED 7900: Directed Research in Higher Education (1-4 credit hours)
HIED 7970: Advanced Practicum in Higher Education (1-3 credit hours)
HIED 7980: Readings for the Preliminary Examination (1-12 credit hours)
EDFI 7010: Comparative Higher Education

**Program Faculty and Research Interests**

Dr. Kenneth Borland, Professor – leadership (executive and strategic; philosophy, planning, management, change); decision support (systematic scientific inquiry, institutional research, and assessment)

Dr. Nicholas A Bowman, Assistant Professor – diversity experiences and outcomes; religious minority students; measurement of student outcomes; college rankings

Dr. Ellen M. Broido, Associate Professor – students with disabilities; social justice allies; racial identity development; diversity education; LGBT issues in higher education; theory and methods of qualitative research.

Dr. Michael Coomes, Associate Professor – generational characteristics of college students; history and philosophy of the student affairs profession

Dr. Christina J. Lunceford, Assistant Professor – student affairs preparation; organization and community development through educational partnerships; leadership development

Dr. Patrick Pauken, Associate Professor, School of Educational Foundations, Leadership and Policy and Vice Provost for Governance and Faculty Relations – (primary appointment in the School of Educational Foundations, Leadership, & Policy)

Dr. Dafina Stewart, Associate Professor – identity intersectionality and the relationship between spirituality and identity development; the experiences of and educational outcomes for African Americans in higher education in the U.S.; philosophy and practice of multicultural student services

Dr. Maureen E. Wilson, Associate Professor and Chair – college students and their development; professional practice in student affairs; college teaching; professional socialization

**Application and Admissions Process**

Admission to the BGSU HIED program is selective and restricted to the number of doctoral students to whom the program faculty believe they can provide quality instruction, advising, and dissertation direction. To be considered for admission, candidates must complete an application file with the following components:
1. Graduate Admissions Application [Apply online at http://www.applyweb.com/apply/bgsug]
2. Original transcripts of all previous undergraduate and graduate work taken at any college or university
3. Graduate Record Examination (GRE) scores
4. Current résumé or curriculum vitae detailing academic and professional background; at least 3-5 years successful work experience (preferably post-master’s) is desired
5. Personal Statement – A 3-5 page typed statement (double-spaced) which addresses:
   • Present goals, professional aspirations, interests, and reasons for seeking admission to the program
   • Areas of higher education administration in which you are most interested and why (e.g., student affairs, leadership, academic administration)
   • Current research interests
   • What you wish to achieve in the profession
6. Three letters of recommendation with HIED program reference form attached. Be sure to sign each reference form indicating whether or not you waive your right to review the reference forms. At least one letter of recommendation must be from a faculty member and you are also encouraged to include a reference from a higher education or student affairs professional. Your application is not complete without 3 references so follow up with your references to be certain these are submitted by the deadline.

**Submitting the Application**

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<td>4. Current Résumé or Curriculum Vitae</td>
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**Admissions Process Sequence of Events**
The HIED Admission Committee, comprised of faculty and current students, reviews completed applications to determine whether to invite the applicant for a personal interview. The purpose of the interview is for the faculty and applicant to determine whether a good “fit” (academically and professionally) between the program’s emphasis and the candidate’s personal and professional goals. If invited to campus, candidates also interview for graduate assistantships. The HESA chair makes a final recommendation on admission to the Graduate College.

Review of applications will begin **December 16, 2014**. Applications completed after that date will be considered on a space-available basis. On-campus interviews will be held February 19-21, 2015.

**Background Checks**
As a policy of the Graduate College, graduate interns are required to authorize and pass a background investigation prior to the start of employment. Offers of employment are conditional until a background investigation has been successfully completed and all other pre-employment requirements are satisfied. The University reserves the right to determine and confirm suitability for employment and to end any employment already begun if the background check reveals disqualifying information.

Please note that a past criminal conviction identified during a background check does not automatically cancel the contract offer. Candidates will be given the opportunity to provide additional information, to explain the nature and circumstances of the conviction, and any evidence of rehabilitation. In determining suitability for employment,
consideration will be given to factors that include: the specific duties of the internship position; the number of offenses and circumstances of each; date of conviction; and whether the conviction rose out of employment. If you have any concerns or would like to have a confidential discussion regarding your situation please contact the Graduate College Office at BGSU (419) 372-2791 and request to speak to the dean or associate dean of the Graduate College.

Financial Aid

For information about financial aid beyond the assistantship and resources listed above, please visit the Graduate College Fees and Financial Aid web site.

If you have questions about the interview process or the status of your application, please contact the program secretary, Theresa Kelso at 419-372-7382 or tkkelso@bgsu.edu; HIED intern Krystal Allen at 419-372-6016 or knallen@bgsu.edu; or Dr. Maureen E. Wilson, HESA chair, at mewilso@bgsu.edu.

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