REPORT OF GRADUATE COUNCIL
February 3, 2005

The Graduate Council approved the College of Agriculture and Life Sciences Department of Recreation, Park and Tourism Sciences proposal for a Certificate in Community Development.
December 3, 2004

MEMORANDUM

TO: Dr. Rick Giardino, Dean
Office of Graduate Studies

THROUGH: Dr. Fuller W. Bazer, Executive Associate Dean
College of Agriculture and Life Sciences

FROM: Dr. David Reed, Chair
COALS Graduate Program Council

SUBJECT: Department of Recreation, Park and Tourism Sciences, Proposal for Certificate in Community Development

The College of Agriculture and Life Sciences Graduate Program Council meet on December 1, 2004 and unanimously approved the proposal for the Certificate in Community Development.

If you have any questions or concerns, please contact me.
Memorandum

November 23, 2004

To: Dr. David Reed
   Department of Horticulture

Through: Dr. Joe O’Leary
   Head, Department of Recreation, Park and Tourism Sciences

From: Dr. John K. Thomas  {\textit{JKT}}
   Department of Recreation, Park and Tourism Sciences
   Program in Rural Sociology and Community Studies

A proposal to create a certificate in community development program is enclosed with the syllabi for two new courses. These materials, especially the new course forms, have been reviewed by Linda Lacy (Dir. of Academic Support Services) and include her suggestions. The RPTS Graduate Committee has reviewed and approved all of these materials as revised. It assigned RPTS 604 and RPTS 605, respectively, to the Principles in Community course and the Community Organization course. Dr. Joe O’Leary has signed the new course forms to indicate his approval of the proposal as well as the new courses. We would appreciate your assistance in forwarding these proposed materials to the Agricultural Instruction Committee to review and submit to the Dean for approval.

Thank you for any assistance that you and the Committed may provide. Please contact me by email (jkthomas@tamu.edu) if you have any questions, comments, or recommendations.
The Certificate in Community Development

Department of Recreation, Park and Tourism Sciences
College of Agriculture and Life Sciences
Texas A&M University
College Station, Texas

November, 2004
# Table of Contents

**PART I:** Program Description Purpose ................................................................. 1  
Advisory Council and Faculty for the Certificate in Community Development ... 1  
Award of the Certificate in Community Development ......................................... 2

**PART II:** Admission Criteria and Course Requirements ........................................ 2

**PART III:** Courses and Examples of Degree Plans ............................................... 2  
A. Approved Mandatory Courses for the Certificate ......................................... 2  
B. Other Approved Courses in the College of Agriculture and Life Sciences  
   Relevant to the Certificate ................................................................. 3  
C. Approved Courses outside the College of Agriculture and Life Sciences  
   Relevant to the Certificate ................................................................. 3  
D. Model Plan for Students seeking a Master of Science Degree (Thesis and  
   Non-Thesis Options) in Recreation, Park and Tourism Sciences and the  
   Certificate ......................................................................................... 4  
E. Model Plan for Students seeking a Doctor of Philosophy Degree in  
   Recreation, Park and Tourism Sciences and the Certificate .............................. 5  
F. Model Plan for Students seeking a Master of Urban Planning Degree  
   outside the College of Agriculture and Life Sciences and the Certificate ....... 6  
G. Model Plan for Students in Graduate Programs Offered by Distance  
   Education and seeking the Certificate ...................................................... 7

**PART IV:** Summary of Steps Required to attain the Certificate ......................... 7  
Step One: Submission of an Admission Application to the Certification in  
   Community Development Program .......................................................... 7  
Step Two: Review of the Application ..................................................................... 8  
Step Three: Payment of Fees ............................................................................... 8  
Step Four: Advisory Council Review and Examination ........................................... 8  
Step Five: Issuance of the Certificate .................................................................... 8

**PART V:** Policy for Maintaining Students’ Records ............................................. 8
PART I: Program Description

Purpose

Texas communities are experiencing tremendous pressures from several sources. Many face rapid growth and compositional change of their sizes of population resulting in increased demands for infrastructure and institutional services. Others are withering from long term losses of population due to out migration and economic stagnation thus stressing the functional operation and maintenance of local institutions. Still other communities have longed for economic prosperity but lack the wherewithal to stimulate growth. Regardless of their conditions, all of these communities critically demand creative and informed leadership to solve human, fiscal, and natural resource problems.

To help facilitate local leadership to conduct community-based organizational and program development, the Department of Recreation, Park and Tourism Sciences proposes to create a Certificate in Community Development (CCD). The curriculum is designed to complement traditional economic development courses by focusing on communication, leadership, strategic planning, and information management issues that affect a community’s social, economic, and political viability in periods of rapid expansion or contraction. Students who successfully complete CCD coursework will have the capabilities to significantly contribute as either professionals or volunteers to the attainment of this viability.

Advisory Council and Faculty for the Certificate in Community Development (CCD)

The certificate program will be guided by an Advisory Council comprised of at least five (5) faculty members who are experts in the field of community development. Council members will be appointed by the Head of the Department of Recreation, Park and Tourism Sciences (RPTS) to provide input and oversight on all matters related to the Program. Each faculty member appointed to the Council must have graduate faculty status. Three members will be RPTS faculty members and two will be selected from outside the department.

A CCD coordinator will oversee the day to day operation of the program, notify each student’s committee chair on all matters related to a student’s performance in the program, compile a list of students meeting the certificate requirements, and work with the Registrar to insure that transcripts appropriately designate students who have completed the program.

The Advisory Council and CCD coordinator will serve at the discretion of the Head of the Department of Recreation, Park and Tourism Sciences. The department head will also serve as an ex officio member of the Council.

In addition, a list of faculty who are located at Texas A&M University-College Station and its other system institutions and teach community development courses or have professional community development experience will be prepared. Several faculty members may be appointed from this list by the Head of the Department of Recreation, Park and Tourism Sciences as adjunct faculty to the CCD program based on their level of involvement (i.e., teaching and Advisory Council service) in the program.
Award of the Certificate in Community Development

The Dean of the College of Agriculture and Life Sciences and the Head of the Department of Recreation, Park and Tourism Sciences will sign the certificate of community development. The department head will award the certificate in a ceremony conducted at the end of the semester in which the student completed the certificate's requirements and prior to the official graduate exercises conducted by Texas A&M University. The College of Agriculture and Life Sciences and the Department of Recreation, Park and Tourism Sciences will share the cost of producing the certificates. Grades for courses taken to fulfill the requirements of the certificate will appear on an official University transcript.

PART II: Admission Criteria and Course Requirements

A student applicant to the program must meet one of the following criteria for admission into the CCD program:

- Be currently enrolled in a post baccalaureate non-degree (G6 status) program at Texas A&M University; or

- Be enrolled in a master or doctoral degree program at Texas A&M University

A certificate program for community development will be offered through Continuing Education/Distance Education at Texas A&M University for professionals, elected officials and others who do not satisfy either of these criteria.

The College of Agriculture and Life Sciences and the Department of Recreation, Park and Tourism Sciences will award the Certificate of Community Development to students who satisfy the following criteria:

- Apply for admission and are accepted by the CDD Advisory Council into the program;

- Complete a minimum of twelve (12) credit hours of certificate related course work. The courses may be part of the requirements necessary to complete a master or doctoral degree program at Texas A&M University; and

- Attain a 3.0 grade point average or higher for completion of the required coursework.

PART III-Courses and Examples of Degree Plans

A. Approved Mandatory Courses for the Certificate

CCD students will be required to take three mandatory core courses (9 semester course hrs.- SCH) and choose one (1) other course (3 SCH) among those approved below. The CCS Advisory Council or the program coordinator must approve each student’s course plan prior to
the initiation of course work and any changes to that plan that may occur subsequently. In addition, the student’s major professor must approve the plan of study.

**Mandatory Core Courses**

RPTS 604 Principles of Community and Community Development (new course, see attachment)
RPTS 605 Community Organization and Institution Building (new course, see attachment)
RPTS 603 Financing and Marketing Park and Recreation Resources

**B. Other Approved Courses in the College of Agriculture and Life Sciences Relevant to the Certificate**

AGRO 616 Land Disposal of Waste
AGEC 603 Land Economics
AGEC 605 Rural Real Estate Appraisal and Organization
FRSC 651 Geographical Information Systems
FRSC 652 Advanced Topics in Geographical Information Systems
RENR 660 Environmental Impact Analysis for Renewable Natural Resources
RENR 664 Coastal Zone Management
RPTS 609 Social, Economic, and Cultural Issues in Outdoor Recreation and Natural Resources
RPTS 666 Tourism and the Natural Environment

**C. Approved Courses outside the College of Agriculture and Life Sciences Relevant to the Certificate**

ARCH 676 Survey of Human Behavior and Design
EHRD 605 Principles and Practices in Human Resource Development
GEOG 616 Urban Geography
GEOG 619 Human Impact on the Environment
GEOG 660 GIS-Based Spatial Analysis and Modeling
HLTH 631 Community and Public Health
LDEV 671 Sustainable Development
PLAN 610 Structure and Function of Urban Settlements
PLAN 625 Geographical Information Systems in Landscape and Urban Planning
PLAN 626 Advanced GIS in Landscape and Urban Planning
PLAN 656 Housing and Community
SOCI 601 Urban Sociology
SOCI 667 Seminar in Race and Ethnic Relations
SOCI 687 Seminar in Rural Sociology

All courses shown above are listed in the 2003-04 Graduate Catalog. Other courses may be identified and included over time. Their inclusion in the CCD program will be based on an assessment of content relevance and approval of the CCD Advisory Committee.
D. Model Plan for Students seeking a Master of Science Degree (Thesis and Non-Thesis Options) in Recreation, Park and Tourism Sciences and the Certificate in Community Development

A graduate student may elect to pursue either the thesis or non-thesis option. The course curricula shown below are for typical degree plans.

**Thesis Option (Total number of hours: 32 SCH minimum*)**

- RPTS 601 Interrelationships of Recreation and Leisure Concepts
- RPTS 602 Social Science Foundations of Recreation, Parks and Tourism
- RPTS 615 Analytical Techniques in RPTS (If a student has passed a previous graduate overview research methods course, the student's advisory committee may approve another research methods course as a substitute for RPTS 615.)
- At least 6 additional hours of RPTS courses (excludes RPTS 685, Directed Studies, but can include RENR 662, Environmental Law and Policy). Six hours of core CCD courses may be used to fulfill this requirement if a student participates in the CCD program.
- STAT 651 Statistics in Research I (An equivalent graduate-level statistics courses may be approved by the student's advisory committee. Statistics courses must be passed with a grade of C or better.)
- One additional statistics or outside research methods course approved by the student’s advisory committee. (This is a below-the-line course on the degree plan, and is in addition to RPTS 615 or its approved substitute.)
- Additional 6 hours of courses in a supporting field (may include applicable RPTS courses or core CCD courses or an elective CCD course listed in Part III-B and C).
- RPTS 691 Research (maximum of 8 hours).

*All students must pass a final comprehensive examination administered by their graduate advisory committees.

**Non-thesis Option (Total number of hours: 36 SCH minimum*)**

- RPTS 601 Interrelationships of Recreation and Leisure Concepts
- RPTS 602 Social Science Foundations of Recreation, Parks and Tourism
• RPTS 615  Analytical Techniques in RPTS (If a student has passed a previous graduate overview research methods course, the student's advisory committee may approve another research methods course as a substitute for RPTS 615.)

• At least 9 additional hours of RPTS courses (excludes RPTS 685 and 693, but can include RENR 662, Environmental Law and Policy or RPTS 684, Professional Internship). Core CCD courses (9 hrs.) may be used to fulfill this requirement if a student is participating in the CCD program.

• STAT 651  Statistics in Research I. (An equivalent graduate-level statistics course may be approved by the student's advisory committee. Statistics courses must be passed with a grade of C or better.)

• Additional 12 hours of courses in a supporting field (may include applicable RPTS courses with the approval of the student's advisory committee). Core CCD courses (9 hrs.) may be used to fulfill this requirement if a student is participating in the CCD program.

• RPTS 693  Professional Study. 3 credit hours. Approved professional paper.

• Elective CCD course to include one course (3 hours) listed in Part III-B and C above. A student may choose to take RPTS 603 and RPTS 666 to satisfy this requirement to fulfill the non-thesis degree.

*All students must pass a final comprehensive examination administered by their graduate advisory committees.

E. Model Plan for Students seeking a Doctor of Philosophy Degree* in Recreation, Park and Tourism Sciences and the Certificate

Total number of hours: 64 SCH minimum*, plus other courses assigned by the student's advisory committee and STAT 651 and 652 or equivalent if requirement was not met as part of master's degree

• RPTS 601  Interrelationships of Recreation and Leisure Concepts. (The RPTS Graduate Affairs Committee may waive this requirement with evidence of previous graduate course work in RPTS. In this case, another RPTS course must be substituted for RPTS 601.)

• RPTS 602  Social Science Foundations of Recreation, Parks and Tourism.

• RPTS 615  Analytical Techniques in RPTS. (If a student has passed a previous graduate overview research methods course, the student's advisory committee may approve an outside research methods course as a substitute for RPTS 615.)

• At least 9 additional hours of RPTS courses (excludes RPTS 685, Directed Studies, but can include RENR 662, Environmental Law and Policy). Core CCD courses (9
hrs.) may be used to fulfill this requirement if a student is participating in the CCD program.

- PHIL 645  Philosophy of Science (or equivalent graduate-level philosophy of science course approved by the student’s advisory committee.)

- A qualitative research methods course approved by the student’s advisory committee.

- One additional outside research methods course approved by the student’s advisory committee (in addition to RPTS 615 or its approved substitute).

- Additional 13 hours of courses in a minor or two supporting fields (may include applicable RPTS courses and one elective CCD courses listed in Part III-C and D).

- RPTS 691  Research. (minimum of 24 hours)

- In addition, students must (a) take STAT 651 and STAT 652, Statistics in Research I and II or their equivalent as part of their master's program or (b) pass these courses with a grade of C or better at TAMU. Equivalent graduate-level statistics courses may be taken at TAMU to meet the STAT 651/652 requirement if approved by the student's TAMU doctoral advisory committee.

*All students must pass a final comprehensive examination administered by their graduate advisory committees.

F. Model Plan for Students seeking a Master of Urban Planning Degree outside the College of Agriculture and Life Sciences and the Certificate

Total number of hours: 48 SCH (39 hours of Urban Planning courses + 9 CCD hours minimum)

- PLAN 640  Law and Legislation Related to Planning

- PLAN 661  Information and Communication

- PLAN 665  Plan Making

- PLAN 613  Planning Methods and Techniques

- PLAN 658  Plan Implementation

- PLAN 664  Planning Theory and History

- PLAN 662  Applied Planning I

- PLAN 654  Planning Administration and Management
• PLAN 685  Problems: Professional Synthesis Paper

• PLAN 663  Applied Planning II

• Elective PLAN courses (9 hours)

• Core CCD courses (9 hours)

• Elective CCD course  to include one (3 hours) listed in Part III-C and D. Student may choose to take PLAN 610, PLAN 625, PLAN 626 to fulfill this requirement, or PLAN 656 to satisfy this requirement.

G. Model Plan for Students in Graduate Programs Offered by Distance Education and seeking the Certificate in Community Development

The College of Agriculture and Life Sciences offers a non-thesis Master of Agriculture (MAgr) degree by distance education in several areas: Agricultural Development; Natural Resource Development; Wildlife Sciences; Fisheries Sciences; Poultry Science; Plant Protection; and Plant Science. Degree plans will vary greatly and by individual student. A professional paper and internship with a professional in these emphasis areas are required by the University. All courses in the MAgr distance program are equivalent to on-campus courses and are taught the same faculty members. An individual must be enrolled as a graduate student to participate in the MAgr program.

A distance education component of the CCD program will be developed after the on-campus CCD program has been implemented at the University. Faculty members responsible for teaching the core CCD and other courses will be encouraged to develop web-based versions appropriate for distance education. Students will be required to fulfill all CCD program requirements identified above.

PART IV: Summary of Steps Required to attain the Certificate

Students should meet with the coordinator of the CCD program or a member of its Advisory Council prior to filing an application to this program and completing a degree plan. The following steps should be taken:

Step One: Submission of an Admission Application to the CCD Program.
A student must be accepted into or currently enrolled in a graduate program or be enrolled as a G6 student at Texas A&M University. A copy of the student’s graduate degree plan should accompany the CCD application. The graduate degree plan must be signed by the student’s Graduate Advisory Committee and the head of the student’s department and placed on file in the Office of Graduate Studies. An application to enroll in the CCD program will include the following information:

• Applicant’s name
• Date of Application
• Permanent and local mail addresses, telephone number(s), and email address
• Professional and employment experience
• Past academic degree(s): type, location, year
• Current Graduate Degree Program: Department, master or doctoral student status,
  major advisor and graduate committee members; and coursework plan
• Official undergraduate or graduate transcript, whichever is the most recent
• Student’s signature and date
• Approval recommendation by the CCD Advisory Council
• Signature of the Head of the Department of Recreation, Park and Tourism Sciences

Step Two: Review of the Application.
The CCD Advisory Council will review each student’s application for compliance with
the CCD requirements. It will also determine the compatibility of the CCD curriculum with that
of the graduate degree plan and recommend appropriate changes. Any changes to a graduate
degree plan must be approved by a student’s graduate advisory committee and filed with the
University’s Office of Graduate Studies.

Step Three: Payment of Fees.
Students must meet all financial obligations to the University by their due dates
established by the University. Tuition and other institutional fees for seeking a certificate in
community development will be charged in accordance with current rates of the University.
Current rates are available at the web site <sfs.tamu.edu> and may change periodically.

Step Four: Advisory Council Review and Examination.
Each student who is near completion of CCD coursework must submit a record of
performance that includes a list of all courses taken and completed in the program and the grade
earned in each course. He or she will schedule with the Advisory Council a final examination
two weeks prior to the date of university-wide semester examinations.

Step Five: Issuance of the Certificate.
The Council will convey through the coordinator of the CCD program the name of each
candidate for issuance of the certificate to the Head of the Department of Recreation, Park and
Tourism Sciences, who will recommend in turn to the Dean of the College of Agriculture and
Life Sciences the certificate award. The Certificate will be awarded to a student who has
successfully completed all CCD program requirements with an average grade point average of
3.00 or higher. The Certificate will be awarded by the Department of Recreation, Park and
Tourism Sciences prior to scheduled graduation ceremonies for a master or doctoral. No
certificate will be awarded to a student who has any outstanding fees or other financial
obligations to the University or incomplete CCD coursework.

PART V: Policy for Maintaining Student Records

Official CCD records will consist of the following: an application; a copy of a student’s
approved CCD curriculum, a copy of his/her graduate degree plan (and any subsequent petitions
for course changes that may affect participation in the CCD program); results of the completion
of approved courses and final examination conducted by the Advisory Council; all official correspondence between the student and the CCD Advisory Council; and a recommendation by the Advisory Council to the Dean of the College of Agriculture and Life Sciences through the Head of the Department of Recreation, Park and Tourism Sciences to award (or not award) a Certificate of completion.

The coordinator of the CCD program will keep these materials and will provide a copy of the student’s CCD course plan and results of participation to the Registrar. The Registrar will maintain a permanent record of the award of a Certificate in Community Development and enter coursework results on a graduate student’s grade transcript.

Personal data acquired on each student during the application process and participation in the CCD program will not be released, except in accordance with state law and University guidelines. The guidelines stated for the Family Educational Rights and Privacy Act of 1974 and the Graduate Appeal process in the Graduate Catalog will be enforced.