



**SOUTH DAKOTA BOARD OF REGENTS  
ACADEMIC AFFAIRS FORMS**

**New Site Request**

Use this form to request authorization to deliver an entire existing degree program (graduate program, undergraduate major or minor, certificate, or specialization) at a new site or by distance delivery (including online delivery). Board of Regents approval is required for a university to offer programs off-campus and through distance delivery. The Board of Regents, Executive Director, and/or their designees may request additional information about the proposal. After the university President approves the proposal, submit a signed copy to the Executive Director through the system Chief Academic Officer. Only post the New Site Request Form to the university website for review by other universities after approval by the Executive Director and Chief Academic Officer.

<b>UNIVERSITY:</b>	<b>NSU</b>
<b>DEGREE(S) AND PROGRAM:</b>	<b>MSEd Counseling: Clinical Mental Health and School Counseling Tracks</b>
<b>NEW SITE(S):</b> <i>Include address of new physical locations. Delivery methods are defined in <a href="#">AAC Guideline 5.5</a>.</i>	<b>002 HyFlex Instruction/ 003 HyFlex Synchronous Instruction</b>
<b>INTENDED DATE OF IMPLEMENTATION:</b>	<b>Fall 2023</b>
<b>CIP CODE:</b>	<b>13.1101</b>
<b>UNIVERSITY DEPARTMENT:</b>	<b>Psychology and Counselor Education</b>
<b>BANNER DEPARTMENT CODE:</b>	<b>5E</b>
<b>UNIVERSITY DIVISION:</b>	<b>School of Education</b>
<b>BANNER DIVISION CODE:</b>	<b>NPSC</b>

**Please check this box to confirm that:**

- The individual preparing this request has read [AAC Guideline 2:11](#), which pertains to new site requests, and that this request meets the requirements outlined in the guidelines.
- This request will not be posted to the university website for review of the Academic Affairs Committee until it is approved by the Executive Director and Chief Academic Officer.

**University Approval**

*To the Board of Regents and the Executive Director: I certify that I have read this proposal, that I believe it to be accurate, and that it has been evaluated and approved as provided by university policy.*

  
\_\_\_\_\_  
President (or designee) of the University

5/4/2023  
\_\_\_\_\_  
Date

Note: In the responses below, references to external sources, including data sources, should be documented with a footnote (including web addresses where applicable).

**1. What is the need for offering the program at the new physical site or through distance delivery?**

Communities and schools in northeastern South Dakota and around the state have a growing demand for highly prepared counselors. However, access to Counseling educational opportunities can be an obstacle for many adult learners. The South Dakota Department of Labor and Regulation<sup>1</sup> identifies school and clinical mental health counselors as one of the top 30 hot careers, and counseling careers are expected to grow rapidly with large numbers of job openings nationally over the next several years.<sup>2</sup> Adult learners seeking to complete a master's degree in counselor education often strive to balance professional and personal responsibilities. Northern's Office of Graduate Studies has received an increasing number of inquiries from prospective students seeking digital delivery options for Northern's CACREP-accredited counseling program. Prospective students cite geographic location, full-time employment, and family or other personal commitments as barriers to accessing a face-to-face program.

After a lengthy application process, CACREP approved Northern State University to offer the MEd in Counseling via HyFlex (what CACREP deems digital delivery). Offering Northern's MEd Counseling program using HyFlex delivery methods will improve student access to graduate level counselor education, helping to meet the learning needs of a diverse student body, and filling projected vacancies in the field for our rural region and beyond. While many universities adopted HyFlex as a quick response to the pandemic, Northern built from the university's special ELearning mission and invested in HyFlex pedagogy and technologies. HyFlex is a vibrant form of digital delivery that allows students increased flexibility to participate in a course the way that meets their individual needs best. Finally, many of the MEd programs offered in the School of Education are available through digital or hybrid delivery. Extending a flexible delivery format to the Counseling program will promote uniformity among graduate programs within the Millicent Atkins School of Education.

**2. Are any other Regental universities authorized to offer a similar program at the proposed site(s) or through distance delivery? If "yes," identify the institutions and programs and explain why authorization is requested.**

No. HyFlex is a new delivery mode recently approved by the SDBOR. None of the Counseling programs in the BOR system are offered via HyFlex delivery. None of the Counseling master's programs is currently available online.

**3. Are students enrolling in the program expected to be new to the university or redirected from other existing programs at the university? Complete the table below and explain the methodology used in developing the estimates (*replace "XX" in the table with the appropriate year*).**

Students enrolling will be new to the university's master's in Counseling. NSU will recruit adult learners from around the region as well as students who have graduated from NSU with degrees in psychology, criminal justice, sociology, or education.

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<sup>1</sup> South Dakota Department of Labor [https://dlr.sd.gov/lmic/publications/general/top\\_30\\_hot\\_careers\\_2020.pdf](https://dlr.sd.gov/lmic/publications/general/top_30_hot_careers_2020.pdf)

<sup>2</sup> O\*Net <https://www.onetonline.org/find/bright?b=1>

	Fiscal Years*			
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
<i>Estimates</i>	FY 24	FY 25	FY 26	FY 27
Students new to the university	5	7	9	10
Students from other university programs	0	0	0	0
=Total students in the program at the site	5	12	16	19
Program credit hours (major courses)**	150 <sup>3</sup>	360	480	570
Graduates		5	7	9

\*Do not include current fiscal year.

\*\*This is the total number of credit hours generated by students in the program in the required or elective program courses. Use the same numbers in Appendix B – Budget.

**4. What is the perceived impact of this request on existing programs in the Regental system?**

Northern’s change to HyFlex delivery will not impact existing programs in any significant way. Northern will draw students who live remotely or have personal and professional reasons that travel to a physical site is not possible for their graduate studies. Delivering Northern’s Counseling master’s via HyFlex will increase the total number of students enrolling in Counseling programs in the state.

At Northern, the initial transition to HyFlex delivery will draw more students who can be accommodated in existing classes. Students enrolled in face-to-face sections currently will participate with their digital peers in the HyFlex environment. Expanding to digital delivery at the program level will promote increased enrollments in existing course sections and offer greater flexibility to students while completing the degree requirements. Should the number of students enrolled via HyFlex grow the total enrollment in Northern’s Counseling program past the CACREP student to faculty ratio, Northern will add faculty and sections with the tuition revenue more than covering the cost of an additional faculty member.

**5. Complete the table and explain any special circumstances. Attach a copy of the program as it appears in the current catalog. If there are corresponding program modifications requested, please attach the associated form. Explain the delivery of the new courses and attach any associated new course request forms.**

MSEd Counseling, Clinical Mental Health or School Counseling	Credit hours	Credit hours currently available from this university at this site	Credit hours currently available from other universities available at this site	Credit hours currently available via distance	Credit hours new to this university
System General Education Requirements	0	0	0	0	0
<i>Subtotal, Degree Requirements</i>	0	0	0	0	0
Required Support Courses	3	3	0	3	0

<sup>3</sup> The MSEd Counseling is 60 credits. Students who complete the degree program over 2 years (including summers) take an average of 30 credits a year. The estimated number of credits from additional students in the HyFlex site is based on 30 graduate credits per year.

Major Requirements	51	51	0	6	0
Major Electives or Minor	6	6	0	6	0
<i>Subtotal, Requirements of the Proposed Major</i>	60	60	0	15	0
Free Electives	0	0	0	0	0
<i>Total, Degree with Proposed Major</i>	60	60	0	15	0

\*If the major will be available in more than one degree (e.g., BA, BS, BS Ed) at the new site(s) and the number or distribution of credits will vary with the degree, provide a separate table for each degree.

## FOUNDATION COURSES

- [EDER 761 - Graduate Research and Design](#) 3 credits

## CORE COURSES

- [CGPS 736 - Assessment in Counseling](#) 3 credits
- [CGPS 737 - Assessment: Psychopathology and Diagnosis](#) 3 credits
- [CGPS 742 - Career and Lifestyle Development](#) 3 credits
- [CGPS 745 - Chemical and Behavioral Addictions](#) 3 credits
- [CGPS 750 - Trauma Informed Care in Counseling](#) 3 credits
- [CGPS 752 - Crisis and Disaster Intervention and Wellness](#) 3 credits
- [CGPS 755 - Human Growth and Development](#) 3 credits
- [CGPS 758 - Pre-Practicum: Counseling Skills and Applications](#) 3 credits
- [CGPS 760 - Introduction to Integrative Mental Health Care](#) 3 credits
- [CGPS 761 - Theories of Counseling and Personality](#) 3 credits
- [CGPS 762 - Multicultural Counseling](#) 3 credits
- [CGPS 765 - Group and Family Dynamics](#) 3 credits
- [CGPS 769 - Professional Orientation and Ethics in Counseling](#) 3 credits
- [CGPS 775 - Advanced Counseling Theories](#) 3 credits

## SPECIALIZATIONS

### Clinical Mental Health Counseling

- [CGPS 739 - Psychopharmacology](#) 3 credits
- [CGPS 770 - Clinical Supervision, Training and Ethics](#) 3 credits

### School Counseling

- [CGPS 754 - Introduction to School Counseling, School Environment, and Consultation](#) 3 credits
- [CGPS 774 - School Counseling Program Development & Classroom Management](#) 3 credits

## PRACTICUM AND INTERNSHIP

- [CGPS 795 - Practicum](#) 3 credits  
(100 clock hours; 40 direct/60 in-direct)
- [CGPS 794 - Internship](#) 2-6 credits  
(600 clock hours; 240 direct/360 in-direct)

## TOTAL CREDITS REQUIRED: 60 CREDITS

## 6. How will the university provide student services comparable to those available for students on the main campus?

Students are supported by the Office of Graduate Studies, the Counseling Program Director, and program faculty through advising. All students are assigned an academic faculty advisor upon admission to the graduate counseling program. Students receive information about the courses to enroll in for the first semester and continue to work closely with the advisor throughout their

program of study. The Office of Graduate Studies and faculty within the counseling program have experience communicating and interacting with students using distance technologies.

Student services are already available to distance students, including accessibility services, counseling services, access to course materials, and library holdings. Students may select and order textbooks online through the NSU Online Bookstore. The online bookstore provides easy access to affordable educational materials. Additionally, the Beulah Williams Library holds nearly 150,000 items, subscribes to nearly 80 electronic databases, and provides off-campus services to students.

Northern provides tutoring services for graduate courses, especially writing-intensive courses, through both the NSU Tutoring Center and online tutoring (Tutor.com).

**7. Is this program accredited by a specialized accrediting body? If so, address any program accreditation issues and costs related to offering the program at the new site(s).**

The MEd Counseling program is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). CACREP approved Northern State University's substantive change request for digital delivery, and Northern will use HyFlex for its mode of digital delivery. Digital delivery aligns to the current CACREP standards as well as applicable state requirements. Because the majority of the digital tools required for HyFlex program delivery are currently in place, there are no additional costs anticipated for this change. Should the number of students enrolled via HyFlex grow the total enrollment in Northern's Counseling program past the CACREP requirement for a student to faculty ratio of 12:1, Northern will add an additional faculty and sections. The tuition revenue more than covers the cost of an additional faculty member and program expansion.

To comply with Higher Learning Commission (HLC) standards for online program delivery, Northern already sought and received approval from HLC to deliver the Master of Counseling online.

**8. Does the university request any exceptions to Board policy for delivery at the new site(s)? Explain requests for exceptions to Board policy.**

No exceptions are being sought for delivery at this new site.

**9. Cost, Budget, and Resources related to new courses at the site: Explain the amount and source(s) of any one-time and continuing investments in personnel, professional development, release time, time redirected from other assignments, instructional technology & software, other operations and maintenance, facilities, etc., needed to implement the proposed minor. Complete Appendix B – Budget using the system form.**

No new courses are planned for delivery in the MEd Counseling Program. Faculty are currently utilizing digital technologies to support the delivery of several courses currently offered within the program. Additionally, the university recently updated all classrooms to support HyFlex teaching; twenty of those classrooms received advanced upgrades to support high level HyFlex instruction. The current counseling faculty recently completed a yearlong HyFlex Certification Program through Northern State University's Center for Excellence in Teaching and Learning (CETL). This training provided counseling faculty with the opportunity to gain knowledge and

skills to implement consistent, high quality HyFlex practices. Plans are already in place at NSU to provide all faculty teaching HyFlex with training in this dynamic pedagogy. With these robust resources currently in place at the university, there are no significant budgetary needs anticipated at this time.