Washtenaw Community College Comprehensive Report

UAT 313 Effective Leadership and Committee Development (UA 2104)
Effective Term: Spring/Summer 2025

Course Cover

    College: Advanced Technologies and Public Service Careers
    Division: Advanced Technologies and Public Service Careers
    Department: United Association Department (UAT Only)
    Discipline: United Association Training
    Course Number: 313
    Org Number: 28200
    Full Course Title: Effective Leadership and Committee Development (UA 2104)
    Transcript Title: Effctv Ldrshp/Cmmitee Dev 2104
    Is Consultation with other department(s) required: No
    Publish in the Following: College Catalog , Time Schedule , Web Page
    Reason for Submission: Course Change
    Change Information:
        Course title
        Course description
        Credit hours
        Total Contact Hours
        Outcomes/Assessment
        Objectives/Evaluation
        Other:
    Rationale: The course has been updated for current trends, technology and adjustments to title and assessments.
    Proposed Start Semester: Spring/Summer 2025
    Course Description: In this course, students will develop leadership skills through professional development and committee involvement. Best practices related to increasing motivation and improving accountability will be explored in leadership roles. Additionally, students will engage in organizing and hosting committees using current online platforms. Resources for creating and updating organizational bylaws and charters as well as the procedures for establishing a not-for-profit organization will also be discussed. Limited to United Association Instructor Training program graduates.

Course Credit Hours

    Variable hours: No
    Credits: 1.5
    The following Lecture Hour fields are not divisible by 15: Student Min ,Instructor Min
    Lecture Hours: Instructor: 22.5 **Student:** 22.5
    The following Lab fields are not divisible by 15: Student Min, Instructor Min
    Lab: Instructor: 1.5 **Student:** 1.5
    Clinical: Instructor: 0 **Student:** 0

    Total Contact Hours: Instructor: 24 **Student:** 24
    Repeatable for Credit: NO
    Grading Methods: Letter Grades
    Audit
    Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing
College-level Reading & Writing

College-Level Math

Requisites

General Education
Degree Attributes
Below College Level Pre-Reqs

Request Course Transfer
Proposed For:

Student Learning Outcomes

1. Demonstrate motivational leadership techniques in a supervisor role.
   Assessment 1
   Assessment Tool: Outcome-related interactive role play
   Assessment Date: Spring/Summer 2025
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All
   Number students to be assessed: All
   How the assessment will be scored: Rubric
   Standard of success to be used for this assessment: 80% of the students will score 80% or higher.
   Who will score and analyze the data: U.A. Instructors

2. Demonstrate organizational skills for committee/groups and meeting hosting proficiency on several virtual platforms.
   Assessment 1
   Assessment Tool: Outcome-related interactive group role play
   Assessment Date: Spring/Summer 2025
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All
   Number students to be assessed: All
   How the assessment will be scored: Rubric
   Standard of success to be used for this assessment: 80% of the students will score 80% or higher.
   Who will score and analyze the data: U.A. Instructors

3. Interpret key components of organizational bylaws/charters based on a comparison of the bylaws/charters of various local Training Centers.
   Assessment 1
   Assessment Tool: Outcome-related skill development group activity
   Assessment Date: Spring/Summer 2025
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All
   Number students to be assessed: All
   How the assessment will be scored: Observational checklist
   Standard of success to be used for this assessment: 80% of the students will score 80% or higher.
   Who will score and analyze the data: U.A. Instructors

4. Explain the steps involved in establishing a not-for-profit organization based on a comparison of various locals' guidelines.

> **Assessment 1**
>> Assessment Tool: Outcome-related skill development group activity
>> Assessment Date: Spring/Summer 2025
>> Assessment Cycle: Every Three Years
>> Course section(s)/other population: All
>> Number students to be assessed: All
>> How the assessment will be scored: Observational checklist
>> Standard of success to be used for this assessment: 80% of the students will score 80% or higher.
>> Who will score and analyze the data: U.A. Instructors

Course Objectives

1. Discuss the foundational concepts of motivation.
2. Describe motivational leadership methods.
3. Apply communication and strategic negotiation skills to role-play scenarios.
4. Discuss the meaning of consensus and its implications in decision making.
5. Facilitate online meetings using virtual platforms.
6. Utilize social media to expand and organize groups.
7. Identify pitfalls and potential disruptions for meetings and analyze how these elements hinder motivation and group cohesion.
8. Create bylaws and a charter.
9. Create a committee meeting agenda.
10. Compare and contrast formal and informal meetings.
11. Discuss potential funding sources for a not-for-profit organization.
12. Explain the process of obtaining a Federal Tax ID number.
13. Examine the Internal Revenue Service (IRS) Form 1030.
14. Discuss motivational methods and programs.

New Resources for Course

Course Textbooks/Resources

Textbooks
> John P. Kotter . *Leading Change* , ed. Harvard Business Review Press, 2012

Manuals
Periodicals
Software

Equipment/Facilities

Reviewer	Action	Date
Faculty Preparer:		
Tony Esposito	*Faculty Preparer*	*Jan 22, 2025*
Department Chair/Area Director:		
Marilyn Donham	*Recommend Approval*	*Jan 28, 2025*
Dean:		
Eva Samulski	*Recommend Approval*	*Jan 28, 2025*
Curriculum Committee Chair:		
Randy Van Wagnen	*Recommend Approval*	*Jun 04, 2025*
Assessment Committee Chair:		

Jessica Hale	*Recommend Approval*	*Jun 09, 2025*

Vice President for Instruction:

Brandon Tucker	*Approve*	*Jun 10, 2025*

Course Cover

Division: Advanced Technologies and Public Service Careers
Department: United Association Department
Discipline: United Association Training
Course Number: 313
Org Number: 28200
Full Course Title: Creating Future Leaders (UA 2104)
Transcript Title: Creating Future Leaders 2104
Is Consultation with other department(s) required: No
Publish in the Following:
Reason for Submission: New Course
Change Information:
Rationale: New United Association Course
Proposed Start Semester: Spring/Summer 2021
Course Description: In this course, students will develop leadership skills through professional development and committee involvement. Best practices related to increasing motivation and improving accountability will be explored using role-play techniques. Additionally, students will engage in organizing and hosting committees using online platforms. Resources for creating and updating organizational bylaws and charters as well as the procedures for establishing a not-for-profit organization will also be discussed. Limited to United Association Instructor Training program participants.

Course Credit Hours

Variable hours: No
Credits: 1.5
The following Lecture Hour fields are not divisible by 15: Student Min ,Instructor Min
Lecture Hours: Instructor: 22.5 **Student:** 22.5
The following Lab fields are not divisible by 15: Student Min, Instructor Min
Lab: Instructor: 1.5 **Student:** 1.5
Clinical: Instructor: 0 **Student:** 0

Total Contact Hours: Instructor: 24 **Student:** 24
Repeatable for Credit: NO
Grading Methods: Letter Grades
Audit
Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing

College-level Reading & Writing

College-Level Math

Requisites

General Education

Degree Attributes

Below College Level Pre-Reqs

Request Course Transfer
Proposed For:

Student Learning Outcomes

1. Demonstrate motivational leadership techniques in a supervisor role.
    Assessment 1
    Assessment Tool: Interactive Role Play Demonstration
    Assessment Date: Spring/Summer 2021
    Assessment Cycle: Every Three Years
    Course section(s)/other population: All
    Number students to be assessed: All
    How the assessment will be scored: Rubric
    Standard of success to be used for this assessment: 80% of the students will score 80% or higher.
    Who will score and analyze the data: U.A. instructors

2. Organize and host committee meetings using virtual platforms.
    Assessment 1
    Assessment Tool: Interactive Role Play Demonstration
    Assessment Date: Spring/Summer 2021
    Assessment Cycle: Every Three Years
    Course section(s)/other population: All
    Number students to be assessed: All
    How the assessment will be scored: Rubric
    Standard of success to be used for this assessment: 80% of the students will score 80% or higher.
    Who will score and analyze the data: U.A. instructors

3. Recognize and interpret key components of organizational bylaws/charters.
    Assessment 1
    Assessment Tool: Skill development activity worksheet
    Assessment Date: Spring/Summer 2021
    Assessment Cycle: Every Three Years
    Course section(s)/other population: All
    Number students to be assessed: All
    How the assessment will be scored: Rubric
    Standard of success to be used for this assessment: 80% of the students will score 80% or higher.
    Who will score and analyze the data: U.A. instructors

4. List the steps involved in establishing a not-for-profit organization.
    Assessment 1
    Assessment Tool: Outcome-related quiz
    Assessment Date: Spring/Summer 2021
    Assessment Cycle: Every Three Years
    Course section(s)/other population: All
    Number students to be assessed: All
    How the assessment will be scored: Answer key
    Standard of success to be used for this assessment: 80% of the students will score 80% or higher.
    Who will score and analyze the data: U.A. instructors

Course Objectives

1. Discuss the fundamental concepts of motivation.
2. Identify and describe motivational leadership methods.
3. Apply communication and strategic negotiation skills to role-play scenarios.
4. Discuss the meaning of consensus and its implications in decision making.
5. Facilitate online meetings using virtual platforms.
6. Demonstrate the ability to utilize social media to expand and organize groups.
7. Identify and analyze meeting pitfalls and potential disruptions that hinder motivation and group cohesion.
8. Demonstrate the ability to create bylaws and a charter.
9. Create a committee meeting agenda.
10. Compare and contrast formal and informal meetings.
11. Discuss potential funding sources for a not-for-profit organization.
12. Explain the process of obtaining a Federal Tax ID number.
13. Examine the IRS form 1030.
14. Identify the process and regulations of becoming a non-profit organization.

New Resources for Course

Course Textbooks/Resources

Textbooks
Manuals
Periodicals
Software

Equipment/Facilities

Reviewer	Action	Date
Faculty Preparer:		
Tony Esposito	*Faculty Preparer*	*Nov 16, 2020*
Department Chair/Area Director:		
Marilyn Donham	*Recommend Approval*	*Nov 29, 2020*
Dean:		
Jimmie Baber	*Recommend Approval*	*Dec 01, 2020*
Curriculum Committee Chair:		
Lisa Veasey	*Recommend Approval*	*Jan 29, 2021*
Assessment Committee Chair:		
Shawn Deron	*Recommend Approval*	*Feb 10, 2021*
Vice President for Instruction:		
Kimberly Hurns	*Approve*	*Feb 10, 2021*