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MAY 8 2015

OFFICE OF THE
SENATE COUNCIL**Course Information**

Date Submitted: 4/28/2015

Current Prefix and Number: PA - Public Administration , PA 624 GOVERNMENT INFO SYSTEMS

Other Course:

Proposed Prefix and Number: PA 624

What type of change is being proposed?

Major Change

Should this course be a UK Core Course? No

1. General Information

a. Submitted by the College of: GRADUATE SCHOOL

b. Department/Division: Martin School of Public Administration

c. Is there a change in 'ownership' of the course? No

If YES, what college/department will offer the course instead: Select...

e. Contact Person

Name: Eugenia Toma

Email: eugenia.toma@uky.edu

Phone: 257-1156

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

f. Requested Effective Date

Semester Following Approval: No OR Effective Semester: fall 2015

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: N/A

b. Full Title: GOVERNMENT INFORMATION SYSTEMS

Proposed Title: Government Information Systems

c. Current Transcript Title: GOVERNMENT INFO SYSTEMS

Proposed Transcript Title:

d. Current Cross-listing: none

Proposed – ADD Cross-listing :

Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

LECTURE: 2

Proposed Meeting Patterns

LECTURE: 3

f. Current Grading System: Graduate School Grade Scale

Proposed Grading System: *Letter (A, B, C, etc.)*

g. Current number of credit hours: 2

Proposed number of credit hours: 3

h. Currently, is this course repeatable for additional credit? No

Proposed to be repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester? No

2i. Current Course Description for Bulletin: Provides an overview of information strategies and management approaches to government functions and public policy programs and illustrates the interaction between information technology and information systems with management and policy decision in the public and non-profit sectors.

Proposed Course Description for Bulletin: Provides an overview of information strategies and management approaches to government functions and public policy programs. It illustrates and analyzes the interaction between information technology and information systems with management and policy decisions in the public and non-profit sectors by using large data.

2j. Current Prerequisites, if any: Prereq: MPA or MPP program status.

Proposed Prerequisites, if any: Prereq: MPA or MPP program status.

2k. Current Supplementary Teaching Component:

Proposed Supplementary Teaching Component:

3. Currently, is this course taught off campus? No

Proposed to be taught off campus? No

If YES, enter the off campus address:

4. Are significant changes in content/student learning outcomes of the course being proposed? Yes

If YES, explain and offer brief rationale: With the increasing availability of large data bases for public decision making, MPP and MPA students need to understand how to access, analyze, and use the data in decision making. Original learning outcomes: A. Understand the three domains of knowledge—policy, leadership management, and technology options—that constitute the public sector information environment. B. Demonstrate, through analysis and discussion of case studies and practical problems, how these domains interact to shape the challenges, options, and actions available to government managers in a single organization and in multi-organizational settings. C. Be familiar with the emerging opportunities and issues of e-government. D. Develop an understanding of some of the major technologies that support the management of public administration information. Additional outcomes: E. Become familiar with large government data by learning their uses, how to navigate through government data collections, and becoming aware of policies pertaining to accessibility. F. Use statistical software to both describe and analyze big government data collections. G. Synthesize and present original work.

5a. Are there other depts. and/or pgms that could be affected by the proposed change? No

If YES, identify the depts. and/or pgms:

5b. Will modifying this course result in a new requirement of ANY program? Yes

If YES, list the program(s) here: This is a required course for the MPP program. The changes to that program were approved in 2015.

6. Check box if changed to 400G or 500: No

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6. How do course requirements ensure that students make appropriate use of learning resources?

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components? NO

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|FIN008|Meri M Hackbart|PA 624 CHANGE Dept Review|20150330

SIGNATURE|JACKSON|Brian A Jackson|PA 624 CHANGE College Review|20150330

SIGNATURE|ZNNIKO0|Roshan Nikou|PA 624 CHANGE Graduate Council Review|20150508

Course Change Form

https://myuk.uky.edu/sap/bc/soap/rfc?services=

Open in full window to print or save

Generate F

Attachments:

Browse...

Upload File

	ID	Attachment
Delete	4942	Differences in syllabi for PA 624.docx
Delete	4943	PA 624 syllabus.doc

First 1 Last

NOTE: Start form entry by choosing the Current Prefix and Number
(*denotes required fields)

Current Prefix and Number:		PA - Public Administration PA 624 GOVERNMENT INFO SYSTEMS	Proposed Prefix & Number: (example: PHY 401G) <input checked="" type="checkbox"/> Check if same as current	PA 624
* What type of change is being proposed?		<input checked="" type="checkbox"/> Major Change <input type="checkbox"/> Major -- Add Distance Learning <input type="checkbox"/> Minor - change in number within the same hundred series, exc 799 is the same "hundred series" <input type="checkbox"/> Minor - editorial change in course title or description which doe change in content or emphasis <input type="checkbox"/> Minor - a change in prerequisite(s) which does not imply a cha course content or emphasis, or which is made necessary by the e or significant alteration of the prerequisite(s) <input type="checkbox"/> Minor - a cross listing of a course as described above		
Should this course be a UK Core Course? <input type="radio"/> Yes <input checked="" type="radio"/> No				
If YES, check the areas that apply:				
<input type="checkbox"/> Inquiry - Arts & Creativity <input type="checkbox"/> Composition & Communications - II <input type="checkbox"/> Inquiry - Humanities <input type="checkbox"/> Quantitative Foundations <input type="checkbox"/> Inquiry - Nat/Math/Phys Sci <input type="checkbox"/> Statistical Inferential Reasoning <input type="checkbox"/> Inquiry - Social Sciences <input type="checkbox"/> U.S. Citizenship, Community, Diversity <input type="checkbox"/> Composition & Communications - I <input type="checkbox"/> Global Dynamics				
1. General Information				
a. Submitted by the College of:		GRADUATE SCHOOL		Submission Date: 4/28/2015
b. Department/Division:		Martin School of Public Administration		
c.* Is there a change in "ownership" of the course?				
<input type="radio"/> Yes <input checked="" type="radio"/> No If YES, what college/department will offer the course instead? <input type="text" value="Select.."/>				
e.* Contact Person Name:		Eugenia Toma Email: eugenia.toma@uky.edu Phone: 257-1156		
* Responsible Faculty ID (if different from Contact):		Email:		Phone:
f.* Requested Effective Date:		<input type="checkbox"/> Semester Following Approval OR <input type="checkbox"/> Specific Term: ² fall 2015		
2. Designation and Description of Proposed Course.				
a. Current Distance Learning (DL) Status:		<input checked="" type="radio"/> N/A <input type="radio"/> Already approved for DL* <input type="radio"/> Please Add <input type="radio"/> Please Drop		
*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box) that the proposed change affect DL delivery.				
b. Full Title:		GOVERNMENT INFORMATION SYSTEMS	Proposed Title: *	Government Information Sys
c. Current Transcript Title (if full title is more than 40 characters):		GOVERNMENT INFO SYSTEMS		
c. Proposed Transcript Title (if full title is more than 40 characters):				
d. Current Cross-listing:		OR		

	<input checked="" type="checkbox"/> N/A	Currently ³ Cross-listed with (Prefix & Number):	none
Proposed – ADD ² Cross-listing (Prefix & Number):			
Proposed – REMOVE ^{3,4} Cross-listing (Prefix & Number):			
e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours⁵ for each meeting pattern			
Current:	Lecture 2	Laboratory ⁵	Recitation
	Clinical	Colloquium	Practicum
	Seminar	Studio	Other Please explain:
Proposed: *	Lecture 3	Laboratory ⁵	Recitation
	Clinical	Colloquium	Practicum
	Seminar	Studio	Other Please explain:
f. Current Grading System:		Graduate School Grade Scale	
Proposed Grading System:*		<input checked="" type="radio"/> Letter (A, B, C, etc.) <input type="radio"/> Pass/Fail <input type="radio"/> Medicine Numeric Grade (Non-medical students will receive a letter grade) <input type="radio"/> Graduate School Grade Scale	
g. Current number of credit hours:	2	Proposed number of credit hours:*	3
h.* Currently, is this course repeatable for additional credit?			<input checked="" type="radio"/> Yes <input type="radio"/> No
* Proposed to be repeatable for additional credit?			<input type="radio"/> Yes <input checked="" type="radio"/> No
If YES:	Maximum number of credit hours:		
If YES:	Will this course allow multiple registrations during the same semester?		<input type="radio"/> Yes <input checked="" type="radio"/> No
i. Current Course Description for Bulletin:			
Provides an overview of information strategies and management approaches to government functions and public policy programs and illustrates the interaction between information technology and information systems with management and policy decision in the public and non-profit sectors.			
* Proposed Course Description for Bulletin:			
Provides an overview of information strategies and management approaches to government functions and public policy programs. It illustrates and analyzes the interaction between information technology and information systems with management and policy decisions in the public and non-nonprofit sectors by using large data.			
j. Current Prerequisites, if any:			
Prereq: MPA or MPP program status.			
* Proposed Prerequisites, if any:			
Prereq: MPA or MPP program status.			
k. Current Supplementary Teaching Component, if any:			
<input checked="" type="radio"/> Community-Based Experience			

		<input type="radio"/> Service Learning <input type="radio"/> Both
	<i>Proposed Supplementary Teaching Component:</i>	<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input type="radio"/> Both <input type="radio"/> No Change
3.	Currently, is this course taught off campus?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*	<i>Proposed to be taught off campus?</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No
	If YES, enter the off campus address:	
4.*	Are significant changes in content/student learning outcomes of the course being proposed?	<input checked="" type="radio"/> Yes <input type="radio"/> No
	If YES, explain and offer brief rationale:	
	<p>With the increasing availability of large data bases for public decision making, MPP and MPA students need to understand how to access, analyze, and use the data in decision making.</p> <p>Original learning outcomes:</p> <p>A. Understand the three domains of knowledge—policy, leadership management, and technology options—that constitute the public sector information environment.</p> <p>B. Demonstrate, through analysis and discussion of case studies and practical problems, how these domains interact to shape the challenges, options, and actions available to government managers in a single organization and in multi-organizational settings.</p> <p>C. Be familiar with the emerging opportunities and issues of e-government.</p>	
5.	Course Relationship to Program(s).	
a.*	Are there other depts and/or pgms that could be affected by the proposed change?	<input type="radio"/> Yes <input checked="" type="radio"/> No
	If YES, identify the depts. and/or pgms:	
b.*	Will modifying this course result in a new requirement ² for ANY program?	<input checked="" type="radio"/> Yes <input type="radio"/> No
	If YES ² , list the program(s) here:	
	<p>This is a required course for the MPP program. The changes to that program were approved in 2015.</p>	
6.	Information to be Placed on Syllabus.	
a.	<input type="checkbox"/> Check box if changed to 400G or 500.	If changed to 400G- or 500-level course you must send in a syllabus and you must include the differentiation between undergraduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading course for graduate students. (See SR 3.1.4.)

¹See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be appropriate academic Council for normal processing and contact person is informed.

²Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

³Signature of the chair of the cross-listing department is required on the Signature Routing Log.

⁴Removing a cross-listing does not drop the other course – it merely unlinks the two courses.

⁵Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

⁶You must also submit the Distance Learning Form in order for the course to be considered for DL delivery.

⁷In order to change a program, a program change form must also be submitted.

PA 624—GOVERNMENT INFORMATION SYSTEMS

Course Syllabus

**Martin School of Public Policy and Administration
University of Kentucky
Lexington, KY 40506**

Instructor:
Office Address:
Email:
Phone:
Office Hours:

Course Description:

Provides an overview of information strategies and management approaches to government functions and public policy programs. It illustrates and analyzes the interaction between information technology and information systems with management and policy decisions in the public and non-nonprofit sectors by using large data.

Prerequisites:

MPA or MPP Program Status

Student Learning Outcomes:

This course focuses on ways that public sector information strategies and management approaches affect government functions and public programs. Students will be expected to review literature, use government databases, and participate in class discussions to gain an understanding of how policy, leadership management, and technology options interplay within public administration organizational settings. Information is a critical organizational resource. By the end of the semester, students will be able to:

- A. Understand the three domains of knowledge—policy, leadership management, and technology options—that constitute the public sector information environment.
- B. Demonstrate, through analysis and discussion of case studies and practical problems, how these domains interact to shape the challenges, options, and actions available to government managers in a single organization and in multi-organizational settings.
- C. Be familiar with the emerging opportunities and issues of e-government.
- D. Develop an understanding of some of the major technologies that support the management of public administration information.
- E. Become familiar with large government data by learning their uses, how to navigate through government data collections, and becoming aware of policies pertaining to accessibility.
- F. Use statistical software to both describe and analyze big government data collections.

- G. Synthesize and present original work on these themes through lab assignments and a student research project.

Course Materials:

Textbooks Required:

1. **CIO Leadership for Cities and Counties – Emerging Trends and Practices**, Alan R. Shark, 2009, ISBN 1-4392-4078-7
2. **Seven Trends that will Transform Local Government Through Technology**, Alan R. Shark, 2012, ISBN 13-978-140046026

Optional: Managing Information in the Public Sector, Jay D. White, 2007. ISBN: 978-0-7656-1748-4. <Note: We will cover only chapter 1 of this book. The instructor PowerPoint slides will contain all material covered on the first exam.

Web: The University has a membership to: <http://www.uky.edu/Gartner>; <http://www.educause.edu/policy>. You can use these sites to supplement the material covered in the textbook. Other sites can be used as needed.

Course Assignments and Grading

1. **Homework Assignments:** Five (5) homework assignments will be assigned throughout the semester. Each assignment is worth 5% of the total grade.
2. **Student Research Project:** Students will work on an individual research project throughout the semester. The project will be due on the final exam date scheduled for this class. Students will prepare a 10-minute presentation for the last day of classes to discuss their project. Further details regarding this assignment will be distributed during the semester. The Student Research Project is worth 45% of the total grade.
3. **Participation:** Students are expected to be prepared for class. This includes reading assigned articles and case studies and participating in class discussions. Participation is worth 5% of the total grade.

Grading:

- A: 90 – 100% of weighted score
B: 80 – 89% of weighted score
C: 70 – 79% of weighted score
E: Below 70% of weighted score

Final Exam Information

There will not be a final exam. The Student Research Project counts as the final submission for the course.

Topics Covered

Understanding Government Information Systems

1. Public Administration & Information Technology
2. Project & Performance Management, and Strategic Planning
3. Management of Government Information System and Services
4. E-Governance; E-Participation & Broadband Access
5. Technology Innovation Trends & Practices
6. Shared Services; Outsourcing vs In-Sourcing; E-Procurement, E-Commerce, IT Contract Negotiations
7. Enterprise Architecture, Cloud, ERP, & Cyber Security
8. Human Resources Information Systems
9. Knowledge Management, ESI & Records Management, e-Discovery, & Privacy
10. Ethics and values, Information Technology and Government
11. Public Policy and Information Technology

Applying Key Concepts

12. Development of Government Data Collection
13. Data Accessibility and Relevant Laws and Policies
14. Government Data Sources
15. Overview of Statistical Software and Skills
16. Application of Analysis of Publicly Available Data
17. Reviewing the "Open Data" Movement of Government Data

Note: I reserve the right to change any of the topics or assignments listed in the course syllabus and class schedule – following discussion with enrolled students.

Course Policies:

This syllabus depicts the information required for the course. It also reflects the Senate Rules for course deadlines established in the Academic Calendar (<http://www.uky.edu/Registrar/AcademicCalendar.htm>).

A. Submission of Assignments:

The dates on which specific assignments are due are absolute. I regard these as professional obligations and expect you to observe them, except under the most extreme circumstances. Assignments submitted after the due dates will be accepted only at my discretion. If accepted as a late submission, a ½ grade reduction in your assignment grade will be reflected.

B. Attendance Policy:

Class participation is essential to your learning in this course. If you must miss a class for a legitimate reason such as illness, family emergency, or work responsibility, you must notify me

prior to your absence at either the email address or phone number provided above. You should expect to receive replies from me within a reasonable period of time – usually within 12 hours.

Below are the attendance and academic integrity policies, in accordance with Senate Policy.

C. Excused Absences:

Students need to notify the professor of absences prior to class when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit “reasonable cause for nonattendance” by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

D. Verification of Absences:

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

E. Academic Integrity:

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of *Student Rights and Responsibilities* (available online <http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

F. Accommodations due to disability:

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Existing learning outcomes for PA 624 (2 hour course)

By the end of the semester, students will:

- A. Understand the depth and breadth of governmental services and types of information systems in use today
- B. Understand the management challenges in government information systems
- C. Be able to apply best practices in government information systems to management challenges
- D. Be able to analyze policy and identify policy implications
- E. Demonstrate strong ethical and critical reasoning skills related to government information systems
- F. Be able to discuss and analyze key trends in information technology and their impacts on government

Proposed learning outcomes for PA 624 (3 hour course)

- A. Understand the three domains of knowledge—policy, leadership management, and technology options—that constitute the public sector information environment.
- B. Demonstrate, through analysis and discussion of case studies and practical problems, how these domains interact to shape the challenges, options, and actions available to government managers in a single organization and in multi-organizational settings.
- C. Be familiar with the emerging opportunities and issues of e-government.
- D. Develop an understanding of some of the major technologies that support the management of public administration information.
- E. Become familiar with large government data by learning their uses, how to navigate through government data collections, and becoming aware of policies pertaining to accessibility.
- F. Use statistical software to both describe and analyze big government data collections.
- G. Synthesize and present original work on these themes through lab assignments and a student research project.