

**College of San Mateo — Business and Technology Division**  
**Meeting: PNPA and Leadership Programs Overview**  
**Date:** Dec 14, 2022  
**Location:** Zoom

**AGENDA**

1. Welcome and Introductions
2. Program Development Background
3. Program Structure
4. Key Discussion Points
5. Next Steps

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**Attendees:**

- Francisco Gamez – Dean of Business and Technology, CSM
  - Peter von Bleichert – Faculty, Business & Management, CSM
  - Alex Kramer – Director of Workforce Development, CSM
  - Desiree Shaw – Academic Director, University of San Francisco
  - Barbara Godoy – Dean, Hult International Business School
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**1. Welcome and Introductions**

- Francisco Gamez opened the meeting by welcoming participants and thanking them for attending during a busy time of the year.
  - He introduced two new programs:
    - Associate of Science Degree in Public and Nonprofit Administration (PNPA)
    - Certificate of Achievement in Leadership
  - Attendees introduced themselves and their respective institutions.
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**2. Program Development Background**

- **Peter von Bleichert** provided context for the new programs:
    - Programs were developed in response to identified labor market demand.
    - Labor market research was conducted by **Alex Kramer** to validate program need.
    - Courses were designed under the newly created PNPA prefix and have been approved by the curriculum committee.
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**3. Program Structure**

- **Certificate of Achievement in PNPA:**
  - 21 units.
  - Includes foundational courses in public admin, nonprofit sector ethics, and leadership theory.
  - Selective coursework includes communication and business courses.
  - Designed to be interdisciplinary, with courses from various departments.

- Targeted for working adults—delivered **online**, with an **8-week accelerated model** preferred.
  - **Associate of Science in PNPA:**
    - Stacks upon the certificate.
    - Requires 33–34 core units + general education.
    - Adds courses such as project management and nonprofit accounting.
    - Includes a quantitative component (statistics, business stats, or foundations of data science).
    - Designed to support swift completion—potentially within one year for motivated students.
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#### 4. Key Discussion Points

- **Transferability:**
    - Courses are being submitted for CSU transfer approval.
    - Existing management courses are already CSU-transferable.
  - **Delivery Model:**
    - The preference is for online, accelerated 8-week courses to accommodate working adult learners.
    - This model has already seen success in CSM’s business and management courses.
  - **Data and Analytics Emphasis:**
    - Emphasis on data literacy as an essential skill for public and nonprofit sectors.
    - Courses include statistical and analytical foundations to align with workforce expectations.
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#### 5. Next Steps

- Await final approval from the state for the new program.
  - Launch anticipated for **Fall 2023** (pending final approvals).
  - Feedback from attendees will be incorporated into program rollout considerations.
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**Meeting Adjourned**