

National Certified Public Manager® Consortium

ANNUAL REPORT FORMAT

Revised and approved by the Executive Council, National CPM Consortium, September 27, 2003, Oklahoma City, OK

ALASKA CERTIFIED PUBLIC MANAGER PROGRAM

REPORT FOR YEAR 2005 (January 1, 2005-December 31, 2005)

MAY 19, 2006

I. ADMINISTRATIVE INFORMATION

A. Agency(ies) Responsible for Program Administration

University of Alaska Statewide System Corporate Programs

B. Name, Title of Program Director(s)

Bruce Rowe, Manager

C. Program Dates

1. Date Program Began

Under the auspices of the University of Alaska Southeast (UAS), the first series of Alaska's CPM courses began during the spring of 1995.

2. Date of Initial Accreditation

The Alaska CPM program received its initial accreditation in December of 1997.

3. Date of Continued Accreditation

The Alaska CPM program was reaccredited April 2002 for an additional 5 years.

D. Program Authorization

Historically the Alaska CPM program has enjoyed strong support from the State of Alaska. In 2004 Laraine Derr, Director of Boards and Commissions in Governor Frank Murkowski's office, chaired the CPM Advisory Board. The Commissioner of the State Department of Administration, Ray Matiashowski, served as an ex-officio member of the Advisory Board. The Director of the Division of Personnel, Mila Cosgrove, served 2004-2006 as a Board member and declared, "The Alaska CPM program is an important vehicle for professional management training in Alaska. We consider the Supervisory and Public Manager certifications as an excellent indicator of an employee's advancing level of knowledge in public sector management." On May 3, 2005, Governor Frank Murkowski provided his official endorsement of Alaska CPM (see attached). On

December 12, 2005, the Commissioner of the State Department of Administration, Scott Nordstrand, provided his official endorsement of Alaska CPM (see attached).

E. Funding Source/Amounts (Note any changes)

The University of Alaska Statewide System allocated \$50,000 General Fund to CPM program statewide administration. UA's CPM delivery units (Anchorage-Chugiak-Eagle River, Bethel, Dillingham, Fairbanks, Juneau, Ketchikan, & Sitka) strive to fund their CPM programs through student-generated class fees.

F. Program Staff (Provide a summary of the numbers of full time, part-time and contract staff)

University of Alaska Corporate Programs assumed statewide administration of the Alaska Certified Public Manager program in 2005. UACP Manager Bruce Rowe provides statewide program administration with clerical support as needed from departmental staff. Continuing education directors and their clerical staff at each participating UA campus (Anchorage/Chugiak-Eagle River, Bethel, Dillingham, Fairbanks, Ketchikan and Sitka) provided direct delivery of CPM classes.

G. Administrative Structure (Outline duties of various components, i.e., state agency, university, board of directors, advisory board)

In 2005, the University of Alaska Statewide Office of Corporate Programs governed Alaska CPM, providing coordination, marketing, and curriculum upgrades as necessary. Program managers housed within UA continuing/professional education units statewide offered CPM classes to local communities. UA program managers statewide met with CPM administration to discuss needs, review the program plan, and explore new/innovative practices. A statewide Advisory Board met with CPM administration and MAU program managers to make recommendations for curriculum change and to participate in strategic programmatic planning.

H. Policy Changes During Past Year

None

II. SESSION/PARTICIPANT INFORMATION

A. Sessions

Number of sessions offered during the past year at Major Administrative Units (MAUs). (Specify length of session, i.e. One-week levels – 14; Two-day levels – 10)

<u>MAU Delivery:</u>	<u>3-hr</u>	<u>6-hr</u>	<u>9-hr</u>	<u>12-hr</u>	<u>40-hr</u>
UA Anchorage (Anchorage, C-Eagle River)	03	13	00	02	00
UA Fairbanks (TVC, Bristol Bay, Kuskokwim)	00	09	00	00	00
UA Southeast (Juneau, Sitka, Ketchikan)	<u>00</u>	<u>12</u>	<u>01</u>	<u>06</u>	<u>01</u>
	03	34	01	08	01

Total number of CPM participants attending sessions

<u>MAU Delivery:</u>	399 participants
UA Anchorage (Anchorage, C-Eagle River)	170
UA Fairbanks (TVC, Bristol Bay, Kuskokwim)	59
UA Southeast (Juneau, Sitka, Ketchikan)	<u>170</u>
	399

B., C., D., E. Projects, Books, Examinations, Other Requirements

Projects, Books, Examinations, Other Requirements. The CPM program breaks its classroom sessions, typically six-hour classes, into three levels:

- Level I—basic supervisory skills;
- Levels II and III—increasingly sophisticated managerial knowledge.

Participants may be an “occasional” student, who merely wishes to take one or more classes without seeking professional certification, or enrolled applicants, who pay a fee and work toward designations of

- Supervisory Management: Completion of all Level I courses plus a written exam, and/or
- CPM designation: Completion of all Level I, II, and III classes plus completion of specified “consultant” projects at the end of Level II and Level III.

Exams and Projects.

- Level I: To earn a Certificate of Supervisory Management at the conclusion of Level I, an enrollee prepares a written essay/examination, consisting of essays from several topical categories ie., Human Relations Skills, Analytical and Conceptual Skills, General Administration and Organization.
- Level II: Class work culminates with a written consulting report. This report addresses a complex situation in the applicant’s organization, including alternative solutions and recommended actions. The report is first given to a supervisor in the applicant’s organization and is then presented to a CPM site committee.
- Level III: Students completing Level III will perform as consultants, teaming with at least one other student. This team addresses an actual, major organization problem and develops a recommendation based upon sound management principles. The final product is a detailed and comprehensive consulting report, presented first to an organizational manager and then to the CPM Advisory Board.

III. DEMOGRAPHICS

A. Participant Numbers through 2005

1. Total number of CPM participants to date	1601
2. Number of new participants	203
3. Total number of new CPM program applicants	5

B. Graduates in 2005

1. Level I Supervisory Certificates issued	0
2. Level III Certified Public Manager Certificates	4
3. Total number of CPM graduates to date:	34
UAA: 0 UAF: 10 UAS: 24	

C. Participant source

This data is not available for 2005.

IV. PROGRAM INFORMATION

A. Program design or curriculum changes introduced during current year

None

B. Program delivery changes introduced during current year

None

C. Program support for local CPM society during the current year:

Alaska did not have a CPM society in 2005. However, the 2004 Strategic Plan made the creation of a Society an explicit program goal: "Through the development of an Alaska CPM Society, as a chapter of the American Academy of CPM, offer a forum for managers at all levels throughout Alaska to discuss current opportunities, problems, and issues." Plans are in place to activate the CPM society during Fall 2006 semester.

D. Ceremonies held during current year (CPM; Supervisory Certificate, Other)

None

E. Summary of evaluation methods and results during the current year

Each class had an instructor evaluation component, and these evaluations were used by program directors to assess the effectiveness of instructors.

F. Summary of academic credit or continuing education units awarded for CPM course work

In 2005, a total of 279.0 CEUs were earned across Alaska by students taking CPM courses.

G. Summary of pay incentives, promotional opportunities and experience substitution awarded for CPM course work/completion – other CPM incentives?

There are no automatic incentives for CPM coursework in Alaska, although a goal for incentives was stated in the Strategic Plan: "Work with target governmental agencies (eg., municipal, state, federal) to define possible incentives for CSM and CPM certificate holders. Have some incentives in place by the FY 07 academic year."

V. FUTURE GOALS

Briefly state any plans for the upcoming year

Update and standardize:

- Curriculum, Levels I, II, and III
- Student handouts for Levels I, II, and III
- Course pricing statewide

Provide online learning options, Levels I, II, and III

Implement Level II certificate of completion