

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 2006 (January 1, 2006-December 31, 2006)

Prepared by: Bruce Rowe, Alaska CPM Statewide Administrator

Submitted: June 1, 2007

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 were offered 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.

- Mila Cosgrove, former Director of the Division of Personnel for the State of Alaska and currently Director of Personal for the City of Juneau, served during 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.”

- In 2006, Laraine Derr chaired the CPM Advisory Board.

E. Funding Source/Amounts (Note any changes)

The University of Alaska Statewide System allocated \$50,000 to Alaska CPM program statewide administration. UA’s CPM delivery units (Anchorage-Chugiak-Eagle River, Dillingham, Fairbanks, Juneau, Ketchikan, & Sitka) funded 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 (UACP) manager Bruce Rowe provided statewide administration of the Alaska Certified Public Manager program. UACP staff assisted with statewide administration activities as needed. Continuing education directors/managers and staff at each participating UA campus (Anchorage/Chugiak-Eagle River, 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 2006, UACP collaborated with Alaska CPM program managers to facilitate communications, upgrade website, initiate program marketing and coordinate CPM curriculum review. Program managers housed within UA continuing/professional education units statewide offered CPM classes to local communities. UA program managers statewide met regularly with CPM administration to discuss needs, review the program plan, and explore new/innovative practices.

H. Policy Changes During Past Year

Standardized program guidelines were developed statewide during 2006 with an implementation date of Fall 2007. Standardized items include curriculum outlines, manuals, pricing, policies and procedures, forms, and marketing.

II. SESSION/PARTICIPANT INFORMATION

A. Sessions (Spring 2006, Summer 2006, Fall 2006)

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> 79 sessions	<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)	00	30	00	08	00
UA Fairbanks (TVC, Bristol Bay, Kuskokwim)	01	19	00	03	00
UA Southeast (Juneau, Sitka, Ketchikan)	<u>00</u>	<u>15</u>	<u>00</u>	<u>03</u>	<u>00</u>
	01	64	00	14	00

Total number of CPM participants attending sessions (seat count)

<u>MAU Delivery:</u> 734 participants	
UA Anchorage (Anchorage, C-Eagle River)	291
UA Fairbanks (TVC, Bristol Bay, Kuskokwim)	158
UA Southeast (Juneau, Sitka, Ketchikan)	<u>285</u>
	734

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—Content for supervisory skills;
- Levels II—Introduction to concepts and practices in management;
- Levels III—Focus on leadership and organizational responsibilities of managers.

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

- Certificate of Supervisory Management: Completion of all Level I courses plus a written exam, and/or
- Certificate of Associate Manager*: Completion of all Level I and Level II courses plus a project, (*approved 2006; effective Fall 2007) and
- Certified Public Manager designation: Completion of all Level I, II, and III classes plus completion of Level I exam, Level II project and Level III specified “consultant” project.

Exams and Projects.

- Level I: To earn a Certificate of Supervisory Management at the conclusion of Level I, an enrollee prepares a written examination, consisting of essays from several topical categories i.e., 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 2006

1. Total number of CPM participants to date
1601 (per 2005 annual report) + 734 (2006) = 2,335
2. Number of new participants
170 (in 2006)
3. Total number of new CPM program applicants6

B. Graduates in 2006

1. Level I Supervisory Certificates issued.....2 (UAA)+9(UAS-K)=11
2. Level III Certified Public Manager Certificates..... 0
3. Total number of CPM graduates to date:..34 (no change from 2005)
UAA: 0 UAF: 10 UAS: 24

C. Participant source

This data is not available for 2006.

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 2006. 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 2007 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 managers to assess the effectiveness of instructors.

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

In 2006, a total of 55.5 CEUs (555 hours) 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 (e.g., 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

Complete update and standardization activities:

- Curriculum, Levels I, II, and III
- Student handouts for Levels I, II, and III
- Course pricing statewide
- Program guidelines, forms, and processes

Implement Level II certificate of completion