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| For Academic Affairs and Research Use Only |
| Proposal Number |  |
| CIP Code:  |  |
| Degree Code: |  |

**New or Modified Course Proposal Form**

**[ ] Undergraduate Curriculum Council**

**[X] Graduate Council**

|  |
| --- |
| **[ ]New Course, [ ]Experimental Course (1-time offering), or [ x]Modified Course (Check one box)** |

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

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| --- | --- |
| Annette Hux 10/14/2022**Department Curriculum Committee Chair** | Amanda Lambertus 10/25/2022**COPE Chair (if applicable)** |
| Annette Hux 10/14/2022**Department Chair** | Mary Jane Bradley 10/25/2022**Head of Unit (if applicable)**   |
| Jmgrymes 10/18/2022**College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Undergraduate Curriculum Council Chair** |
| Mary Elizabeth Spence 10/17/2022**Office of Assessment (new courses only)** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Graduate Curriculum Committee Chair** |
| Mary Jane Bradley 10/17/2022**College Dean** | Alan Utter 11/29/2022**Vice Chancellor for Academic Affairs** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**General Education Committee Chair (if applicable)**   |  |

1. **Contact Person (Name, Email Address, Phone Number)**

Alicia Shaw, ashaw@astate.edu, 870-972-3062

1. **Proposed starting term and Bulletin year for new course or modification to take effect**

Spring 2023 (2023-24 Bulletin)

**Instructions:**

*Please complete all sections unless otherwise noted. For course modifications, sections with a “Modification requested?” prompt need not be completed if the answer is “No.”*

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| --- | --- | --- |
|  | **Current (Course Modifications Only)** | **Proposed (New or Modified)** *(Indicate “N/A” if no modification)* |
| **Prefix** | **VOED** | **ELAE** |
| **Number\*** | **6543** | **6543** |
| **Title** (include a short title that’s 30 characters or fewer) | **Administration and Supervision of Adult and Vocational Education**  | **Administration and Supervision of Adult Education** |
| **Description\*\*** | A study of the problems and procedures involved in the supervision and administration of vocational education. Considered from the national, state, and local levels. | **A study of the problems and procedures involved in the supervision and administration in adult education. Considered from the national, state, and local levels.** |

 ***\**** Confirm with the Registrar’s Office that number chosen has not been used before and is available for use. For variable credit courses, indicate variable range. *Proposed number for experimental course is 9*.

\*\*Forty words or fewer (excepting prerequisites and other restrictions) as it should appear in the Bulletin.

1. **Proposed prerequisites and major restrictions** **[Modification requested? Yes/]**

(Indicate all prerequisites. If this course is restricted to a specific major, which major. If a student does not have the prerequisites or does not have the appropriate major, the student will not be allowed to register).

1. NO Are there any prerequisites?
	1. If yes, which ones?

Enter text...

* 1. Why or why not?

 Enter text...

1. YES Is this course restricted to a specific major?
	1. If yes, which major? Master of Science in Education, Educational Theory and Practice and Adult Education Certificate
2. **Proposed course frequency [Modification requested? No]**

(e.g. Fall, Spring, Summer; if irregularly offered, please indicate, “irregular.”) *Not applicable to Graduate courses.*

Not applicable

1. **Proposed course type [Modification requested? /No]**

Will this course be lecture only, lab only, lecture and lab, activity (e.g., physical education), dissertation/thesis, capstone, independent study, internship/practicum, seminar, special topics, or studio? Please choose one.

Lecture only

1. **Proposed grade type [Modification requested /No]**

What is the grade type (i.e. standard letter, credit/no credit, pass/fail, no grade, developmental, or other [please elaborate])

Standard Letter

1. NO Is this course dual-listed (undergraduate/graduate)?
2. NO Is this course cross-listed?

*(If it is, all course entries must be identical including course descriptions. Submit appropriate documentation for requested changes. It is important to check the course description of an existing course when adding a new cross-listed course.)*

**a.** – If yes, please list the prefix and course number of the cross-listed course.

 Enter text...

 **b.** – **Yes / No** Can the cross-listed course be used to satisfy the prerequisite or degree requirements this course satisfies?

 Enter text...

1. NO Is this course in support of a new program?

a. If yes, what program?

 Enter text...

1. NO Will this course be a one-to-one equivalent to a deleted course or previous version of this course (please check with the Registrar if unsure)?

a. If yes, which course?

Enter text...

**Course Details**

1. **Proposed outline** **[Modification requested? Yes/]**

(The course outline should be topical by weeks and should be sufficient in detail to allow for judgment of the content of the course.)

Week Topic(s)

Week 1 The business side of adult education

Week 2 Methods of Program organization

Week 3 Leadership and organization

Week 4 Budgeting

Week 5 Funding and support

Week 6 Human resources and marketing

Week 7 Strategic planning and program evaluation

1. **Proposed special features** **[Modification requested? /No]**

(e.g. labs, exhibits, site visitations, etc.)

None

1. **Department staffing and classroom/lab resources**

One online instructor

1. Will this require additional faculty, supplies, etc.?

 No

1. NO Does this course require course fees?

 *If yes: please attach the New Program Tuition and Fees form, which is available from the UCC website.*

**Justification**

**Modification Justification (Course Modifications Only)**

1. Justification for Modification(s)

Updating information to better align with the new licensure expectations and new college/department mission.

**New Course Justification (New Courses Only)**

1. Justification for course. Must include:

 a.

b..

 .

c. Student population served.

d. Rationale for the level of the course (lower, upper, or graduate).

**Assessment**

**Assessment Plan Modifications (Course Modifications Only)**

1. Yes.

Do the proposed modifications result in a change to the assessment plan?

 *If yes, please complete the Assessment section of the proposal*

**Relationship with Current Program-Level Assessment Process (Course modifications skip this section unless the answer to #18 is “Yes”)**

1. What is/are the intended program-level learning outcome/s for students enrolled in this course? Where will this course fit into an already existing program assessment process?

The course addresses the following Program Learning Outcomes:

InTASC Standard #1: Learner Development. The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.

InTASC Standard #2: Learning Differences. The teacher uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.

InTASC Standard #3: Learning Environments. The teacher works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self-motivation.

InTASC Standard #10: Leadership and Collaboration. The teacher seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues, other school professionals, and community members to ensure learner growth, and to advance the profession.

1. Considering the indicated program-level learning outcome/s (from question #19), please fill out the following table to show how and where this course fits into the program’s continuous improvement assessment process.

*For further assistance, please see the ‘Expanded Instructions’ document available on the UCC - Forms website for guidance, or contact the Office of Assessment at 870-972-2989.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type & Number of Assessment | Name of Assessment | Type or Form of Assessment (Exam, Survey, Artifact, etc.) | When and Where is the Assessment Administered (End of Course, Capstone, etc.)? | Who is responsible for the Assessment (Program Coordinator, Instructor, etc)? | Benchmark (Expected Level of Achievement) |
| Assessment 1: Content Knowledge State Licensure AssessmentAll InTASC standards are assessed on the Praxis | Praxis 5511Content Knowledge | State Licensure Exam  | Administered prior to licensure  | Program Coordinator Alicia Shaw **Prathima Pattada** will collect the data | 80 % of students will be successful in passing the praxis |
| Assessment 2: Content Knowledge AssessmentAll InTASC standards are assessed on the content knowledge assessment | Adult Education Content Knowledge Assessment  | Essay  | Fall, Spring, SummerELDA 6673 Practicum in Adult Education | Course Instructor Program Coordinator-Alicia Shaw | 80% of students will score exemplary or proficient |
| Assessment 3: Skill AssessmentInTASC Standard 1 & 9 | Develop Individual Growth Plan  | Performance Based Field Activity  | ELAE 5533 Methods and Materials | Course InstructorProgram Coordinator-Alicia Shaw | 80% of students will score exemplary or proficient |
| Assessment 4: Skill Assessment Standard 6, 7, & 9 | Voice Thread/Video Assignment (utilize EPP Technology Rubric in addition to course rubric) | Performance Based Field Activity | Fall, Spring, SummerPracticum in Adult Education | Course InstructorProgram Coordinator-Alicia Shaw |  |
| Assessment 5: Skill AssessmentStandard 10 | Community Survey to determine needs for adult education, data analysis | survey | ELAE 6543Administration and Supervision of Adult Education | Course Instructor Program Coordinator-Alicia Shaw | 80% of students will score exemplary or proficient |
| Assessment 6: All InTASC Standard are assessed by the Site Mentor | Site Mentor Evaluation | Survey  | Fall, Spring, SummerELDA 6673 Practicum in Adult Education | Course InstructorProgram Coordinator-Alicia Shaw**Prathima Pattada** will collect the data | 80% of students will score exemplary or proficient |
| Assessment 7: optional |  |  |  |  |  |
| Assessment 8: Optional |  |  |  |  |  |

 **Course-Level Outcomes**

1. What are the course-level outcomes for students enrolled in this course and the associated assessment measures?

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| --- | --- |
| **Outcome 1** | Type outcome here. What do you want students to think, know, or do when they have completed the course? |
| Which learning activities are responsible for this outcome? | List learning activities. |
| Assessment Measure  | What will be your assessment measure for this outcome?  |

*(Repeat if needed for additional outcomes)*

**Bulletin Changes**

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| **Instructions**  |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Please include a before (with changed areas highlighted) and after of all affected sections.** **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.**  |

OLD:

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| **Vocational Education** |
|    | •  [VOED 645V - Current Topics in Agricultural or Vocational Education](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=9314) |
|    | •  [VOED 649V - Independent Study](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=9315) |
|    | •  [VOED 655V - Educators in Industry Internship](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=9316) |
|    | •  [VOED 658V - Laboratory Experiences in Vocational Education](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=9317) |
|    | •  [VOED 659V - Thesis](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=9318) |
|    | •  [VOED 5503 - Foundations of Adult Education in Vocational Education](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=9297) |
|    | •  [VOED 5513 - Activities for Teaching Career and College Readiness](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=9298) |
|    | •  [VOED 5533 - Methods of Organizing and Teaching Career Development](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=9299) |
|    | •  [VOED 5553 - Educators In Industry](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=9300) |
|    | •  [VOED 5573 - Problems in Teaching Cooperative Education](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=9301) |
|    | •  [VOED 5583 - Methods and Materials for Teaching the Adult](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=9302) |
|    | •  [VOED 6393 - Non-Thesis Research Experience](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=9303) |
|    | •  [VOED 6403 - The Beginning Vocational Teacher Internship](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=9304) |
|    | •  [VOED 6463 - Resource Management in Vocational Education](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=9305) |
|    | •  [VOED 6473 - School and Community Relations in Vocational Education](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=9306) |
|    | •  [VOED 6503 - Program Management in Vocational Education](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=9307) |
|    | •  [VOED 6513 - History and Principles of Vocational Education](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=9308) |
|    | •  [VOED 6523 - Student Services Management in Vocational Education](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=9309) |
|    | •  [VOED 6533 - Human Resource Management in Vocational Education](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=9310) |
|    | •  [VOED 6543 - Administration and Supervision of Adult and Vocational Education](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=9311)**~~VOED 6543 - Administration and Supervision of Adult and Vocational Education~~****~~Sem. Hrs:~~****~~3~~**~~A study of the problems and procedures involved in the supervision and administration of vocational education. Considered from the national, state, and local levels.~~ |
|    | •  [VOED 6563 - Instructional Management in Vocational Education](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=9312) |
|    | •  [VOED 6573 - Introduction to Research and Evaluation in Vocational Education](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=9313) |

**NEW:**

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| **Adult Education** |
|    | •  [ELAE 5513 - Introduction to Adult Education](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=8377) |
|    | •  [ELAE 5523 - Psychology of the Adult](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=8378) |
|    | •  [ELAE 5533 - Methods and Materials for the Adult Learner](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=8379) |
|    | •  [ELAE 5543 - Teaching Reading to Adults](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=8380) |
|    | •  [ELAE 5553 - Practicum in Adult Education](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=8381) |
|    | •  [ELAE 5563 - Special Problems in Adult Education](https://catalog.astate.edu/preview_course_nopop.php?catoid=4&coid=8382) |

ELAE 6543 - Administration and Supervision of Adult Education

Sem. Hrs: 3

A study of the problems and procedures involved in the supervision and administration of adult education. Considered from the national, state, and local levels