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| For Academic Affairs and Research Use Only | |
| CIP Code: | 13.1101 |
| Degree Code: | 6680 |

**Letter of Notifications**

**[ ] Undergraduate Curriculum Council**

**[X] Graduate Council**

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

Email completed proposals to [curriculum@astate.edu](mailto:curriculum@astate.edu) for inclusion in curriculum committee agenda.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Wayne W. Wilkinson | 2/2/2017 |   **Department Curriculum Committee Chair** | |  |  | | --- | --- | | Robert Williams | 2/15/2017 |   **COPE Chair (if applicable)** |
| |  |  | | --- | --- | | Kris Biondolillo | 2/3/2017 |   **Department Chair:** | |  |  | | --- | --- | | Mary Jane Bradley | 2/15/2017 |   **Head of Unit (If applicable)** |
| |  |  | | --- | --- | | Wayne W. Wilkinson | 2/3/2017 |   **College Curriculum Committee Chair** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Undergraduate Curriculum Council Chair** |
| |  |  | | --- | --- | | Mary Jane Bradley | 2/6/2017 |   **College Dean** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Graduate Curriculum Committee Chair** |
| |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **General Education Committee Chair (If applicable)** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Vice Chancellor for Academic Affairs** |

**If you require to fill out a Letter of Notification, please email** [**curriculum@astate.edu**](mailto:curriculum@astate.edu) **or contact Academic Affairs and Research at (870) 972-2030 for guidance PRIOR TO submitting these through the curricular process.**

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

Dr. Lacy Overley, [lcrumrine@astate.edu](mailto:lcrumrine@astate.edu), 972-680-4843

**Bulletin Changes**

|  |
| --- |
| **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. Follow the following guidelines for indicating necessary changes.**  **\*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.**  - Deleted courses/credit hours should be marked with a red strike-through (~~red strikethrough~~)  - New credit hours and text changes should be listed in blue using enlarged font (blue using enlarged font).  - Any new courses should be listed in blue bold italics using enlarged font (***blue bold italics using enlarged font***)  *You can easily apply any of these changes by selecting the example text in the instructions above, double-clicking the ‘format painter’ icon 🡪 , and selecting the text you would like to apply the change to.*  *Please visit* [*https://youtu.be/yjdL2n4lZm4*](https://youtu.be/yjdL2n4lZm4) *for more detailed instructions.* |

Page 22:

**Master of Science in Education (M.S.E.)**

|  |
| --- |
| Biology |
| Chemistry |
| Curriculum and Instruction |
| Early Childhood Education |
| English |
| Educational Theory and Practice |
| Educational Leadership |
| Mathematics |
| Middle Level Education |
| Physical Education |
| Reading |
| ~~School Counseling~~ |
| Social Science |

Page 72:

**DEGREES OFFERED**

The College of Education offers work leading to the following graduate degrees with emphasis areas as noted:

A. Doctor of Education Degree in Educational Leadership

B. Specialist in Community College Education Degree

1. Physical Education

2. Reading

3. Community College Administration

C. Specialist in Education Degree

1. Educational Leadership

2. Psychology and Counseling

3. Reading

D. Master of Arts in Teaching

E. Master of Rehabilitation Counseling Degree

F. Master of Science in College Student Personnel Services

G. Master of Science in Early Childhood Education

H. Master of Science in Exercise Science

I. Master of Science in Education Degree

~~1. School Counseling~~

2. Early Childhood Education

3. Educational Leadership

4. Curriculum and Instruction

5. Theory and Practice

6. Mid-Level Education

7. Physical Education

8. Reading

9. Special Education

a. Instructional Specialist Grades K-12

b. Gifted, Talented, and Creative

J. Master of Science in Psychological Science

K. Master of Science in Sport Administration

L. Certificate in Clinical Mental Health Counseling

Page 105:

**CERTIFICATE IN CLINICAL MENTAL HEALTH COUNSELING**

The Certificate in Clinical Mental Health Counseling has two primary purposes. First, it is in­tended for graduate students enrolled in Arkansas State University’s ~~Master of Science in Education degree with a major in School Counseling,~~ Master of Rehabilitation Counseling degree, or Specialist in Education degree with a major in Psychology and Counseling enrolled in the school psychology track that intend to pursue licensure as professional counselors upon graduation.

Page 106:

**GRADUATE CERTIFICATE IN PLAY THERAPY**

The Graduate Certificate in Play Therapy has two primary purposes. First, it is intended for graduate students enrolled in Arkansas State University’s ~~Master of Science in Education degree with a major in School Counseling,~~ Master of Rehabilitation Counseling degree, or Specialist in Education with a major in Psychology and Counseling enrolled in the clinical mental health or school psychology track who wish to obtain advanced training in play therapy.

Pages 111-114:

~~Program of Study for the Master of Science in Education Degree~~

~~in School Counseling~~

~~The School Counseling Program offered by the Department of Psychology and Counseling is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). Students completing this program are eligible in both Arkansas and Missouri.~~

**~~PURPOSE OF THE DEGREE~~**

~~The purpose of the M.S.E. degree in School Counseling is to train school counseling profes­sionals with expert skills in coordinating school counseling programs, supporting the teaching/learn­ing process, counseling with students, and consulting with persons having significant influence on students’ well-being and development. This program provides graduate-level study which is based on the comprehensive developmental model of school guidance and counseling. This program prepares K-12 counselors to promote development of skills and experiences needed by all students for success in school and later life, to develop prevention programs focused on predictable hindrances to develop­ment of identifiable groups of students, to conduct interventions for remediation of individual concerns, and to intervene with both groups and individuals in crisis situations.~~

~~Throughout the program, school counseling trainees are required to engage in experiences intended to increase their self-awareness and promote their own personal and professional develop­ment. The educational and developmental orientation of the School Counseling Program provides stu­dents with unique expertise that makes them the appropriate choice for counseling practice in a school setting. Students in the School Counseling Program experience a depth of training and acquire a level of expertise for practice in the school setting that is comparable to that of counselors in other settings.~~

**~~PROGRAM ADMISSION PROCEDURES~~**

~~1. Contact the Graduate School for an application materials packet.~~

~~2. Submit to the Graduate School all application materials, including:~~

~~a. Completed Graduate School application form with specified application fee, proof of immunization for measles and rubella (if date of birth is January 1957 or later), selective service status form, and separate official transcripts of all undergraduate and graduate work from all colleges and universities attended.~~

~~b. Official report of a score, obtained within the last five (5) years, on either the Miller Analogies Test (MAT) or the Graduate Record Examination (GRE).~~

~~c. A typewritten essay that addresses (1) personal, educational, and career goals and aspirations; (2) personal perceptions of influences on goals and aspirations; and (3) personal view of the role and value of school counseling.~~

~~d. Three appraisal/recommendation forms, with at least one completed by a work supervisor and at least one completed by a faculty member in the applicant’s most recent academic program of study. (When the applicant has not completed that program of study, a statement of status in that program also is required.) Applicants who have not been enrolled in an academic program for more than five years may substitute a recommendation from a current or recent employer for the faculty recommendation. The third form may be completed by anyone who can attest to the applicant’s ability and/or character, except that it may not be completed by anyone who is a relative of the applicant.~~

~~3. Application file is reviewed by the Graduate School and, if applicant qualifies for admission to the Graduate School, the file (including all materials listed above) is forwarded to the School Counseling Program Coordinator in the Department of Psychology and Counseling.~~

~~4. Application file is reviewed by the School Counseling Program Committee on Admissions. This committee evaluates all materials submitted by the applicant, decides whether the applicant meets program requirements and expectations, appoints an academic adviser for the applicant who is admitted to the program, and sets any conditions of admission.~~

~~5. Application file is returned to the Graduate School for notification to the applicant of the admission status. For applicants who are admitted, the notice also will include identifica­tion of academic adviser and conditions of admission, if any.~~

**~~PROGRAM ADMISSION PROCEDURES~~**

~~To be considered for admission to the School Counseling Program, applicants must present evidence of qualities consistent with those required for effective school counseling practice. The writ­ten statement prepared by the applicant, combined with the appraisal/recommendation forms from references, will be used as the basis for committee members’ judgment of the applicant’s personal and interpersonal qualities. All persons admitted to the program are required to meet the same standard in regard to these qualities.~~

~~Applicants also must present evidence of potential ability to perform academic work at the ad­vanced graduate level. Standardized test proficiency and past grade performance provide the primary data for judging academic ability; other indicators, such as quality of writing in the applicant’s prepared statement, also will be considered. Based on the combination of test proficiency and past academic performance, an applicant may qualify for either unconditional or conditional admission status.~~

**~~Unconditional Admission Status:~~** ~~Academic proficiency for unconditional admission may be estab­lished through satisfaction of either of the following criteria:~~

~~a. A minimum cumulative undergraduate grade point average of 3.00 (or 3.25 on the last 60 hours of undergraduate work) and a minimum cumulative score of 290 on the combined verbal and quantitative sections of the GRE.~~

~~b. Unconditional admission to the Graduate School, a cumulative score of at least 290 on the combined verbal and quantitative sections of the GRE and a minimum cumulative graduate grade point average of 3.25 on 12 or more hours with no grade less than a “B.”~~

**~~Conditional Admission Status:~~** ~~Academic proficiency for conditional admission may be established through satisfaction of either of the following criteria:~~

~~a. A minimum cumulative undergraduate grade point average of 2.75 (or 3.00 on the last 60 hours of undergraduate work) and a cumulative score of at least 290 on the combined verbal and quantitative sections of the GRE.~~

~~b. Unconditional admission to the Graduate School and a minimum cumulative graduate grade point average of 3.00 on 12 or more semester hours with no more than one course with a grade of “C” and no grade less than a “C.” GRE scores may be required.~~

~~In addition to the previous standards, students seeking admission to the School Counseling specialization may use an MAT score in place of the GRE. For unconditional admission, students must have a minimum scaled MAT score of 350. For conditional admission, the school counseling applicant must have a minimum scaled MAT score of 275. The MAT may be used in lieu of the GRE for admission to other counseling programs in special circumstances.~~

**~~ELIGIBILITY TO CONTINUE IN THE SCHOOL COUNSELING PROGRAM~~**

~~Students admitted in Conditional status must earn a cumulative grade point average of at least 3.00 on the next 12 hours of course requirements and have no more than one course in these 12 hours with a grade of “C.” Students who fail to remove Conditional status in this manner will be dropped from the School Counseling Program.~~

~~Retention checkpoints for students admitted to the School Counseling Program include the following:~~

~~1.~~ **~~Semi-Annual Review:~~** ~~In addition to the academic standards for continuing enrollment, all students admitted to the School Counseling Program will be subject to semiannual review by the Degree Program Committee. This semi-annual review will be conducted at some time during the last three weeks of the Fall and Spring semesters. At this review, the Committee will assess current evidence of each student’s personal and interpersonal qualities deemed essential for effective school counseling practice. The Committee also will assess overall quality of academic performance, and any student having earned more than one grade of “C” will come under close scrutiny. Outcomes at each review may be approval for unrestricted continuation in the program, approval for continuation in the program with specified contingencies, suspension from the program with specified contingencies for readmission, or removal from the program.~~

~~2.~~ **~~Approval to Register for Clinical Courses:~~** ~~Eligibility to enroll in supervised clinical training (i.e., COUN 6213, 6223, and 6233) is subject to approval of a Screening Commit­tee. To obtain this approval, a student must have successfully completed all prerequisites and be deemed to have shown evidence of readiness for the level of practice required in the particular course.~~

~~3.~~ **~~Eligibility for Comprehensive Examination:~~** ~~Students who have earned an overall graduate grade point average of 3.00, have earned a cumulative grade point average of at least 3.00 on all courses completed in the School Counseling Program, and are enrolled for their final period of study will be eligible to sit for the comprehensive examination.~~

~~4.~~ **~~Eligibility for Graduation:~~** ~~Students who have earned an overall graduate grade point average of 3.00, have completed all courses required for the School Counseling Program and earned a cumulative grade point average of at least 3.00 on these courses, have earned a grade of “B” or better for clinical courses (i.e., COUN 6213, COUN 6223, and COUN 6233), have taken the appropriate PRAXIS II examination, and have passed the comprehensive examination will be eligible for conferral of degree.~~

**~~ACADEMIC CREDIT~~**

~~Graduate School policy prohibits credit toward degree requirements for any courses completed more than six years prior to completion of the degree program. In addition, both degree-seeking and nondegree-seeking students enrolling in COUN and PSY courses are expected to provide evidence that prerequisite knowledge is sufficiently current to support successful academic and/or clinical performance. Thus, students with dated courses may be asked to repeat such courses whether or not they have been used to fulfill requirements of another degree.~~

~~All candidates for the M.S.E. degree in School Counseling must take the PRAXIS II specialty area test in Professional School Counseling (#0421) before graduation. The candidate must arrange for a score to be sent to Arkansas State University and must provide a copy of the individual score report to the program coordinator.~~

**~~School Counseling~~**

**~~Master of Science in Education~~**

|  |  |
| --- | --- |
| **~~University Requirements:~~** | |
| ~~See Graduate School Degree Policies for additional information (p. 35)~~ | |
| **~~Program Requirements:~~** | **~~Sem. Hrs.~~** |
| ~~COUN 6013, Introduction to School Counseling~~ | ~~3~~ |
| ~~COUN 6033, Social and Cultural Foundations of Counseling~~ | ~~3~~ |
| ~~COUN 6043, Career Development and Services~~ | ~~3~~ |
| ~~COUN 6073, Program Development, Implementation, and Evaluation in School Counseling~~ | ~~3~~ |
| ~~COUN 6113, Theories and Techniques in Counseling~~ | ~~3~~ |
| ~~COUN 6123, Group Counseling~~ | ~~3~~ |
| ~~COUN 6203, Counseling Prepracticum~~ | ~~3~~ |
| ~~COUN 6213, Counseling Practicum~~ | ~~3~~ |
| ~~COUN 6223, Counseling Internship—Elementary School~~ | ~~3~~ |
| ~~COUN 6233, Counseling Internship—Secondary School~~ | ~~3~~ |
| ~~ELFN 6773, Introduction to Statistics and Research~~ **~~OR~~**  ~~PSY 6213, Statistics and Research Design in Psychology and Counseling~~ | ~~3~~ |
| ~~PSY 6513, Advanced Educational Psychology~~ **~~OR~~**  ~~PSY 6523, Behavior Assessment and Intervention~~ | ~~3~~ |
| ~~PSY 6543, Psycho-Social Aspects of Development~~ | ~~3~~ |
| ~~PSY 6573, Psychological Testing~~ | ~~3~~ |
| ~~PSY 6613, Professional Consultation~~ | ~~3~~ |
| ~~Elective in Psychology or Counseling~~ | ~~3~~ |
| **~~Sub-total~~** | **~~48~~** |
| **~~Total Required Hours:~~** | **~~48~~** |

**LETTER OF NOTIFICATION – 6**

**Inactive/Reactivate Program**

1. Institution submitting request: Arkansas State University – Jonesboro
2. Contact person/title: Dr. Lacy Overley, Assistant Professor of Counseling

1. Phone number/e-mail address: 972-680-4843 lcrumrine@astate.edu
2. Proposed effective date (last date for new student enrollments): January 1, 2017
3. Title of degree program: Master of Science in Education (School Counseling Track)
4. CIP Code: 13.1101
5. Degree Code: 6680
6. Reason for proposed action:

\_\_X\_\_ **Inactive status – No new students can be admitted to the program after the effective date.** (Program on inactive status for 5 years will be removed from the AHECB approved program inventory.)

Provide the following information:

* + 1. Reason for proposed action - placing program on inactive status.

The decision to request inactive status of the MSE School Counseling Program was made following discussions that were part of a major initiative to restructure the university in terms of its colleges and academic units and programs. Colleges and departments were asked to evaluate all programs in terms of their fiscal viability and potential for growth and sustained enrollment. Admissions to the MSE School Counseling Program were notably low and had been for several years. Reasons for low enrollment in this program were discussed and appear most related to the following: (1) an online program is currently active in Arkansas and its enrollment numbers are high; (2) the admission and program requirements for the online program are less stringent than the A-State program as it is not accredited; (3) the state of Arkansas offers an alternative licensure route which further increases the attraction to an online program as a convenient option for training as a school counselor. The Department of Psychology and Counseling holds the position that training individuals to work as school counselors, by means of a purely online pedagogical platform, presents unreasonable risks to the children who will be served by graduates of the program and potential liability for the program that graduates professionals to work in a school setting. Thus, “fighting for” students by converting the program to an online program is not considered an acceptable option. Given the above, it seemed prudent to place the program on inactive status at this time. The Department of Psychology and Counseling recognizes the importance of providing highly trained school counselors to the state of Arkansas. In the event that we can come up with a way to contribute to this need we will happily reactive the program.

* + 1. Number of students enrolled in program.

Three (3)

* + 1. How will students in the inactive program be accommodated?

Courses needed to complete the program will be offered to all students currently enrolled.

* + 1. Projected program completion date.

May 2017

* + 1. Provide documentation of written notification to students currently enrolled in the program.

Electronic Communication (E-mail) sent to students currently enrolled in the MSE School Counseling Program:

We hope everyone’s semester is starting off smoothly and that you all are settling well into your classes. We want to take this time to inform you of some changes that will be happening within the School Counseling program. Unfortunately, due to a variety of factors, the School Counseling program will not be continuing beyond May 2017. This means that School Counseling students who have already been admitted to the program will be able to finish their degree with accreditation. However, this also means that there will be no new admissions to the program. For those who are in the Clinical Mental Health and Rehabilitation programs and are interested in taking the coursework necessary for the School Counseling certification, you will have the option to take those courses IF you can finish by May 2017.

This decision was not made lightly. We were recently approached by administration about their concerns over the financial stability and viability of our School Counseling program. For example, factors such as, lack of fiscal support at the state level, competition with other School Counseling programs in Arkansas and a high demand for quality School Counseling professors, lowers the likelihood of maintaining the program long-term. We were given the daunting task of deciding between the following options: (a) to put all available, but non-sustainable resources toward the School Counseling program, or (b) to use our resources to strengthen our thriving and sustainable programs. In coming to the decision to dissolve the School Counseling program, we spent ample amounts of time examining the fiscal aspects of this situation and various alternative solutions in an effort help ensure that we made the best possible long-term decision for our students and programs. Please note, that this will NOT go into effect until ALL CURRENT STUDENTS HAVE GRADUATED. In addition, you will still be graduating from what we believe to still be a professionally strong School Counseling program.

Because we certainly understand the shock and questions that must be emerging as a result of this information, we will host a meeting to discuss any concerns on Tuesday, September 16th, at 5:30 p.m. in room 110. Please know that the faculty care about each of our students, we want nothing but the best for you all and we hope that you to discuss the training that you have received here at ASU with pride and confidence. While this was not an easy decision, unfortunately, it was still necessary. However, if you are not able to attend the meeting, please feel free to contact any of us if you would like to discuss this issue further. Thank you for your time and we hope to see each of you next week.

Regards,

Counseling Program Faculty

\_\_\_\_\_\_ **Reactivate program** (Program on inactive status less than 5 years):

Provide the following information:

* + - 1. Justification for program reactivation.
      2. Curriculum outline by semester including total semester credit hours required.
      3. List of new courses.
      4. New course descriptions.
      5. Program goals and objectives.
      6. Expected student learning outcomes.
      7. Program approval letter from licensure/certification entity, if required.
      8. Scheduled program review date (within 10 years of program implementation)
      9. Provide a copy of written notification to other institutions in the area of the proposed program offering.

1. Institutional curriculum committee review/approval date, if required:
2. Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date: