

## GRADUATE COUNCIL AGENDA

for Thursday, April 20, 2006

at 2:00 p.m.

Upchurch Conference Room

1. Minutes for the February 16, 2006, Graduate Council meeting will stand approved if no corrections are received. (Please review the minutes on the Graduate School web page before the meeting: <http://www.uark.edu/depts/grad>). Note: The Graduate Council did not meet in March.
2. Announcements
3. Old Business: College of Education and Health Professions, Department of Rehabilitation, Human Resources and Communication Disorders: Proposal to change the Ed.D. degree in Adult Education to an Ed.D. degree in Workforce Development Education ([Attachment A](#), [Attachment B](#), [Attachment C](#)) and to eliminate the Ed.D. degree in Vocational Education ([Attachment D](#), [Attachment E](#)).
4. New Business: Program Changes
  - a. Department of Chemistry, CHEMMS and CHEMPH ([Attachment F](#), [Attachment G](#)): Add the GRE general test as a requirement for admission; change wording of admissions policy to require letters of recommendation from persons familiar with both the student's previous academic and professional performance (previous wording was and/or);
  - b. Department of Geosciences, GEOGMA: Eliminate the non-thesis option ([Attachment H](#));
  - c. School of Social Work: Add a non-thesis option, with the requirements specified on the attachment ([Attachment I](#)).
5. New Business: New Program Proposals, Department of Educational Leadership, Counseling and Foundations:
  - a. Proposal to create a graduate certificate in Building-Level Administration ([Attachment J](#), [Attachment K](#));
  - b. Proposal to create a graduate certificate in District-Level Education ([Attachment L](#), [Attachment M](#)).
6. Policy Changes: The Graduate School is proposing changes in the requirements for English Language Proficiency evaluation, by changing "International and Resident Alien Applicants" to "Non-native speakers of English, regardless of citizenship." Please see [Attachment N](#) for exact wording changes. This proposal comes with a recommendation for approval from the EASL (English as a Second Language) Committee.
7. Selection of the representative to the University Course and Programs Committee for 2006-07.
8. Discussion: Code of Conduct for graduate faculty status ([Attachment O](#)).
9. Course change report from the University Course and Programs Committee ([Attachment P](#)) (Note: Course change proposals can be reviewed at <http://www2.uark.edu/servlet/edu.uark.regr.ccf.Main> or by going to the website of the Registrar and clicking on "Faculty/Staff" then "Curriculum Change Form," and then "View Changes Pending Before the University Course and Programs Committee.")

10. Graduate Faculty Recommendations for Graduate Students: A preliminary list is attached ([Attachment Q](#)). A full list will be distributed at the meeting.
11. Graduate Faculty Recommendations: A preliminary list is attached ([Attachment R](#)). A full list will be distributed at the meeting.
12. Other Business

# ATTACHMENT A

## ADD, CHANGE OR DELETE PROGRAM OR UNIT

Complete this form consistent with the instructions in Academic Policy 1622.20. Use the form to add, change, or delete a program or unit. Proposed additions and changes must be consistent with Academic Policies 1100.40 and 1621.10 and any other policies which apply.

### SECTION I: Approvals

Department / Program Chair	Date Submitted	Faculty Senate Chair	Date
College Dean	Date	Provost	Date
Undergraduate Program Committee Chair	Date	Board of Trustees Approval Date	
Graduate Council Chair	Date	Arkansas Higher Education Coordinating Board Approval Date	

### SECTION II: Profile Data - Required Information and Name Change Information

Academic Unit:  Major/Field of Study  Minor  Other Unit \_\_\_\_\_

Level:  Undergraduate  Graduate  Law Effective Catalog Year 2006

Current Name Doctor of Education with Specialization in Adult Education

College, School, Division GRAD Department Code RHRC

Current Code (6 digit Alpha) EDADED Proposed Code (6 digit Alpha) EDWDED  
Prior approval from the Office of the Registrar is required.

Interdisciplinary Program CIP Code 13.1201  
Prior assignment from Office of Institutional Research is required.

Proposed Name Ed. D. in Workforce Development Education  
When a program name is changed, enrollment of current students reflects the new name.

### SECTION III: Add a New Program/Unit

For new program proposals, complete Sections II and VII and use as a cover sheet for a full program proposal as described in 'Criteria and Procedures for Preparing Proposals for New Programs in Arkansas.' ADHE <<http://www.adhe.arknet.edu.aadept.html>>.

### SECTION IV: Eliminate an Existing Program/Unit

Code/Name \_\_\_\_\_ Effective Catalog Year \_\_\_\_\_

No new students admitted to program after Term: \_\_\_\_ Year: \_\_\_\_\_

Allow students in program to complete under this program until Term: \_\_\_\_ Year: \_\_\_\_\_

### SECTION V: Proposed Changes to an Existing Program

Insert here a statement of the exact changes to be made: The faculty in Vocational and Adult Education propose to consolidate two undifferentiated Doctor of Education degrees — Adult Education and Vocational Education — into a Doctor of Education degree in Workforce Development Education (a program name change), with an emphasis in workforce leadership or human resource development.

Check all the boxes that apply and complete the required sections of the form:

- Change of Name and Code (Complete only sections I, II, V and VII.)  
 Change Course Requirements: (Complete all sections of the form except "Proposed Name" in II, section III, and section

- IV.)  
 Change Delivery Site/Method (Complete all sections of the form except “Proposed Name” in II, section III, and section IV.)  
 Change Total Hours (Complete all sections of the form except “Proposed Name” in II, section III, and section IV.)

## **SECTION VI: Justification**

*Justify this change and state its likely effect on any other degree program (including those outside the school or college). Identify any program or program components (other than courses) to be eliminated if this program is implemented. (Program and course change forms must also be submitted for such related changes.)*

**The faculty propose consolidating the Doctor of Education with specializations in adult education and vocational education into a Doctor of Education in Workforce Development Education (WDED) with options in Workforce Leadership and Human Resource Development for the following reasons: more rigorous research in program, increased competitiveness from other institutions and increased student accountability. In addition, the reconfigured program of study will be more clearly focused, based upon the desired career paths of the students.**

## **SECTION VII: Catalog Text and Format**

*Insert the current catalog text and the proposed catalog text. Be sure that the proposed text includes all the elements listed below in order. Do not include university requirements or college requirements. Do not substitute a sample schedule for an explicit statement of requirements. Use standard terms and vocabulary (see Academic Policy 1621.10).*

**Include the following elements, in order, in the catalog text for proposed undergraduate program(s) or program changes:**

- State complete major/program name
- Briefly define or describe the major/program or discipline.
- Identify typical career goals or paths for graduates. (Optional)
- State admission requirements (if any) for entry or entry into upper/advanced level of major/program.
- Identify location in catalog of university, college/school, and department/program requirements which the student must meet in addition to hours in the major, but do not restate these requirements.
- State course requirements in the major and any allied areas, giving number of hours and specific courses; specify electives or elective areas and give numbers of hours and courses in elective pools or categories; identify any other course requirements.
- State any other requirements (required GPA, internship, exit exam, project, thesis, etc.).
- Identify name and requirements for each concentration (if any).
- Specify whether a minor or other program component is allowed or required and provide details.

**For minors, state requirements in terms of hours, required courses, electives, etc.**

**For graduate program/units, include elements (as needed) parallel to those listed for undergraduate programs above.**

**For Law School program/units, prepare text consistent with current catalog style.**

**For centers, prepare text consistent with current catalog style.**

**The Doctor of Education in Workforce Development Education (WDED) provides options in Workforce Leadership and Human Resource Development. The Workforce Leadership option is designed for students who seek leadership careers in either adult or vocational education settings. Human Resource Development option is designed for students seeking training and/or development careers in business or industry settings.**

### **Current Curriculum**

**Doctor of Education Degree (Concentration Vocational Education) Requirements: 96 hours**

**1. College of Education and Health Professions Core: 9 hours**

**(normally taken in the master’s degree)**

**2. Vocational and Adult Education Core: 6 hours (VAED 6123 or VAED 6213 or VAED 6303)**

**3. Specialty Studies: 12-15 hours (Vocational Education)**

**4. Research: 9 hours (12 hours if EDFD 5013 has not been previously taken)**

**5. Electives: 0-6 hours**

**6. Cognate (outside department): 9 hours**

**7. Dissertation: 18 hours**

**Doctor of Education Degree (Concentration Adult Education) Requirements: 96 hours**

1622.20A p/vcaa 10/1/00

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ADED VOED to WDED EDD.doc

1. College of Education and Health Professions Core: 9 hours (normally taken in the master's degree)
2. Vocational and Adult Education Core: 6 hours (VAED 6123 or VAED 6213 or VAED 6303)
3. Specialty Studies: 12-15 hours (Adult Education)
4. Research: 9 hours (12 hours if EDFD 5013 has not been taken)
5. Electives: 0-6 hours
6. Cognate (outside department): 9 hours
7. Dissertation: 18 hours

Proposed Curriculum

Doctor of Education with concentrations in Workforce Leadership or Human Resource Development: 99 hours

Master's Degree Required = 30 to 45 hours (Master's courses may be used to fulfill some of the requirements below.)

Ed.D. in Workforce Development Education:

College Core = 9 hours

Workforce Development Education Core = 15 hours

Specialty Core (Workforce Leadership or Human Resource Development Concentration) = 12 hours

Workforce Development Education Electives = 12 to 18 hours

Supporting Fields Electives = 6 to 12 hours

Cognate = 9 to 15 hours (Related hours outside the department)

Research = 36 hours

College of Education Core Required = 9 hrs

EDFD 5013: Research Methods in Education (on-campus can take EDFD 5393)

WDED 5513: Principles of Adult Learning

WDED 5523: Diversity Issues & Globalization

Workforce Development Education Core Required = 15 hrs

WDED 5543: Computer Technology in WDED

WDED 5533: Change Process

WDED 6513: Leadership Models and Concepts

WDED 6523: Instructional Design in WDED

WDED 6983: Practicum (research, college teaching, or training)

Specialty Core = 12 hrs

Workforce Leadership Concentration

WDED 5213: Foundations of Adult Education

or

WDED 5413: Foundations of Vocational Education

WDED 6113: Nontraditional Student

WDED 6123: Adult Learner: The Later Years

WDED 6133: Theories of Teaching and Learning

Human Resource Development Concentration

WDED 5313: Foundations of Human Resource Development

WDED 6213: Training in the Workplace

WDED 6223: Organization Development

WDED 6233: Learning Organization

Workforce Development Education Requirement = 12-18 hrs (Choose from the list below.)

WDED 6533: Adult Literacy

WDED 6543: Program Planning in WDED

WDED 6553: Program Evaluation in WDED

WDED 6563: Ethical and Legal Issues in WDED

WDED 6573: Education and Entrepreneurship

WDED 6583: Multiple Intelligences

**Supporting Fields Electives = 6-12 hrs (Related hours – inside or outside RHRC)**

**Note: If inside RHRC, choose from WDED electives below or RHAB 5493, 6203, 6213, 6273 (which is not online).**

- WDED 5213: Foundations of Adult Education**
- WDED 5223: Principles of ABE/GED/ESL**
- WDED 5233: Teaching Disadvantaged Adults**
- WDED 524v: Internship**
- WDED 5413: Foundations of Vocational Education**
- WDED 5423: Advanced Methods in VOED**
- WDED 5433: Transition to the Workplace**
- WDED 5443: Supervision in VOED**
- WDED 5453: Career Orientation Programs**
- WDED 5463: Applications in Career Orientation**
- WDED 5313: Foundations of Human Resource Development**
- WDED 5323: Organizational Analysis**
- WDED 5333: Developing Human Resources**
- WDED 5343: Facilitating Learning in the Workplace**
- WDED 5553: Career Development in the Workplace**
- WDED 5563: Introduction to Distance Learning**
- WDED 5573: Instructional Materials in WDED**
- WDED 571v: Independent Study (1-3)**
- WDED 572v: Workshop (1-3)**

**Cognate = 9-15 hrs (Related hours outside the department)**

**Research = 36 hrs**

- EDFD 5013: Research Methods in Education**
- EDFD 6403: Educational Statistics and Data Processing**
- EDFD 6413: Experimental Design in Education**
- EDFD 6643: Qualitative Research**
- EDFD 6623: Techniques of Research in Education**
- WDED 6993: Dissertation Seminar**
- WDED 700v: Dissertation (18)**

**SECTION VIII: Action Recorded by Registrar's Office**

PROGRAM INVENTORY/DARS

PGRM \_\_\_\_\_ SUBJ \_\_\_\_\_ CIP \_\_\_\_\_ CRTS \_\_\_\_\_  
DGRE \_\_\_\_\_ PGCT \_\_\_\_\_ OFFC&CRTY VALID \_\_\_\_\_

REPORTING CODES

PROG. DEF. \_\_\_\_\_ REQ. DEF. \_\_\_\_\_  
Initials \_\_\_\_\_ Date \_\_\_\_\_

**Distribution**

Notification to:  
(1) College (2) Department (3) Admissions (4) Institutional Research (5) Continuing Education (6) Graduate School  
(7) Treasurer (8) Undergraduate Program Committee Initials \_\_\_\_\_ Date \_\_\_\_\_

# ATTACHMENT B

## LETTER OF NOTIFICATION – 11

### RECONFIGURATION OF EXISTING DEGREE PROGRAMS (Consolidation or Separation of Degrees)

**1. Institution submitting request:**

University of Arkansas, Fayetteville

**2. Contact person/title:**

Dr. Nancy E. Talburt, Vice Provost for Academic Affairs  
1 University of Arkansas, ADMIN 422  
Fayetteville AR 72701-1201  
[netal@uark.edu](mailto:netal@uark.edu)  
479-575-2151

**3. Title(s) of degree programs to be reconfigured:**

Doctor of Education with specialization in Adult Education  
Doctor of Education with specialization in Vocational Education

**4. Current CIP Code(s):**

13.1201 Adult Education  
13.1320 Vocational Education

**5. Current Degree Code(s):**

EdD

**6. Proposed title of reconfigured program:**

Doctor of Education in Workforce Development Education (WDED) with concentrations in  
Workforce Leadership and Human Resource Development

**7. Proposed CIP Code:**

13.1201

**8. Proposed Effective Date:**

August 2006

**9. Reason for proposed consolidation or separation to create a new degree:**

The faculty in Vocational and Adult Education (to be renamed Workforce Development Education, WDED) propose to consolidate two undifferentiated doctor of education degrees — adult education and vocational education — into a doctor of education degree with a program name change. The proposed degree will be named Doctor of Education in Workforce Development Education (WDED) with options in Workforce Leadership and Human Resource

Development. Workforce Leadership will represent those students who are currently enrolled in the vocational or adult education doctoral degrees. Human Resource Development students are not currently offered a specialization at the doctoral level.

The faculty propose consolidating the Doctor of Education with specializations in adult education and vocational education into a Doctor of Education in Workforce Development Education with options in Workforce Leadership and Human Resource Development for the following reasons: more rigorous research in program, increased competitiveness from other institutions and accountability.

In September 2005, a survey was emailed to our listserv which includes 183 of our M.Ed. students, 100 of whom were considered actively involved in the program. The question was: If the Department offered an online doctorate, I would:

30 Apply to the program immediately upon completing my master's degree

17 Strongly consider applying at a later date

6 Never consider applying to the program

5 Prefer the traditional method of delivery (in the classroom on the Fayetteville campus.)

Five (5) students, who gave more than one response, said they would apply immediately or strongly consider applying later. Approximately one-third of our active master's students would apply to the program with another one-sixth considering applying. Five percent of those students who replied to the survey said that they would prefer the traditional method of delivery, but two of those students also said they would never consider applying to the program regardless of the delivery method. The response rate for the survey was 58 percent.

The proposed Doctor of Education in Workforce Development Education with options in Workforce Leadership and Human Resource Development will prepare graduates to guide learners in designing and delivering exemplary programs to populations in diverse settings.

#### **10. Provide current and proposed curriculum.**

##### **Current Curriculum**

Doctor of Education Degree (Concentration Vocational Education) Requirements: 96 hours

1. College of Education and Health Professions Core: 9 hours  
(normally taken in the master's degree)
2. Vocational and Adult Education Core: 6 hours (VAED 6123 or VAED 6213 or VAED 6303)
3. Specialty Studies: 12-15 hours (Vocational Education)
4. Research: 9 hours (12 hours if EDFD 5013 has not been previously taken)
5. Electives: 0-6 hours
6. Cognate (outside department): 9 hours
7. Dissertation: 18 hours

Doctor of Education Degree (Concentration Adult Education) Requirements: 96 hours

1. College of Education and Health Professions Core: 9 hours  
(normally taken in the master's degree)
2. Vocational and Adult Education Core: 6 hours (VAED 6123 or VAED 6213 or VAED 6303)
3. Specialty Studies: 12-15 hours (Adult Education)
4. Research: 9 hours (12 hours if EDFD 5013 has not been taken)
5. Electives: 0-6 hours
6. Cognate (outside department): 9 hours
7. Dissertation: 18 hours



## **Proposed Curriculum**

Doctor of Education with concentrations in Workforce Leadership or Human Resource Development: 99 hours

Master's Degree Required = 30 to 45 hours (Master's courses may be used to fulfill some of the requirements below.)

### **Ed.D. in Workforce Development Education:**

College Core = 9 hours

Workforce Development Education Core = 15 hours

Specialty Core (Workforce Leadership or Human Resource Development Concentration) = 12 hours

Workforce Development Education Electives = 12 to 18 hours

Supporting Fields Electives = 6 to 12 hours

Cognate = 9 to 15 hours (Related hours outside the department)

Research = 36 hours

College of Education Core Required = 9 hrs

EDFD 5013: Research Methods in Education (on-campus can take EDFD 5393)

WDED 5513: Principles of Adult Learning

WDED 5523: Diversity Issues & Globalization

Workforce Development Education Core Required = 15 hrs

WDED 5543: Computer Technology in WDED

WDED 5533: Change Process

WDED 6513: Leadership Models and Concepts

WDED 6523: Instructional Design in WDED

WDED 6983: Practicum (research, college teaching, or training)

Specialty Core = 12 hrs

Workforce Leadership Concentration

WDED 5213: Foundations of Adult Education

or

WDED 5413: Foundations of Vocational Education

WDED 6113: Nontraditional Student

WDED 6123: Adult Learner: The Later Years

WDED 6133: Theories of Teaching and Learning

Human Resource Development Concentration

WDED 5313: Foundations of Human Resource Development

WDED 6213: Training in the Workplace

WDED 6223: Organization Development

WDED 6233: Learning Organization

Workforce Development Education Requirement = 12-18 hrs (Choose from the list below.)

WDED 6533: Adult Literacy

WDED 6543: Program Planning in WDED

WDED 6553: Program Evaluation in WDED

WDED 6563: Ethical and Legal Issues in WDED

WDED 6573: Education and Entrepreneurship

WDED 6583: Multiple Intelligences

Supporting Fields Electives = 6-12 hrs (Related hours – inside or outside RHRC)

Note: If inside RHRC, choose from WDED electives below or RHAB 5493, 6203, 6213, 6273 (which is not online).

WDED 5213: Foundations of Adult Education  
WDED 5223: Principles of ABE/GED/ESL  
WDED 5233: Teaching Disadvantaged Adults  
WDED 524v: Internship  
WDED 5413: Foundations of Vocational Education  
WDED 5423: Advanced Methods in VOED  
WDED 5433: Transition to the Workplace  
WDED 5443: Supervision in VOED  
WDED 5453: Career Orientation Programs  
WDED 5463: Applications in Career Orientation  
WDED 5313: Foundations of Human Resource Development  
WDED 5323: Organizational Analysis  
WDED 5333: Developing Human Resources  
WDED 5343: Facilitating Learning in the Workplace  
WDED 5553: Career Development in the Workplace  
WDED 5563: Introduction to Distance Learning  
WDED 5573: Instructional Materials in WDED  
WDED 571v: Independent Study (1-3)  
WDED 572v: Workshop (1-3)

Cognate = 9-15 hrs (Related hours outside the department)

Research = 36 hrs

EDFD 5013: Research Methods in Education  
EDFD 6403: Educational Statistics and Data Processing  
EDFD 6413: Experimental Design in Education  
EDFD 6643: Qualitative Research  
EDFD 6623: Techniques of Research in Education  
WDED 6993: Dissertation Seminar  
WDED 700v: Dissertation (18)

**11. Provide current and proposed organizational chart.**

The current organizational chart is identical to the proposed organizational chart with the exception of the name change for the program in the last box. The old name was vocational and adult education faculty.

Proposed Organizational Chart.

UA Board of Trustees

President

Chancellor

Provost/V C for Academic Affairs

Graduate School Dean

College of Education & Health Professions  
Dean

Rehabilitation, Human Resources and  
Communication Disorders  
Department Head

Workforce Development Education  
Faculty

**12. Amount of funds available for reallocation?**

No reallocation of funds is necessary as the department already supports two doctoral programs which will be dropped. Tuition and fees are expected to generate the following dollars based on projected student enrollment.

Tuition and Fees

\$256.52 per graduate credit*	2006-2007
25.00 per distance education credit fee	
\$281.52 per graduate credit	
15 students (6 credits per semester)	25,337
5 students (3 credits per semester)	4,223
Tuition per semester	29,560
<b>Tuition per academic year</b>	<b>\$ 88,680</b>

\*in-state

**13. Are the existing degrees offered off-campus or via distance delivery?**

No

**14. Will the proposed degree be offered on-campus, off-campus, or via distance delivery?**

The proposed degree will be offered via distance delivery. Once the consolidation of the two programs is approved, a request for offering an existing program through technology will be submitted.

**15. Identify off-campus location.**

None

**COMPARISON OF PROPOSED WDED DEGREE AND CURRENT ADED and VOED DEGREES**

Proposed EDD Degree in Workforce Dev Educ (99 hrs)	Current EDD Degree Programs in ADED and VOED (96 hrs)	
<p><b>Master's Degree Required</b> (30 hours minimum)</p> <p><b>College of Education Core Required = 9 hrs</b> EDFD 5013 Research Methods in Education WDED 5513 Principles of Adult Learning WDED 5523 Diversity Issues &amp; Globalization</p> <p><b>Workforce Development Educ Core Required = 6-12 hrs</b> WDED 5543 Computer Technology WDED 5533 Change Process WDED6513 Leadership Models and Concepts WDED 6523 Curriculum Design</p> <p><b>Specialty Core Required = 9-12 hrs</b> <b>Workforce Leadership Concentration</b> WDED 5213 Foundations of Adult Education or WDED 5413 Foundations of Vocational Education WDED 6113 Nontraditional Student WDED 6123 Adult Learner: The Later Years WDED 6133 Systems of Teaching and Learning <b>Human Resource Development Concentration</b> WDED 5313: Foundations of Human Resource Development WDED 6213: Training in the Workplace WDED 6223: Organization Development WDED 6233: Learning Organization <b>Workforce Development Education Required = 6-24 hrs</b> (Choose from the list below.) WDED 6533: Adult Literacy WDED 6543: Program Planning WDED 6553: Program Evaluation WDED 6563: Ethical and Legal Issues WDED 6573: Education and Entrepreneurship WDED 6583: Multiple Intelligences WDED 698v: Practicum (1-6 -- research or college teaching or training) WDED 699v: Seminar (1-3)</p>		<p><b>Master's Degree Required</b> (30 hours minimum)</p> <p><b>College of Education Core Required = 9 hrs</b> EDFD 5013: Research Methods in Education WDED 5513: Principles of Adult Learning WDED 5523: Diversity Issues &amp; Globalization</p> <p><b>Vocational and Adult Education Core Required = 6 hrs</b> VAED 6123 Supervision in VAED or VAED 6213 Curriculum Development in VAED or VAED 6303 Program Planning &amp; Evaluation in VAED</p> <p><b>Specialty Studies Required = 12-15 hrs (ADED or VOED or VAED)</b> <b>old ADED courses</b> WDED5213 Foundations of Adult Education WDED 5533 Change Process WDED 5223 Principles of ABE/GED/ESL WDED 5233 Teaching Disadvantaged Adults ADED 5123 Nontraditional Student ADED 5113 Adult Learner: The Later Years ADED 5213 Teaching Reading to Adults <b>old VOED courses</b> WDED 5413 Foundations of Vocational Education WDED 5433 Transition to the Workplace WDED 5453 Career Orientation Programs WDED 5463 Applications in Career Orientation <b>old VAED courses</b> WDED 5443 Supervision WDED 5423 Advanced Methods WDED 5543 Computer Technology WDED 5313 Foundations of Human Resource Development WDED 5323 Organizational Analysis WDED 5333 Developing Human Resources WDED 5343 Facilitating Learning in the Workplace WDED 5573 Instructional Materials WDED 571v Independent Study (1-3) WDED 572v Workshop (1-3) VAED 6113 Administrative Leadership in VAED VAED 6453 Training in the Workplace VAED 6143 Student Services in VAED VAED 692v Directed Field Experience (1-18) VAED 699v Seminar (1-3)</p>

Proposed EDD Degree in Workforce Dev Educ (99 hrs)	Current EDD Degree Programs in ADED and VOED (96 hrs)	
<p><b>Supporting Fields Electives = 6-12 hrs</b> (Related hours – inside or outside RHRC)  Note: If inside RHRC, choose from WDED electives below or RHAB 5493, 6203, 6213, 6273 (which is not online).</p> <p>WDED 5213: Foundations of Adult Education Y  WDED 5223: Principles of ABE/GED/ESL Y  WDED 5233: Teaching Disadvantaged Adults Y  WDED 524v: Internship Y  WDED 5413: Foundations of Vocational Education Y  WDED 5423: Advanced Methods Y  WDED 5433: Transition to the Workplace Y  WDED 5443: Supervision Y  WDED 5453: Career Orientation Programs Y  WDED 5463: Applications in Career Orientation Y  WDED 5313: Foundations of Human Resource Development Y  WDED 5323: Organizational Analysis Y  WDED 5333: Developing Human Resources Y  WDED 5343: Facilitating Learning in the Workplace Y  WDED 5553: Career Development in the Workplace Y  WDED 5563: Introduction to Distance Learning Y  WDED 5573: Instructional Materials Y  WDED 571v: Independent Study (1-3) Y  WDED 572v: Workshop (1-3) Y</p> <p><b>Cognate Required = 9-15 hrs</b> (Related hours outside the department)</p> <p><b>Research Required = 33 hrs</b></p> <p>EDFD 5013: Research Methods in Education Y  EDFD 6403: Educational Statistics and Data Processing Y  EDFD 6413: Experimental Design in Education Y  EDFD 6643: Qualitative Research Y  EDFD 6623: Techniques of Research in Education Y  WDED 700v: Dissertation (18) Y</p>	<p><b>Electives = 0-6 hrs</b>  any of the above courses which were not the specialty courses</p> <p><b>Cognate Required = 9 hrs</b> (outside department)</p> <p><b>Research Required = 30 hours</b></p> <p>EDFD 5013: Research Methods in Education Y  EDFD 6403: Educational Statistics and Data Processing Y  EDFD 6413: Experimental Design in Education Y  or  EDFD 6643: Qualitative Research Y  EDFD 6623: Techniques of Research in Education Y  WDED 700v: Dissertation (18) Y</p>	
<p>"Y" in the second column means old course from the current program.  "N" in the second column means new course or not in old program</p>	<p>"Y" in the last column means the course will be used in the proposed program.</p>	

**NOTE:** See second sheet **Workforce Development Education EdD Courses** to see which course is equivalent to which course.

## ATTACHMENT D

### ADD, CHANGE OR DELETE PROGRAM OR UNIT

Complete this form consistent with the instructions in Academic Policy 1622.20. Use the form to add, change, or delete a program or unit. Proposed additions and changes must be consistent with Academic Policies 1100.40 and 1621.10 and any other policies which apply.

#### SECTION I: Approvals

Department / Program Chair _____	Date Submitted _____	Faculty Senate Chair _____	Date _____
College Dean _____	Date _____	Provost _____	Date _____
Undergraduate Program Committee Chair _____	Date _____	Board of Trustees Approval Date _____	
Graduate Council Chair _____	Date _____	Arkansas Higher Education Coordinating Board Approval Date _____	

#### SECTION II: Profile Data - Required Information and Name Change Information

Academic Unit:  Major/Field of Study  Minor  Other Unit \_\_\_\_\_  
Level:  Undergraduate  Graduate  Law Effective Catalog Year \_\_\_\_\_

Current Name **Doctor of Education with Specialization in Vocational Education**

College, School, Division **GRAD** Department Code **RHRC**

Current Code (6 digit Alpha) **VOEDED** Proposed Code (6 digit Alpha) \_\_\_\_\_  
Prior approval from the Office of the Registrar is required.

Interdisciplinary Program CIP Code **13.1320**  
Prior assignment from Office of Institutional Research is required.

Proposed Name \_\_\_\_\_  
When a program name is changed, enrollment of current students reflects the new name.

#### SECTION III: Add a New Program/Unit

For new program proposals, complete Sections II and VII and use as a cover sheet for a full program proposal as described in 'Criteria and Procedures for Preparing Proposals for New Programs in Arkansas.' ADHE <<http://www.adhe.arknet.edu.aadept.html>>.

#### SECTION IV: Eliminate an Existing Program/Unit

Code/Name **Doctor of Education with specialization in Vocational Education** Effective Catalog Year **2006**

No new students admitted to program after Term: Spring Year: 2006  
Allow students in program to complete under this program until Term: Spring Year: 2013

#### SECTION V: Proposed Changes to an Existing Program

Insert here a statement of the exact changes to be made: **Elimination of Doctor of Education with specialization in Vocational Education.**

Check all the boxes that apply and complete the required sections of the form:

- Change of Name and Code (Complete only sections I, II, V and VII.)  
 Change Course Requirements: (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)

- Change Delivery Site/Method (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Total Hours (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)

### SECTION VI: Justification

*Justify this change and state its likely effect on any other degree program (including those outside the school or college). Identify any program or program components (other than courses) to be eliminated if this program is implemented. (Program and course change forms must also be submitted for such related changes.)*

**Deletion of Doctor of Education with a specialization in Vocational Education is necessitated by the reconfigured Doctor of Education with a specialization in Workforce Development Education, which reconfigures and consolidates the Doctor of Education in Adult Education and Doctor of Education in Vocational Education. No courses have been deleted, but many of the current doctoral courses have been revised and moved to the master's level. Some students will need to take these courses, which have been assigned new numbers and alpha code to satisfy deficits in their program of studies; others will need to take courses from the current doctoral courses that have been updated and designated to the doctoral level with new numbers and alpha code or one of the five new doctoral courses that have been proposed. Students will be completed using the revised courses in the consolidated degree.**

### SECTION VII: Catalog Text and Format

*Insert the current catalog text and the proposed catalog text. Be sure that the proposed text includes all the elements listed below in order. Do not include university requirements or college requirements. Do not substitute a sample schedule for an explicit statement of requirements. Use standard terms and vocabulary (see Academic Policy 1621.10).*

**Include the following elements, in order, in the catalog text for proposed undergraduate program(s) or program changes:**

- State complete major/program name
- Briefly define or describe the major/program or discipline.
- Identify typical career goals or paths for graduates. (Optional)
- State admission requirements (if any) for entry or entry into upper/advanced level of major/program.
- Identify location in catalog of university, college/school, and department/program requirements which the student must meet in addition to hours in the major, but do not restate these requirements.
- State course requirements in the major and any allied areas, giving number of hours and specific courses; specify electives or elective areas and give numbers of hours and courses in elective pools or categories; identify any other course requirements.
- State any other requirements (required GPA, internship, exit exam, project, thesis, etc.).
- Identify name and requirements for each concentration (if any).
- Specify whether a minor or other program component is allowed or required and provide details.

**For minors, state requirements in terms of hours, required courses, electives, etc.**

**For graduate program/units, include elements (as needed) parallel to those listed for undergraduate programs above.**

**For Law School program/units, prepare text consistent with current catalog style.**

**For centers, prepare text consistent with current catalog style.**

### SECTION VIII: Action Recorded by Registrar's Office

PROGRAM INVENTORY/DARS

PGRM \_\_\_\_\_ SUBJ \_\_\_\_\_ CIP \_\_\_\_\_ CRTS \_\_\_\_\_

DGRE \_\_\_\_\_ PGCT \_\_\_\_\_ OFFC&CRTY VALID \_\_\_\_\_

REPORTING CODES

PROG. DEF. \_\_\_\_\_ REQ. DEF. \_\_\_\_\_  
 Initials \_\_\_\_\_ Date \_\_\_\_\_

### Distribution

Notification to:

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(1) College  
(7) Treasurer

(2) Department  
(8) Undergraduate Program Committee

(3) Admissions

(4) Institutional Research

(5) Continuing Education  
Initials \_\_\_\_\_ Date \_\_\_\_\_

(6) Graduate School

# ATTACHMENT E

## LETTER OF NOTIFICATION – 5

### DELETION

(Certificate, Degree, Option, Organizational Unit)

**1. Institution submitting request:**

University of Arkansas, Fayetteville

**2. Contact person/title:**

Dr. Nancy E. Talburt, Vice Provost for Academic Affairs

1 University of Arkansas, ADMIN 422  
Fayetteville AR 72701-1201  
[netal@uark.edu](mailto:netal@uark.edu)  
479-575-2151

**3. Phone number/e-mail address:**

[netal@uark.edu](mailto:netal@uark.edu)  
479-575-2151

**4. Proposed effective date:**

August 2006

**5. Title of certificate, degree program, option, or organizational unit:**

Doctor of Education with specialization in Vocational Education

**6. CIP Code:**

13.1320

**7. Degree Code:**

EdD

**8. Reason for deletion:**

Reconfigured specialization into a combined degree with Adult Education

**9. Number of students still enrolled in program:**

68

**10. Expected graduation date of last student:**

2011

**11. Name of courses which will be deleted as a result of this action:**

No courses have been deleted, but many of the current doctoral courses have been moved to the master's level. Some students will need to take these courses, which have been assigned new numbers and alpha code to satisfy deficits in their program of studies; others will need to take courses from the current doctoral courses that have been updated and designated to the doctoral level with new numbers and alpha code or one of the five new doctoral courses which have been proposed.

**12. How will students in the deleted program be accommodated:**

Students will be completed using the revised courses in the consolidated degree.

**13. Are funds available for reallocation?**

There will be no reallocation of funds; funds will be used for the remaining doctoral program.

Board of Trustees Approval Date:

Chief Academic Officer:

Date:

## ATTACHMENT F

### ADD, CHANGE OR DELETE PROGRAM OR UNIT

Complete this form consistent with the instructions in Academic Policy 1622.20. Use the form to add, change, or delete a program or unit. Proposed additions and changes must be consistent with Academic Policies 1100.40 and 1621.10 and any other policies which apply.

#### SECTION I: Approvals

Department / Program Chair	Date Submitted	Faculty Senate Chair	Date
College Dean	Date	Provost	Date
Undergraduate Program Committee Chair	Date	Board of Trustees Approval Date	
Graduate Council Chair	Date	Arkansas Higher Education Coordinating Board Approval Date	

#### SECTION II: Profile Data - Required Information and Name Change Information

Academic Unit:  Major/Field of Study  Minor  Other Unit \_\_\_\_\_

Level:  Undergraduate  Graduate  Law Effective Catalog Year \_\_\_\_\_

Current Name Department of Chemistry and Biochemistry

College, School, Division GRAD Department Code CHBC

Current Code (6 digit Alpha) CHEMMS Proposed Code (6 digit Alpha) \_\_\_\_\_  
Prior approval from the Office of the Registrar is required.

Interdisciplinary Program CIP Code \_\_\_\_\_  
Prior assignment from Office of Institutional Research is required.

Proposed Name \_\_\_\_\_  
When a program name is changed, enrollment of current students reflects the new name.

#### SECTION III: Add a New Program/Unit

For new program proposals, complete Sections II and VII and use as a cover sheet for a full program proposal as described in 'Criteria and Procedures for Preparing Proposals for New Programs in Arkansas.' ADHE <<http://www.adhe.arknet.edu.aadept.html>>.

#### SECTION IV: Eliminate an Existing Program/Unit

Code/Name \_\_\_\_\_ Effective Catalog Year \_\_\_\_\_

No new students admitted to program after Term: \_\_\_\_ Year: \_\_\_\_\_

Allow students in program to complete under this program until Term: \_\_\_\_ Year: \_\_\_\_\_

#### SECTION V: Proposed Changes to an Existing Program

Insert here a statement of the exact changes to be made: Add: GRE general area test scores are required for admission to program on page 9 Table of Graduate Degree Programs and Degrees. Also, to change "and/or" in the paragraph on Admission to Graduate Program to "and."

Check all the boxes that apply and complete the required sections of the form:

- Change of Name and Code (Complete only sections I, II, V and VII.)
- Change Course Requirements: (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)

Change Delivery Site/Method (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)

Change Total Hours (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)

## **SECTION VI: Justification**

*Justify this change and state its likely effect on any other degree program (including those outside the school or college). Identify any program or program components (other than courses) to be eliminated if this program is implemented. (Program and course change forms must also be submitted for such related changes.)*

**This change in admission requirements is being proposed for the Ph.D. program in order to be more consistent with the requirements for Walton Fellowships and to provide a better means of assessing students performance. Although that justification applies to the Ph.D. program alone, admission to graduate programs in Chemistry and Biochemistry have always been the same for the Master of Science and Doctor of Philosophy programs; therefore, in order to continue to have one set of admission requirements for both graduate programs, the admission requirements for admission to the M.S. program must change as well.**

## **SECTION VII: Catalog Text and Format**

*Insert the current catalog text and the proposed catalog text. Be sure that the proposed text includes all the elements listed below in order. Do not include university requirements or college requirements. Do not substitute a sample schedule for an explicit statement of requirements. Use standard terms and vocabulary (see Academic Policy 1621.10).*

**Include the following elements, in order, in the catalog text for proposed undergraduate program(s) or program changes:**

- State complete major/program name
- Briefly define or describe the major/program or discipline.
- Identify typical career goals or paths for graduates. (Optional)
- State admission requirements (if any) for entry or entry into upper/advanced level of major/program.
- Identify location in catalog of university, college/school, and department/program requirements which the student must meet in addition to hours in the major, but do not restate these requirements.
- State course requirements in the major and any allied areas, giving number of hours and specific courses; specify electives or elective areas and give numbers of hours and courses in elective pools or categories; identify any other course requirements.
- State any other requirements (required GPA, internship, exit exam, project, thesis, etc.).
- Identify name and requirements for each concentration (if any).
- Specify whether a minor or other program component is allowed or required and provide details.

**For minors, state requirements in terms of hours, required courses, electives, etc.**

**For graduate program/units, include elements (as needed) parallel to those listed for undergraduate programs above.**

**For Law School program/units, prepare text consistent with current catalog style.**

**For centers, prepare text consistent with current catalog style.**

### **Current Catalog Text:**

**p. 9 of Graduate Catalog, Table of Graduate Degree programs and Degrees, under Test Required for Admission for Chemistry M.S. and Ph.D. currently reads "Opt"**

### **p. 63**

**Admission to Graduate Program: In addition to the application for admission to the Graduate School and the transcripts required for Graduate School admission, applicants for admission to the degree programs of the Department of Chemistry and Biochemistry must submit three letters of recommendation from persons familiar with the applicant's previous academic and/or professional performance and official scores from the Graduate Record Examination (General Test). . . .**

### **Proposed Catalog Text:**

**p. 9 of Graduate Catalog, Table of Graduate Degree programs and Degrees, under Test Required for Admission for Chemistry M.S. and Ph.D. change to "Y"**

### **p. 63**

**Admission to Graduate Program: In addition to the application for admission to the Graduate School and the transcripts required for Graduate School admission, applicants for admission to the degree programs of the Department of Chemistry and Biochemistry must submit a.) three letters of recommendation from persons familiar with the applicant's previous academic and professional performance and b.) official scores from the Graduate Record Examination (General Test). . . .**

**SECTION VIII: Action Recorded by Registrar's Office**

PROGRAM INVENTORY/DARS

PGRM \_\_\_\_\_ SUBJ \_\_\_\_\_ CIP \_\_\_\_\_ CRTS \_\_\_\_\_

DGRE \_\_\_\_\_ PGCT \_\_\_\_\_ OFFC&CRTY VALID \_\_\_\_\_

REPORTING CODES

PROG. DEF. \_\_\_\_\_ REQ. DEF. \_\_\_\_\_  
Initials \_\_\_\_\_ Date \_\_\_\_\_

Distribution

Notification to:

(1) College (2) Department (3) Admissions (4) Institutional Research (5) Continuing Education (6) Graduate School  
(7) Treasurer (8) Undergraduate Program Committee Initials \_\_\_\_\_ Date \_\_\_\_\_

## ATTACHMENT G

### ADD, CHANGE OR DELETE PROGRAM OR UNIT

Complete this form consistent with the instructions in Academic Policy 1622.20. Use the form to add, change, or delete a program or unit. Proposed additions and changes must be consistent with Academic Policies 1100.40 and 1621.10 and any other policies which apply.

#### SECTION I: Approvals

Department / Program Chair	Date Submitted	Faculty Senate Chair	Date
College Dean	Date	Provost	Date
Undergraduate Program Committee Chair	Date	Board of Trustees Approval Date	
Graduate Council Chair	Date	Arkansas Higher Education Coordinating Board Approval Date	

#### SECTION II: Profile Data - Required Information and Name Change Information

Academic Unit:  Major/Field of Study  Minor  Other Unit \_\_\_\_\_

Level:  Undergraduate  Graduate  Law Effective Catalog Year \_\_\_\_\_

Current Name Department of Chemistry and Biochemistry

College, School, Division GRAD Department Code CHBC

Current Code (6 digit Alpha) CHEMPH Proposed Code (6 digit Alpha) \_\_\_\_\_  
Prior approval from the Office of the Registrar is required.

Interdisciplinary Program CIP Code \_\_\_\_\_  
Prior assignment from Office of Institutional Research is required.

Proposed Name \_\_\_\_\_  
When a program name is changed, enrollment of current students reflects the new name.

#### SECTION III: Add a New Program/Unit

For new program proposals, complete Sections II and VII and use as a cover sheet for a full program proposal as described in 'Criteria and Procedures for Preparing Proposals for New Programs in Arkansas.' ADHE <<http://www.adhe.arknet.edu.aadept.html>>.

#### SECTION IV: Eliminate an Existing Program/Unit

Code/Name \_\_\_\_\_ Effective Catalog Year \_\_\_\_\_

No new students admitted to program after Term: \_\_\_\_ Year: \_\_\_\_\_

Allow students in program to complete under this program until Term: \_\_\_\_ Year: \_\_\_\_\_

#### SECTION V: Proposed Changes to an Existing Program

Insert here a statement of the exact changes to be made: Add: GRE general area test scores are required for admission to program on page 9 Table of Graduate Degree Programs and Degrees. Also, to change "and/or" in the paragraph on Admission to Graduate Program to "and."

Check all the boxes that apply and complete the required sections of the form:

- Change of Name and Code (Complete only sections I, II, V and VII.)
- Change Course Requirements: (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)

Change Delivery Site/Method (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)

Change Total Hours (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)

## **SECTION VI: Justification**

*Justify this change and state its likely effect on any other degree program (including those outside the school or college). Identify any program or program components (other than courses) to be eliminated if this program is implemented. (Program and course change forms must also be submitted for such related changes.)*

**The change is being made in order to be more consistent with the requirements for Walton Fellowships and to provide a better means of accessing students performance.**

## **SECTION VII: Catalog Text and Format**

*Insert the current catalog text and the proposed catalog text. Be sure that the proposed text includes all the elements listed below in order. Do not include university requirements or college requirements. Do not substitute a sample schedule for an explicit statement of requirements. Use standard terms and vocabulary (see Academic Policy 1621.10).*

**Include the following elements, in order, in the catalog text for proposed undergraduate program(s) or program changes:**

- State complete major/program name
- Briefly define or describe the major/program or discipline.
- Identify typical career goals or paths for graduates. (Optional)
- State admission requirements (if any) for entry or entry into upper/advanced level of major/program.
- Identify location in catalog of university, college/school, and department/program requirements which the student must meet in addition to hours in the major, but do not restate these requirements.
- State course requirements in the major and any allied areas, giving number of hours and specific courses; specify electives or elective areas and give numbers of hours and courses in elective pools or categories; identify any other course requirements.
- State any other requirements (required GPA, internship, exit exam, project, thesis, etc.).
- Identify name and requirements for each concentration (if any).
- Specify whether a minor or other program component is allowed or required and provide details.

**For minors, state requirements in terms of hours, required courses, electives, etc.**

**For graduate program/units, include elements (as needed) parallel to those listed for undergraduate programs above.**

**For Law School program/units, prepare text consistent with current catalog style.**

**For centers, prepare text consistent with current catalog style.**

### **Current Catalog Text:**

**p. 9 of Graduate Catalog, Table of Graduate Degree programs and Degrees, under Test Required for Admission for Chemistry M.S. and Ph.D. currently reads "Opt"**

**p. 63**

**Admission to Graduate Program: In addition to the application for admission to the Graduate School and the transcripts required for Graduate School admission, applicants for admission to the degree programs of the Department of Chemistry and Biochemistry must submit three letters of recommendation from persons familiar with the applicant's previous academic and/or professional performance and official scores from the Graduate Record Examination (General Test). . . .**

### **Proposed Catalog Text:**

**p. 9 of Graduate Catalog, Table of Graduate Degree programs and Degrees, under Test Required for Admission for Chemistry M.S. and Ph.D. change to "Y"**

**p. 63**

**Admission to Graduate Program: In addition to the application for admission to the Graduate School and the transcripts required for Graduate School admission, applicants for admission to the degree programs of the Department of Chemistry and Biochemistry must submit a.) three letters of recommendation from persons familiar with the applicant's previous academic and professional performance and b.) official scores from the Graduate Record Examination (General Test). . . .**

## **SECTION VIII: Action Recorded by Registrar's Office**

PROGRAM INVENTORY/DARS  
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SUBJ \_\_\_\_\_

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OFFC&CRTY VALID \_\_\_\_\_

REPORTING CODES

PROG. DEF. \_\_\_\_\_

REQ. DEF. \_\_\_\_\_

Initials \_\_\_\_\_

Date \_\_\_\_\_

**Distribution**

Notification to:

(1) College  
(7) Treasurer

(2) Department  
(8) Undergraduate Program Committee

(3) Admissions

(4) Institutional Research

(5) Continuing Education  
Initials \_\_\_\_\_ Date \_\_\_\_\_

(6) Graduate School

## ATTACHMENT H

### ADD, CHANGE OR DELETE PROGRAM OR UNIT

Complete this form consistent with the instructions in Academic Policy 1622.20. Use the form to add, change, or delete a program or unit. Proposed additions and changes must be consistent with Academic Policies 1100.40 and 1621.10 and any other policies which apply.

#### SECTION I: Approvals

Department / Program Chair _____	Date Submitted _____	Faculty Senate Chair _____	Date _____
College Dean _____	Date _____	Provost _____	Date _____
Undergraduate Program Committee Chair _____	Date _____	Board of Trustees Approval Date _____	
Graduate Council Chair _____	Date _____	Arkansas Higher Education Coordinating Board Approval Date _____	

#### SECTION II: Profile Data - Required Information and Name Change Information

Academic Unit: Major/Field of Study  Minor  Other Unit \_\_\_\_\_

Level:  Undergraduate  Graduate  Law Effective Catalog Year \_\_\_\_\_

Current Name **MA in Geography**

College, School, Division **ARSC** Department Code **GEOG**

Current Code (6 digit Alpha) **GEOGMA** Proposed Code (6 digit Alpha) \_\_\_\_\_  
Prior approval from the Office of the Registrar is required.

Interdisciplinary Program CIP Code \_\_\_\_\_  
Prior assignment from Office of Institutional Research is required.

Proposed Name \_\_\_\_\_  
When a program name is changed, enrollment of current students reflects the new name.

#### SECTION III: Add a New Program/Unit

For new program proposals, complete Sections II and VII and use as a cover sheet for a full program proposal as described in 'Criteria and Procedures for Preparing Proposals for New Programs in Arkansas.' ADHE <<http://www.adhe.arknet.edu.aadept.html>>.

#### SECTION IV: Eliminate an Existing Program/Unit

Code/Name \_\_\_\_\_ Effective Catalog Year \_\_\_\_\_

No new students admitted to program after Term: \_\_\_\_ Year: \_\_\_\_\_

Allow students in program to complete under this program until Term: \_\_\_\_ Year: \_\_\_\_\_

#### SECTION V: Proposed Changes to an Existing Program

Insert here a statement of the exact changes to be made: **The non-thesis option for the MA in Geography will be eliminated.**

Check all the boxes that apply and complete the required sections of the form:

- Change of Name and Code (Complete only sections I, II, V and VII.)
- Change Course Requirements: (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Delivery Site/Method (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)

Change Total Hours (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)

## SECTION VI: Justification

*Justify this change and state its likely effect on any other degree program (including those outside the school or college). Identify any program or program components (other than courses) to be eliminated if this program is implemented. (Program and course change forms must also be submitted for such related changes.)*

**The non-thesis option for the MA in Geography will be eliminated. The existing policy within the Department of Geosciences is that the non-thesis option is approved in extremely limited circumstances. No one has received approval for the non-thesis option in at least four years. Because writing and research skills are essential for professionals in geography, the non-thesis option does not prepare students appropriately for their future careers. Students will still have the options of Geography MA with thesis and the Geography MA with internship. The latter does not require a thesis, but does require evidence of research ability, which typically consists of a scholarly manuscript that outlines the internship research.**

## SECTION VII: Catalog Text and Format

*Insert the current catalog text and the proposed catalog text. Be sure that the proposed text includes all the elements listed below in order. Do not include university requirements or college requirements. Do not substitute a sample schedule for an explicit statement of requirements. Use standard terms and vocabulary (see Academic Policy 1621.10).*

**Include the following elements, in order, in the catalog text for proposed undergraduate program(s) or program changes:**

- State complete major/program name
- Briefly define or describe the major/program or discipline.
- Identify typical career goals or paths for graduates. (Optional)
- State admission requirements (if any) for entry or entry into upper/advanced level of major/program.
- Identify location in catalog of university, college/school, and department/program requirements which the student must meet in addition to hours in the major, but do not restate these requirements.
- State course requirements in the major and any allied areas, giving number of hours and specific courses; specify electives or elective areas and give numbers of hours and courses in elective pools or categories; identify any other course requirements.
- State any other requirements (required GPA, internship, exit exam, project, thesis, etc.).
- Identify name and requirements for each concentration (if any).
- Specify whether a minor or other program component is allowed or required and provide details.

**For minors, state requirements in terms of hours, required courses, electives, etc.**

**For graduate program/units, include elements (as needed) parallel to those listed for undergraduate programs above.**

**For Law School program/units, prepare text consistent with current catalog style.**

**For centers, prepare text consistent with current catalog style.**

**Current Catalog Text includes:**

**Geography M.A. Non-Thesis: Thirty-six semester hours including core courses specified by the department and an oral examination conducted by the candidate's faculty committee. A list of courses that meet the general distribution requirement is available from the department chair.**

**Proposed catalog text:**  
**(delete paragraph listed above)**

## SECTION VIII: Action Recorded by Registrar's Office

PROGRAM INVENTORY/DARS

PGRM \_\_\_\_\_ SUBJ \_\_\_\_\_ CIP \_\_\_\_\_ CRTS \_\_\_\_\_  
DGRE \_\_\_\_\_ PGCT \_\_\_\_\_ OFFC&CRTY VALID \_\_\_\_\_

REPORTING CODES

PROG. DEF. \_\_\_\_\_

REQ. DEF.

Initials \_\_\_\_\_

Date \_\_\_\_\_

**Distribution**

Notification to:

(1) College  
(7) Treasurer

(2) Department  
(8) Undergraduate Program Committee

(3) Admissions

(4) Institutional Research

(5) Continuing Education  
Initials \_\_\_\_\_ Date \_\_\_\_\_

(6) Graduate School

# ATTACHMENT I

## ADD, CHANGE OR DELETE PROGRAM OR UNIT

Complete this form consistent with the instructions in Academic Policy 1622.20. Use the form to add, change, or delete a program or unit. Proposed additions and changes must be consistent with Academic Policies 1100.40 and 1621.10 and any other policies which apply.

### SECTION I: Approvals

Department / Program Chair _____	Date Submitted _____	Faculty Senate Chair _____	Date _____
College Dean _____	Date _____	Provost _____	Date _____
Undergraduate Program Committee Chair _____	Date _____	Board of Trustees Approval Date _____	
Graduate Council Chair _____	Date _____	Arkansas Higher Education Coordinating Board Approval Date _____	

### SECTION II: Profile Data - Required Information and Name Change Information

Academic Unit:     Major/Field of Study     Minor     Other Unit \_\_\_\_\_

Level:     Undergraduate     Graduate     Law    Effective Catalog Year \_\_\_\_\_

Current Name    **Master of Social Work**

College, School, Division **ARSC**    Department Code **SCWK**

Current Code (6 digit Alpha) **SCWKMS**    Proposed Code (6 digit Alpha) \_\_\_\_\_  
Prior approval from the Office of the Registrar is required.

Interdisciplinary Program    CIP Code \_\_\_\_\_  
Prior assignment from Office of Institutional Research is required.

Proposed Name \_\_\_\_\_  
When a program name is changed, enrollment of current students reflects the new name.

### SECTION III: Add a New Program/Unit

For new program proposals, complete Sections II and VII and use as a cover sheet for a full program proposal as described in 'Criteria and Procedures for Preparing Proposals for New Programs in Arkansas.' ADHE <<http://www.adhe.arknet.edu.aadept.html>>.

### SECTION IV: Eliminate an Existing Program/Unit

Code/Name \_\_\_\_\_ Effective Catalog Year \_\_\_\_\_

No new students admitted to program after Term: \_\_\_\_ Year: \_\_\_\_\_

Allow students in program to complete under this program until Term: \_\_\_\_ Year: \_\_\_\_\_

### SECTION V: Proposed Changes to an Existing Program

Insert here a statement of the exact changes to be made: **The School of Social Work will add a non-thesis option to its MSW degree program. This option is a practice/program evaluation capstone experience, including evidence-based interventions, evaluation research design, data collection, graphical and statistical analysis, findings, interpretation, policy implications including poverty reduction. Done in concert with the advanced research courses (SCWK 5073, 6073, 6000L), the final products include: paper written from a multi-system-life-course perspective detailing the intervention, theoretical approach(es), empirical justification, evaluation methods, findings, and implications; electronic poster presentation highlighting the project; oral defense, which is the comprehensive exam, during poster presentation regarding intervention and evaluation plans and outcomes.**

Check all the boxes that apply and complete the required sections of the form:

- Change of Name and Code (Complete only sections I, II, V and VII.)
- Change Course Requirements: (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Delivery Site/Method (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Total Hours (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)

#### **SECTION VI: Justification**

*Justify this change and state its likely effect on any other degree program (including those outside the school or college). Identify any program or program components (other than courses) to be eliminated if this program is implemented. (Program and course change forms must also be submitted for such related changes.)*

**The demands of a full thesis are problematic for many students. MSW students typically take between 15-16 credit hours per semester, spending 24 hours a week in field internships. Likewise, advanced standing students start the program in the summer prior to a May graduation and have even less time to articulate a thesis proposal and conduct a project. With the MSW serving as the terminal degree in professional social work, the majority of students do not wish to pursue doctoral level education nor basic research projects requiring a full thesis. The practice/program evaluation project is more consistent with the applied research they will conduct in their practices, directly meeting the requirement for practice evaluation in the Social Work Code of Ethics. In addition, practice writing and presentation differs from academic approaches (brief, summarized, greater parsimony), requiring a different set of skills from those developed during a thesis. Lastly, student numbers exceed current faculty resources in the School of Social Work to sufficiently chair and staff committees without creating an excessive burden. No impact on other degree programs is anticipated.**

#### **SECTION VII: Catalog Text and Format**

*Insert the current catalog text and the proposed catalog text. Be sure that the proposed text includes all the elements listed below in order. Do not include university requirements or college requirements. Do not substitute a sample schedule for an explicit statement of requirements. Use standard terms and vocabulary (see Academic Policy 1621.10).*

**Include the following elements, in order, in the catalog text for proposed undergraduate program(s) or program changes:**

- State complete major/program name
- Briefly define or describe the major/program or discipline.
- Identify typical career goals or paths for graduates. (Optional)
- State admission requirements (if any) for entry or entry into upper/advanced level of major/program.
- Identify location in catalog of university, college/school, and department/program requirements which the student must meet in addition to hours in the major, but do not restate these requirements.
- State course requirements in the major and any allied areas, giving number of hours and specific courses; specify electives or elective areas and give numbers of hours and courses in elective pools or categories; identify any other course requirements.
- State any other requirements (required GPA, internship, exit exam, project, thesis, etc.).
- Identify name and requirements for each concentration (if any).
- Specify whether a minor or other program component is allowed or required and provide details.

**For minors, state requirements in terms of hours, required courses, electives, etc.**

**For graduate program/units, include elements (as needed) parallel to those listed for undergraduate programs above.**

**For Law School program/units, prepare text consistent with current catalog style.**

**For centers, prepare text consistent with current catalog style.**

#### **Current wording**

#### **Other Requirements:**

**A thesis is required of all MSW students. The thesis is completed in conjunction with the three-course Research and Technology sequence and is guided by the student's thesis committee.**

#### **Revised wording**

#### **Other Requirements:**

**MSW students must complete either a thesis or a non-thesis option.**

**The thesis option is completed in conjunction with the three-course Research and Technology sequence and is guided by the student's thesis committee.**

**The non-thesis option is a comprehensive examination in the form of a practice/program evaluation capstone experience culminating in a comprehensive oral examination. The practice/program evaluation project is completed in conjunction with the three-course Research and Technology sequence. The practice/program evaluation experience is guided and evaluated by a panel of faculty and senior social workers in the community who serve as the student's advisory committee.**

**SECTION VIII: Action Recorded by Registrar's Office**

PROGRAM INVENTORY/DARS

PGRM \_\_\_\_\_ SUBJ \_\_\_\_\_ CIP \_\_\_\_\_ CRTS \_\_\_\_\_

DGRE \_\_\_\_\_ PGCT \_\_\_\_\_ OFFC&CRTY VALID \_\_\_\_\_

REPORTING CODES

PROG. DEF. \_\_\_\_\_ REQ. DEF. \_\_\_\_\_  
Initials \_\_\_\_\_ Date \_\_\_\_\_

**Distribution**

Notification to:

(1) College (2) Department (3) Admissions (4) Institutional Research (5) Continuing Education (6) Graduate School  
(7) Treasurer (8) Undergraduate Program Committee Initials \_\_\_\_\_ Date \_\_\_\_\_

## ATTACHMENT J

### ADD, CHANGE OR DELETE PROGRAM OR UNIT

Complete this form consistent with the instructions in Academic Policy 1622.20. Use the form to add, change, or delete a program or unit. Proposed additions and changes must be consistent with Academic Policies 1100.40 and 1621.10 and any other policies which apply.

#### SECTION I: Approvals

Department / Program Chair _____	Date Submitted _____	Faculty Senate Chair _____	Date _____
College Dean _____	Date _____	Provost _____	Date _____
Undergraduate Program Committee Chair _____	Date _____	Board of Trustees Approval Date _____	
Graduate Council Chair _____	Date _____	Arkansas Higher Education Coordinating Board Approval Date _____	

#### SECTION II: Profile Data - Required Information and Name Change Information

Academic Unit:  Major/Field of Study  Minor  Other Unit \_\_\_\_\_  
Level:  Undergraduate  Graduate  Law Effective Catalog Year 2006

Current Name Graduate Certificate in Building-Level Administration

College, School, Division EDUC

Department Code ELCF

Current Code (6 digit Alpha) \_\_\_\_\_

Proposed Code (6 digit Alpha) PSBLGC  
Prior approval from the Office of the Registrar is required.

Interdisciplinary Program

CIP Code 13.0401  
Prior assignment from Office of Institutional Research is required.

Proposed Name Graduate Certificate in Building-Level Administration

When a program name is changed, enrollment of current students reflects the new name.

#### SECTION III: Add a New Program/Unit

For new program proposals, complete Sections II and VII and use as a cover sheet for a full program proposal as described in 'Criteria and Procedures for Preparing Proposals for New Programs in Arkansas.' ADHE <<http://www.adhe.arknet.edu.aadept.html>>.

#### SECTION IV: Eliminate an Existing Program/Unit

Code/Name \_\_\_\_\_ Effective Catalog Year \_\_\_\_\_

No new students admitted to program after Term: \_\_\_\_ Year: \_\_\_\_\_

Allow students in program to complete under this program until Term: \_\_\_\_ Year: \_\_\_\_\_

#### SECTION V: Proposed Changes to an Existing Program

Insert here a statement of the exact changes to be made: \_\_\_\_\_

Check all the boxes that apply and complete the required sections of the form:

- Change of Name and Code (Complete only sections I, II, V and VII.)
- Change Course Requirements: (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Delivery Site/Method (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)



IV.)

Change Total Hours (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)

## **SECTION VI: Justification**

*Justify this change and state its likely effect on any other degree program (including those outside the school or college). Identify any program or program components (other than courses) to be eliminated if this program is implemented. (Program and course change forms must also be submitted for such related changes.)*

## **SECTION VII: Catalog Text and Format**

*Insert the current catalog text and the proposed catalog text. Be sure that the proposed text includes all the elements listed below in order. Do not include university requirements or college requirements. Do not substitute a sample schedule for an explicit statement of requirements. Use standard terms and vocabulary (see Academic Policy 1621.10).*

**Include the following elements, in order, in the catalog text for proposed undergraduate program(s) or program changes:**

- State complete major/program name
- Briefly define or describe the major/program or discipline.
- Identify typical career goals or paths for graduates. (Optional)
- State admission requirements (if any) for entry or entry into upper/advanced level of major/program.
- Identify location in catalog of university, college/school, and department/program requirements which the student must meet in addition to hours in the major, but do not restate these requirements.
- State course requirements in the major and any allied areas, giving number of hours and specific courses; specify electives or elective areas and give numbers of hours and courses in elective pools or categories; identify any other course requirements.
- State any other requirements (required GPA, internship, exit exam, project, thesis, etc.).
- Identify name and requirements for each concentration (if any).
- Specify whether a minor or other program component is allowed or required and provide details.

**For minors, state requirements in terms of hours, required courses, electives, etc.**

**For graduate program/units, include elements (as needed) parallel to those listed for undergraduate programs above.**

**For Law School program/units, prepare text consistent with current catalog style.**

**For centers, prepare text consistent with current catalog style.**

### Program Name -

### Graduate Certificate in Building-Level Administration

### Insert in:

### Graduate School Catalog 2004-2005 (online)

[http://catalogofstudies.uark.edu/current/graduate/26\\_1132\\_ENG\\_HTML.htm](http://catalogofstudies.uark.edu/current/graduate/26_1132_ENG_HTML.htm)

### Educational Administration (EDAD)

--after Degrees Confired - insert -

### Graduate Certificate Offered:

### Graduate Certificate in Building-Level Administration

--after Requirements for the Educational Specialist Degree - insert -

Prerequisites for Acceptance to the Graduate Certificate Program: applicants must meet University requirements for admission to the Graduate School as a Non-Degree Seeking Student.

In addition, applicants for the graduate certificate in building-level administration are required to have a valid teaching license and a master's degree. They also must complete two prerequisite courses EDAD 5013 School Organization and Administration and EDAD 5063 School Personnel Administration and Supervision with a minimum GPA of 3.0.

Certificate Requirements: 18 semester hours from the list of courses for a certificate with a grade-point average of 3.0.

**Building Level Certificate**

**In January of 2002, the Arkansas Department of Education changed licensure procedures for school administrators. Under the new guidelines, candidates with a master's degree and a state approved teaching license can receive licensure as a building level principal by completing an approved program of study. After completing required courses including the internship, the student must submit and successfully defend a culminating portfolio to a EDAD licensure review committee of educational administration professors with at least one member which is a practicing school administrator at the level of state licensure, have a 3.0 program of study GPA prior to submitting initial administrative licensure application to the Arkansas Department of Education.**

**Building Level Program of Study:**

**EDAD 5023 The School Principalship (3 hours)**

**EDAD 5053 School Law (3 hours)**

**EDAD 5093 Effective Leadership in School Settings (3 hours)**

**EDAD 599 Seminar: Analytical Decision Making (3 hours)**

**EDAD 599 Seminar: Building Level School Finance (3 hours)**

**EDAD 574 Building Level Internship (3 hours)**

**EDAD Building Level Program of Study = 18 Total Hours for Certificate Recognition**

**Note: If candidate is an experienced and practicing administrator at another administrative licensure level, the six required courses may be reduced by one course for a total of 15 hours past prerequisites. All certificate program of study courses must be completed within five years before submittal to the Arkansas Department of Education.**

**SECTION VIII: Action Recorded by Registrar's Office**

PROGRAM INVENTORY/DARS

PGRM \_\_\_\_\_ SUBJ \_\_\_\_\_ CIP \_\_\_\_\_ CRTS \_\_\_\_\_

DGRE \_\_\_\_\_ PGCT \_\_\_\_\_ OFFC&CRTY VALID \_\_\_\_\_

REPORTING CODES

PROG. DEF. \_\_\_\_\_ REQ. DEF. \_\_\_\_\_  
Initials \_\_\_\_\_ Date \_\_\_\_\_

Distribution

Notification to:

- (1) College (2) Department (3) Admissions (4) Institutional Research (5) Continuing Education (6) Graduate School  
(7) Treasurer (8) Undergraduate Program Committee Initials \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENT K**

**LETTER OF NOTIFICATION - 10**

**GRADUATE CERTIFICATE PROGRAM  
(12-18 SEMESTER CREDIT HOURS)**

1. Institution submitting request:

University of Arkansas

2. Contact persons/title:

Dr. Roy Farley, Department Head  
Educational Leadership, Counseling  
and Foundations  
University of Arkansas  
College of Education and Health Professions  
Room 234 Graduate Education Building  
Fayetteville, Arkansas 72701  
Phone: 479-575-7725  
Email: [rfarley@uark.edu](mailto:rfarley@uark.edu)

Dr. Carleton Holt, Program Coordinator  
Educational Administration Program  
University of Arkansas  
College of Education and Health Professions  
Room 250 Graduate Education Building  
Fayetteville, Arkansas 72701  
Phone: 479-575-5112  
Email: [cholt@uark.edu](mailto:cholt@uark.edu)

3. Phone number/e-mail address:

Phone: 479-575-7725  
Email: [rfarley@uark.edu](mailto:rfarley@uark.edu)

Phone 479-575-5112  
Email: [cholt@uark.edu](mailto:cholt@uark.edu)

4. Proposed effective date:

Fall 2006 (Following approval, we request permission to award graduate certificates retroactively to those who have completed this program of study since 2002)

5. Name of proposed Graduate Certificate Program (Program must consist of 12-18 semester credit hours from existing graduate courses):

Graduate Certificate in Building-Level Administration

6. Proposed CIP Code:

13.0401

7. Reason for proposed program implementation:

In January of 2002, the Arkansas Department of Education changed licensure procedures for school administrators. Under the new guidelines, candidates with a master's degree and a state approved teaching license can receive licensure as a building level principal by completing an approved program of study. Currently, the University of Arkansas offers the required program of study. Individuals are admitted to Graduate School as non-degree seeking students, complete the

program of study, present a culminating portfolio to an educational administration committee including a practicing school administrator, and complete a six-month internship. The proposed graduate certificate would change students' status from non-degree seeking to certificate seeking, provide recognition of the awarded graduate certificate on their university transcripts, and improve their marketability in the job market.

8. Provide documentation that proposed program has received full approval by licensure/certification entity. (i.e. A graduate certificate offered for teacher licensure must be approved by the Arkansas Department of Education prior to consideration by the Coordinating Board).

The Educational Administration Program Area is approved for Building Level Licensure by the Arkansas Department of Education. In addition, this Educational Administration Program of Study received national recognition from the Educational Leadership Constituents Council on December 14, 2003 which is the accreditation strand for NCATE.

9. Will this program be offered on-campus, off-campus, or via distance delivery?

Courses for this program of study have traditionally been offered on campus.

10. Provide the following:

- a. List of required courses

To receive the graduate certificate in public school building-level administration, students are required to have a valid teaching license and a master's degree. They also must complete two prerequisite courses, EDAD 5013 School Organization and Administration and EDAD 5063 School Personnel Administration and Supervision, with a minimum GPA of 3.0. Once this is demonstrated, a student will complete the following required courses:

EDAD 5023 The School Principalship (3 hours)  
EDAD 5053 School Law (3 hours)  
EDAD 5093 Effective Leadership in School Settings (3 hours)  
EDAD 599 Seminar: Analytical Decision Making (3 hours)  
EDAD 599 Seminar: Building Level School Finance (3 hours)  
EDAD 574 Building Level Internship (3 hours)

Building Level Administration Program of Study = 18 Total Hours for Certificate Recognition

Note: If candidate is an experienced and practicing administrator at another administrative licensure level, the six required courses may be reduced by one course for a total of 15 hours past prerequisites. All certificate program of study courses must be completed within five years before submittal to the Arkansas Department of Education.

- b. New course descriptions

All of these courses have been in operation for administrative licensure since January 2002.

c. Program goals and objectives

- to develop outstanding leaders who have strong academic backgrounds and who possess a wide range of administrative skills that are essential to the improvement of educational systems
- to develop educational leaders that have the influence, obligation and responsibility to make a positive difference in society and to apply creative thought to both old and new challenges
- to develop effective educational leadership using a collaborative process that depends on establishing constructive relationships with a broad segment of society

d. Expected student learning outcomes

Graduate educational administrators will:

- reflect and respect diversity in experiences and backgrounds
- implement appropriate management techniques and group processes to define roles, assign functions, generate and assign appropriate resources, delegate effectively, plan strategically and determine accountability for the attainment of goals
- exhibit leadership practices necessary to create and foster optimum learning environments in educational organizations
- understand the importance of lifelong learning through participation in leadership development programs offered by state and national professional associations
- communicate effectively both within their educational organizations and throughout their communities
- understand organizational leadership theory applicable to all types of school districts as well as non-educational organizations
- know how to work collaboratively to develop and implement appropriate curricula that result in relevant student work projects focused on the goals of the organization
- manifest a professional code of ethics and recognize the importance of the leader in promoting high corporate ethics
- have a passion for student success and service to others
- understand the importance of leadership in fostering a corporate vision that inspires excellence and continuous improvement
- have the capability and commitment to develop a culture that fosters staff leadership within their organization
- have the capability and commitment to create a student services/counseling environment that recognizes developmental needs and fosters emotional and social leadership and academic growth of students

- be prepared to conduct research projects in their organization and manifest a commitment to utilize data as a means to define program expectations, to measure success, and to plan for positive change

11. Identify off-campus location:

This Public School Building Level Administrator Licensure Program will be operated on campus at the start of this program. If any program of study courses are offered at other approved campus or distance locations by University of Arkansas faculty, the courses would be eligible for use in this certificate program of study.

Board of Trustees Approval Date:

Chief Academic Officer:

Date:

# ATTACHMENT L

## ADD, CHANGE OR DELETE PROGRAM OR UNIT

Complete this form consistent with the instructions in Academic Policy 1622.20. Use the form to add, change, or delete a program or unit. Proposed additions and changes must be consistent with Academic Policies 1100.40 and 1621.10 and any other policies which apply.

### SECTION I: Approvals

Department / Program Chair _____	Date Submitted _____	Faculty Senate Chair _____	Date _____
College Dean _____	Date _____	Provost _____	Date _____
Undergraduate Program Committee Chair _____	Date _____	Board of Trustees Approval Date _____	
Graduate Council Chair _____	Date _____	Arkansas Higher Education Coordinating Board Approval Date _____	

### SECTION II: Profile Data - Required Information and Name Change Information

Academic Unit:  Major/Field of Study  Minor  Other Unit \_\_\_\_\_  
Level:  Undergraduate  Graduate  Law Effective Catalog Year 2006

Current Name Graduate Certificate in District-Level Administration

College, School, Division EDUC Department Code ELCF

Current Code (6 digit Alpha) \_\_\_\_\_ Proposed Code (6 digit Alpha) PSDLGC  
Prior approval from the Office of the Registrar is required.

Interdisciplinary Program CIP Code 13.0401  
Prior assignment from Office of Institutional Research is required.

Proposed Name Graduate Certificate in District-Level Administration  
When a program name is changed, enrollment of current students reflects the new name.

### SECTION III: Add a New Program/Unit

For new program proposals, complete Sections II and VII and use as a cover sheet for a full program proposal as described in 'Criteria and Procedures for Preparing Proposals for New Programs in Arkansas.' ADHE <<http://www.adhe.arknet.edu.aadept.html>>.

### SECTION IV: Eliminate an Existing Program/Unit

Code/Name \_\_\_\_\_ Effective Catalog Year \_\_\_\_\_

No new students admitted to program after Term: \_\_\_\_ Year: \_\_\_\_\_  
Allow students in program to complete under this program until Term: \_\_\_\_ Year: \_\_\_\_\_

### SECTION V: Proposed Changes to an Existing Program

Insert here a statement of the exact changes to be made: \_\_\_\_\_

Check all the boxes that apply and complete the required sections of the form:

- Change of Name and Code (Complete only sections I, II, V and VII.)
- Change Course Requirements: (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Delivery Site/Method (Complete all sections of the form except "Proposed Name" in II, section III, and section

IV.)

Change Total Hours (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)

#### **SECTION VI: Justification**

*Justify this change and state its likely effect on any other degree program (including those outside the school or college). Identify any program or program components (other than courses) to be eliminated if this program is implemented. (Program and course change forms must also be submitted for such related changes.)*

#### **SECTION VII: Catalog Text and Format**

*Insert the current catalog text and the proposed catalog text. Be sure that the proposed text includes all the elements listed below in order. Do not include university requirements or college requirements. Do not substitute a sample schedule for an explicit statement of requirements. Use standard terms and vocabulary (see Academic Policy 1621.10).*

**Include the following elements, in order, in the catalog text for proposed undergraduate program(s) or program changes:**

- State complete major/program name
- Briefly define or describe the major/program or discipline.
- Identify typical career goals or paths for graduates. (Optional)
- State admission requirements (if any) for entry or entry into upper/advanced level of major/program.
- Identify location in catalog of university, college/school, and department/program requirements which the student must meet in addition to hours in the major, but do not restate these requirements.
- State course requirements in the major and any allied areas, giving number of hours and specific courses; specify electives or elective areas and give numbers of hours and courses in elective pools or categories; identify any other course requirements.
- State any other requirements (required GPA, internship, exit exam, project, thesis, etc.).
- Identify name and requirements for each concentration (if any).
- Specify whether a minor or other program component is allowed or required and provide details.

**For minors, state requirements in terms of hours, required courses, electives, etc.**

**For graduate program/units, include elements (as needed) parallel to those listed for undergraduate programs above.**

**For Law School program/units, prepare text consistent with current catalog style.**

**For centers, prepare text consistent with current catalog style.**

#### **Program Name -**

#### **Graduate Certificate in District-Level Administration**

#### **Insert in:**

**Graduate School Catalog 2004-2005 (online)**

**[http://catalogofstudies.uark.edu/current/graduate/26\\_1132\\_ENG\\_HTML.htm](http://catalogofstudies.uark.edu/current/graduate/26_1132_ENG_HTML.htm)**

**Educational Administration (EDAD)**

**--after Degrees Confired - insert -**

#### **Graduate Certificates Offered:**

#### **Graduate Certificate in District-Level Administration**

**--after Requirements for the Educational Specialist Degree - insert -**

**Prerequisites for Acceptance to the Graduate Certificate Program: applicants must meet University requirements for admission to the Graduate School as a Non-Degree Seeking Student.**

**In addition, to receive the graduate certificate in district level administration, applicants must also have a valid teaching license, a master's degree, and a valid building-level administration license.**

**Certificate Requirements: 18 semester hours from the list of courses for a certificate with a grade-point average of 3.0.**



**District Level Certificate**

**In January of 2002, the Arkansas Department of Education changed licensure procedures for school administrators. Under the new guidelines, candidates with a master's degree, a state approved teaching license, and a state approved principal's license can receive licensure as a district level administrator, assistant superintendent or superintendent, by completing an approved program of study.**

**District Level Program of Study:**

**EDAD 6023 School Facilities Planning/Management (3 hours)**

**EDAD 6053 School-Community Relations (3 hours)**

**EDAD 6093 School Governance (3 hours)**

**EDAD 6103 School Finance (3 hours)**

**EDAD 6173 School Business Management (3 hours)**

**EDAD 674V District Level Internship (3 hours)**

**District Level Administration Program of Study = 18 Total Hours for Certificate Recognition**

**Note: If candidate is an experienced and practicing administrator at another administrative licensure level, the six required courses may be reduced by two courses for a total of 12 hours. All certificate program of study courses must be completed within five years before submittal to the Arkansas Department of Education.**

**SECTION VIII: Action Recorded by Registrar's Office**

PROGRAM INVENTORY/DARS

PGRM \_\_\_\_\_ SUBJ \_\_\_\_\_ CIP \_\_\_\_\_ CRTS \_\_\_\_\_

DGRE \_\_\_\_\_ PGCT \_\_\_\_\_ OFFC&CRTY VALID \_\_\_\_\_

REPORTING CODES

PROG. DEF. \_\_\_\_\_ REQ. DEF. \_\_\_\_\_  
Initials \_\_\_\_\_ Date \_\_\_\_\_

Distribution

Notification to:

- (1) College
  - (2) Department
  - (3) Admissions
  - (4) Institutional Research
  - (5) Continuing Education
  - (6) Graduate School
  - (7) Treasurer
  - (8) Undergraduate Program Committee
- Initials \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENT M**

**LETTER OF NOTIFICATION - 10**

**GRADUATE CERTIFICATE PROGRAM  
(12-18 SEMESTER CREDIT HOURS)**

1. Institution submitting request:

University of Arkansas

2. Contact persons/title:

Dr. Roy Farley, Department Head  
Educational Leadership, Counseling  
and Foundations  
University of Arkansas  
College of Education and Health Professions  
Room 234 Graduate Education Building  
Fayetteville, Arkansas 72701  
Phone: 479-575-7725  
Email: [rfarley@uark.edu](mailto:rfarley@uark.edu)

Dr. Carleton Holt, Program Coordinator  
Educational Administration Program  
University of Arkansas  
College of Education and Health Professions  
Room 250 Graduate Education Building  
Fayetteville, Arkansas 72701  
Phone: 479-575-5112  
Email: [cholt@uark.edu](mailto:cholt@uark.edu)

3. Phone number/e-mail address:

Phone: 479-575-7725  
Email: [rfarley@uark.edu](mailto:rfarley@uark.edu)

Phone: 479-575-5112  
Email: [cholt@uark.edu](mailto:cholt@uark.edu)

4. Proposed effective date:

Fall 2006 (Following approval, we request permission to award graduate certificates retroactively to those who have completed this program of study since 2002)

5. Name of proposed Graduate Certificate Program (Program must consist of 12-18 semester credit hours from existing graduate courses):

Graduate Certificate in District-Level Administration

6. Proposed CIP Code:

13.0401

7. Reason for proposed program implementation:

In January of 2002, the Arkansas Department of Education changed licensure procedures for school administrators. Under the new guidelines, candidates with a master's degree, a state approved teaching license, and a state approved principal's license can receive licensure as a district level administrator, assistant superintendent or superintendent, by completing an

approved program of study. Currently the University of Arkansas offers the required program of study. Individuals are admitted to Graduate School as non-degree seeking students, complete the program of study, present a culminating portfolio to an educational administration committee including a practicing district administrator, and complete a six-month internship. The proposed graduate certificate would change their student status from non-degree seeking to certificate seeking, provide recognition of the awarded certificate on their university transcripts, and improve their marketability in the job market.

8. Provide documentation that proposed program has received full approval by licensure/certification entity. (i.e. A graduate certificate offered for teacher licensure must be approved by the Arkansas Department of Education prior to consideration by the Coordinating Board).

The Educational Administration Program Area is approved for District Level Licensure by the Arkansas Department of Education. In addition, this Educational Administration Program of Study received national recognition from the Educational Leadership Constituents Council on December 14, 2003 which is the accreditation strand for NCATE.

9. Will this program be offered on-campus, off-campus, or via distance delivery?

Courses for this program of study will be offered on campus and through distance education to Hope, Helena, and Pine Bluff, Arkansas.

10. Provide the following:

- a. List of required courses

To receive the graduate certificate in public school district level administration, students are required to have a valid teaching license, a master's degree, and a valid building-level administration license. Once this is demonstrated, a student will complete the following required courses:

EDAD 6023 School Facilities Planning/Management (3 hours)  
EDAD 6053 School-Community Relations (3 hours)  
EDAD 6093 School Governance (3 hours)  
EDAD 6103 School Finance (3 hours)  
EDAD 6173 School Business Management (3 hours)  
EDAD 674V District Level Internship (3 hours)

District Level Administration Program of Study = 18 Total Hours for Certificate Recognition

Note: If candidate is an experienced and practicing administrator at another administrative licensure level, the six required courses may be reduced by two courses for a total of 12 hours. All certificate program of study courses must be completed within five years before submittal to the Arkansas Department of Education.

- b. New course descriptions

All of these courses have been in operation for district level administrative licensure since January 2002.

c. Program goals and objectives

- The district administrator will demonstrate leadership which provides purpose and direction for greater student understanding and problem solving.
- The district administrator will implement plans of action efficiently and effectively for greater student achievement.
- The district administrator will create a secure environment that is conducive to greater student achievement.
- The district administrator will gather information from, and communicate it effectively to, students, parents, staff, the community, and the media to facilitate greater student achievement.
- The district administrator understands the importance of a clear vision and explicitly stated philosophy in shaping a coherent curriculum and in creating an effective school.
- The district administrator will make systematic use of data to assess the needs and accomplishments of students and staff.

d. Expected student learning outcomes

District level educational administrators will:

- Have the knowledge and ability to promote the success of all students by facilitating the development, articulation, implementation, and stewardship of a school or district vision of learning supported by the school community.
- Promote a positive school culture, providing an effective instructional program, applying best practice to student learning, and designing comprehensive professional growth plans for staff.
- Have the knowledge and ability to promote the success of all students by managing the organization, operations, and resources in a way that promotes a safe, efficient, and effective learning environment.
- Have the knowledge and ability to promote the success of all students by collaborating with families and other community members, responding to diverse community interests and needs, and mobilizing community resources.
- Have the knowledge and ability to promote the success of all students by acting with integrity, fairly, and in an ethical manner.
- Have the knowledge and ability to promote the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

11. Identify off-campus location:

Courses for this program of study will be offered through distance education to Hope, Helena, and Pine Bluff, Arkansas. If any program of study courses are offered at other approved campus or distance locations by University of Arkansas faculty, the courses would be eligible for use in this certificate program of study.

Board of Trustees Approval Date:

Chief Academic Officer:

Date:

## ATTACHMENT N

**Non-Native Speakers of English.** Those applicants, regardless of citizenship, whose first language is not English, must submit a minimum score of 6.5 on the International English Language Testing System (IELTS) or 550 on the paper-based or 213 on the computer-based Test of English as a Foreign Language (TOEFL), taken within the preceding two years, unless their native language is English, they have received a graduate degree from an accredited U.S. graduate school, or they have demonstrated an acceptable level of language proficiency as defined in the Graduate School Handbook located on the Graduate School Web site. Individual departments may have higher requirements, and reference should be made to program descriptions. Resident aliens must submit a copy of their Resident Alien card with their application. International applicants must have all material submitted by April 1 for fall semester admission, by October 1 for the spring semester, and by March 1 for the summer session, but it is recommended that all materials required for application be received by the admissions office at least nine months before the applicant wishes to begin his/her studies.

Deleted: International and Resident Alien Applicants.

Deleted:

Deleted: International applicants and resident aliens

International applicants must be accepted to a program of study as a condition to being granted admission to the Graduate School and must meet the requirements for regular admission status unless holding a degree from the University of Arkansas.

Deleted: able

**Non-native speakers of English, regardless of citizenship, must** demonstrate competency in spoken English by submitting a test score of at least 7 on the IELTS (speaking) sub-test, 50 on the Test of Spoken English (TSE), or “pass” on the Spoken Language Proficiency Test (SLPT) to be eligible for a graduate assistantship that requires direct contact with students in a teaching or tutorial role.

Deleted: International students and resident aliens whose native language is not English must

**English Language Use by Non-Native Speakers.** Applicants, regardless of citizenship, whose first language is not English, admitted to graduate study at the University of Arkansas are required to present an acceptable score on one of the following tests: TOEFL (TWE or Essay), IELTS (writing), GRE (analytical writing), GMAT (analytical writing) or ELPT (writing). Depending upon exam scores, a student may be required to take one or more EASL course during their first term of study. Students may be required to take the English Language Placement Test (ELPT) prior to the beginning of classes in their first term of study. Non-native speakers in the following categories are exempt from this requirement:

Deleted: Non-native speakers of English

1. Graduate students who earned bachelor’s or master’s degrees in U.S. institutions or in foreign institutions where the official and native language is English;
2. Graduate students with a Test of Written English (TWE) score of 5.0 or IELTS (writing) score of 7.0.
3. Graduate students with a 4.5 on the analytical writing portion of the GRE or GMAT.

Diagnostic and placement testing is designed to test students’ ability to use English effectively in an academic setting, and its purpose is to promote the success of non-native speakers in completing their chosen course of study at the University of Arkansas. Test results provide the basis for placement into English as a Second Language (EASL) support courses or course sequences. Courses are offered by the Department of Foreign Languages for those students whose language skills are diagnosed as insufficient for college work at the level to which they have been admitted (undergraduate or graduate study). Credit in EASL courses does not count toward University of Arkansas degrees.

Non-native speakers diagnosed as having language competence sufficient for their level of study will not be required to enroll in EASL courses.

The ELPT is administered by Testing Services during New Student Orientation and there is a \$10 charge. Graduate students assessed course work as a result of performance on the ELPT, TOEFL Essay, IELTS writing, GRE or GMAT analytical writing will be required to complete the EASL course(s) to support initial course work taken in their fields. Graduate departments/degree programs will have the discretion to waive either the requirement for the language evaluation or the required language courses.

The publication, "International Student Information," is available from the Graduate and International Admissions Office, 180 DICX, University of Arkansas, 747 W. Dickson Street, #8, Fayetteville, Arkansas 72701.

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**ATTACHMENT O**

**CODE OF CONDUCT FOR GRADUATE FACULTY**

The awarding of graduate faculty status conveys a set of responsibilities, depending on the level awarded. By accepting graduate faculty status group I or II, the faculty member is agreeing to participate as a member of a candidacy or thesis/dissertation committee. Faculty members should not agree to participate on these committees unless they can provide the student with adequate mentoring. At a minimum, committee members agree to read and return drafts of the thesis/dissertation in a timely manner and to participate in the candidacy exam or final oral defense as appropriate. By accepting graduate faculty status group I, II, or III, faculty also agree to set the expectations and requirements for their graduate classes at the appropriate level.



## Attachment P

Graduate Courses

Graduate Council

April 20, 2006

COLL	DEPARTMENT NAME	DEPT	CRSE ALPHA	CRSE NUM	CRSE TITLE	CREDIT LEVEL	ACTION	CREDIT HOURS	EFFECTIVE DATE
EDUC	Rehabilitation, Human Resources & Communication Disorders	RHRC	ADED TO WDED	5113 to 6123	Adult Learner: The Later Years	G	CD, CHN, OTH	3	Fall 2007
EDUC	Rehabilitation, Human Resources & Communication Disorders	RHRC	ADED TO WDED	5123 to 6113	Nontraditional Student	G	CD, CHN, OTH	3	Fall 2007
EDUC	Rehabilitation, Human Resources & Communication Disorders	RHRC	ADED TO WDED	5213 to 6533	Teaching Reading to Adults to Adult Literacy	G	CD, CT, CHN, OTH	3	Fall 2007
EDUC	Rehabilitation, Human Resources & Communication Disorders	RHRC	WDED	6133	Learn and Teaching Theories	G	ANC	3	Fall 2007
EDUC	Rehabilitation, Human Resources & Communication Disorders	RHRC	WDED	6223	Organization Development	G	ANC	3	Fall 2007
EDUC	Rehabilitation, Human Resources & Communication Disorders	RHRC	WDED	6233	Learning Organization	G	ANC	3	Fall 2007
EDUC	Rehabilitation, Human Resources & Communication Disorders	RHRC	WDED	6573	Education and Entrepreneurship	G	ANC	3	Fall 2007
EDUC	Rehabilitation, Human Resources & Communication Disorders	RHRC	WDED	6583	Multiple Intelligences	G	ANC	3	Fall 2007
GRAD	Department of Graduate Dean	GRSD	SPAC	5613	Astronautics	G	ANC	3	Fall 2007
WCOB	Information Systems	ISYS	ISYS	6001	Research Seminar in DSS	G	ELC	1	Fall 2007

WCOB	Information Systems	ISYS	ISYS	6011	Graduate Colloquium	G	ELC	1	Fall 2007
WCOB	Information Systems	ISYS	ISYS	6021	Research Seminar in Systems Development	G	ELC	1	Fall 2007
WCOB	Information Systems	ISYS	ISYS	6031	Research Seminar in Data Management	G	ELC	1	Fall 2007

## KEY

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### ACTION

ANC=	ADD NEW COURSE
ELC=	ELIMINATE COURSE
CT=	CHANGE TITLE
CD=	CHANGE DESCRIPTION
CHN=	CHANGE COURSE NUMBER FROM ___ TO ___
CCH=	CHANGE CREDIT HOURS FROM ___ TO ___
CL=	CROSS LISTED
CEUDC=	CHANGE EXISTING UNDERGRADUATE COURSE TO DUAL CREDIT
CEUGC=	CHANGE EXISTING UNDERGRADUATE COURSE TO GRADUATE CREDIT
CEGUC=	CHANGE EXISTING DUAL/GRADUATE COURSE TO UNDERGRADUATE CREDIT
OTH=	OTHER
RA=	REACTIVATE COURSE
IN=	INACTIVATE COURSE

## ATTACHMENT Q

GRADUATE STUDENT GRADUATE FACULTY STATUS FOR: April 2006

**Name, Highest Degree (Institution), Current Degree & Department, Requested Status, Courses, Approval Date**

Agan, Joseph P., M.A. (University of Houston), doctoral student in Rehabilitation & G.A. with Rehabilitation, Human Resources, & Communication Disorders, III-T, will teach CDIS 5163 Seminar in Language Topics (Literacy), master's level students only, 04/20/06.

Gaa, Joseph A., M.S. (Northwest Missouri State University), doctoral student in Recreation, Health Science, Kinesiology, Recreation & Dance, III-T, will teach RECR 50003 Graduate Prerequisites, 04/20/06

## ATTACHMENT R

GRADUATE FACULTY STATUS CHANGES FOR: April 2006

### NEW Part 1

**Name, Highest Degree (Institution), Title, Department, Requested Status, Approval Date**

Brock, Geoffrey A., Ph.D. (University of Pennsylvania), Assistant Professor, English, I, 04/20/06

DeWitt, Tracy G., M.S. (Troy State University), Visiting Assistant Professor, Industrial Engineering, II, 04/20/06

Fosu, Ignatius K., Ph.D. (University of Alabama), Assistant Professor, Journalism, II, 04/20/06

Halman, Hugh T., Ph.D. (Duke University), Research Assistant Professor, Middle East Studies, II-T, 04/20/06

Johnson, Joe T., Ph.D. (Mississippi State University), Adjunct Research Professor, Crop. Soil & Environmental Sciences, II-T, 04/20/06

Jolliffe, David A., Ph.D. (University of Texas), Professor, English, I, 04/20/06

Korth, Deborah A., Ed.D. (University of Arkansas), Director of Math Resource & Tutoring Center, Mathematical Sciences, III-T, 04/20/06

Luoni, Stephen D., M.Arch (Yale University), Professor, Environmental Dynamics/School of Architecture, II, 04/20/06

Morawicki, Ruben O., Ph.D. (The Pennsylvania State University), Assistant Professor, Food Science, I, 04/20/06

Murphy, Sheena, Ph.D. (Cornell University), Adjunct Associate Professor, Microelectronics-Photonics, II-T, 04/20/06

Parnell-Ward, Traci D., M.A. (Rutgers University), Adjunct Instructor and doctoral candidate at Rutgers University, Art, III-T, 04/20/06

Rajurkar, Kamlakar P., Ph.D. (Michigan Technological University), Adjunct Professor, Microelectronics-Photonics, II-T, 04/20/06

Roberts, Michael T., LL.M. (University of Arkansas), Research Associate Professor, Law, II, 04/20/06

Sood, Dinesh Kumar, Ph.D. (Italian Institute of Technology), Adjunct Professor, Microelectronics-Photonics, II-T, 04/20/06

**Name, Highest Degree (Institution), Title, Department, Requested Status, Approval Date**

Stephenson, IV, Daniel O., Ph.D. (University of Arkansas), Research Assistant Professor, Crop, Soil & Environmental Sciences, II, 04/20/06

Sutton, Jr., Walter L., Ph.D. (University of Texas), Adjunct Instructor, Management, III-T, 04/20/06

**REACTIVATE/RENEW Part 2**

Lay, Jackson O., Ph.D. (University of Nebraska), Research Assistant Professor, Chemistry & Biochemistry, II, 04/20/06

**UPGRADE Part 3**

Holyfield, Lori, Ph.D. (University of Georgia), Associate Professor, Public Policy/Sociology & Criminal Justice, II to I, 04/20/06

**MISCELLANEOUS Part 4**

Kelly, Steven, Senior Research Technologist, Physics, III-T, 04/20/06

Rogers, Brandon R., Master Scientific Research Technologist & an undergraduate student in Mechanical Engineering, Physics, III-T, 04/20/06

**Key:**

**Group I & I-T**

**Authority:**

Supervision of study of candidates for the doctoral degree.  
Supervision of study of candidates for the MFA degree.  
Also includes items for Group II.

**Qualifications:**

Doctoral degree, for supervising doctoral students.  
Doctoral or MFA degree, for supervising MFA students, or extensive performance experience.  
Scholarly achievement in relevant field of study.  
Experience in the conduct of graduate degree programs.

**Group II & II-T**

**Authority:**

Supervision of study of candidates for the master's degree.  
Supervision of study of candidates for the Ed.S. degree.  
Graduate teaching.  
Membership on doctoral or MFA advisory committees. (Doctorates or MFA regularly required.)  
Membership on master's committee.

**Qualifications:**

Doctoral or MFA degree, or master's degree and evidence of proficiency.  
Experience in relevant field of study.

**Group III & III-T**

**Authority:**

Teaching of specified graduate courses.  
May, with the approval of the Dean of Graduate School, serve on master's committees.

**Qualifications:**

Master's degree and evidence of proficiency.