CEHD 743

REQUEST TO COLLEGE CURRICULUM COMMITTEE FOR CURRICULAR IMPROVEMENTS

DEPARTMENT: INT-COE **PROPOSED EFFECTIVE SEMESTER:** Fall 2017 **COLLEGE:** CEHD

PROPOSED IMPROVEMENTS

Academic Program
- [ ] New degree*
- [ ] New major*
- [ ] New curriculum*
- [ ] New concentration*
- [ ] New certificate
- [ ] New minor
- [ ] Revised major
- [ ] Revised minor
- [ ] Admission requirements
- [ ] Graduation requirements
- [ ] Deletion ☒ Transfer
- [ ] Other (explain**)

Substantive Course Changes
- [ ] New course
- [ ] Pre or Co-requisites
- [ ] Deletion (required by others)
- [ ] Course #, different level
- [ ] Credit hours
- [ ] Enrollment restriction
- [ ] Course-level restriction
- [ ] Prefix [ ] Title and description
     (attach current & proposed)
- [ ] General education (select one)
     Not Applicable
- [ ] Other (explain**)

Misc. Course Changes
- [ ] Title
- [ ] Description (attach current & proposed)
- [ ] Deletion (not required by others)
- [ ] Course #, same level
- [ ] Variable credit
- [ ] Credit/no credit
- [ ] Cross-listing
- [ ] COGE reapproval
- [ ] Other (explain**)

** Other:

Title of degree, curriculum, major, minor, concentration, or certificate: Certification (CER)

Existing course prefix and #: N/A **Proposed course prefix and #:** N/A **Credit hours:** N/A

Existing course title: N/A

Proposed course title: N/A

Existing course prerequisite & co-requisite(s): N/A
Proposed course prerequisite(s) N/A
    If there are multiple prerequisites, connect with "and" or "or". To remove prerequisites, enter "none."
Proposed course co-requisite(s) N/A
    If there are multiple corequisites, they are always joined by "and."
Proposed course prerequisite(s) that can also be taken concurrently:
Is there a minimum grade for the prerequisites or corequisites?
    The default grades are D for undergraduates and C for graduates.
Major/minor or classification restrictions:
    List the Banner 4 character codes and whether they should be included or excluded.
For 5000 level prerequisites & corequisites: Do these apply to: (circle one)   undergraduates   graduates   both

Specifications for University Schedule of Classes:
a. Course title (maximum of 30 spaces): N/A
b. Multi-topic course: [ ] No   [ ] Yes
c. Repeatable for credit: [ ] No   [ ] Yes
d. Mandatory credit/no credit: [ ] No   [ ] Yes
e. Type of class and contact hours per week (check type and indicate hours as appropriate)
    1. [ ] Lecture   3. [ ] Lecture/lab/discussion   5. [ ] Independent study
    2. [ ] Lab or discussion   4. [ ] Seminar or [ ] studio   6. [ ] Supervision or practicum

CIP Code (Registrar's use only): _____

Chair/Director _(signature)_	Date	10/11/2016
Chair, College Curriculum Committee _(signature)_	Date	10/25/16
Dean _(signature)_ Date: 10/28/16 Graduate Dean:	Date	
Curriculum Manager: Return to dean [ ] Date Forward to:	Date	
Chair, COGE/ PEB / FS President	Date	

FOR PROPOSALS REQUIRING GSC/USC REVIEW:

* [ ] Approve [ ] Disapprove	Chair, GSC/USC	Date	
* [ ] Approve [ ] Disapprove	Provost	Date	

Revised May 2007. All previous forms are obsolete and should not be used.

1. Explain briefly and clearly the proposed improvement.

   The purpose of this proposal is to move the "Certification (CER)" program which is currently housed in the Graduate College to the College of Education and Human Development (CEHD). This proposal is being submitted in collaboration with the Graduate College.

   The "Certification (CER)" program is a non-degree seeking program. It is the program/code that is used for students who are returning to WMU to seek additional teaching endorsements and/or take graduate-level courses to maintain the professional teaching certificate in the State of Michigan.

   The program/code would be moved to the "Interdisciplinary-COE" department within CEHD.

2. Rationale. Give your reason(s) for the proposed improvement. (If your proposal includes prerequisites, justify those, too.)

   In consultation with Dr. Sue Stapleton, dean of the Graduate College, it was decided that it would be beneficial to have this program housed within CEHD due to the fact that the students in the program are K-12 teachers or individuals with a teaching certificate who are seeking to maintain the certificate or add additional teaching endorsements.

   While the program is currently housed in the Graduate College, the majority of formal advising to these students is provided by the CEHD Office of Teacher Certification. We believe that we will be able to improve the tracking of these students and communication with these students by having the program housed within CEHD.

   In addition, applications to this program are currently handled by the Graduate College. If the program is moved to CEHD, the Office of Teacher Certification will be responsible for the processing of the applications to this program. We feel that by being the responsible party for the application processing/review, we will be able to identify these potential students early on in the process of them returning to WMU to complete the requirements to either maintain their teaching certificate or add the desired additional teaching endorsement and thus ensure that the students receive a high-level of personalized service.

3. Effect on other colleges, departments or programs. If consultation with others is required, attach evidence of consultation and support. If objections have been raised, document the resolution. Demonstrate that the program you propose is not a duplication of an existing one.

   The effect on the Graduate College will be that the program/code will no longer be within the Graduate College and thus the registered student headcount will no longer be associated with the Graduate College. However, these students will still count towards the overall graduate student headcount of the university. This proposal will also transfer the workload of reviewing the applications to this program from the Graduate College to CEHD.

   A letter of support from Dr. Stapleton is a Hached.

4. Effect on your department's programs. Show how the proposed change fits with other departmental offerings.

   Moving this program/code to CEHD will not have any effect on the programs within CEHD due to the fact these students already take courses within CEHD. Nothing about the program or the requirements for the student to maintain the professional teaching certificate or seek an additional teaching endorsement will change. It is simply that the program/code will now be associated with CEHD rather than the Graduate College.

5. Effects on enrolled students: Are program conflicts avoided? Will your proposal make it easier or harder for students to meet graduation requirements? Can students complete the program in a reasonable time? Show that you have considered scheduling needs and demands on students' time. If a required course will be offered during summer only, provide a rationale.

   This proposal has no effect on enrolled students due to the fact that the only change is where the program/code is "housed" and that the students are already being advised by the CEHD Office of Teacher

Certification. We believe that we will be able to more effectively communicate with current students due to the fact that they will now be CEHD students.

6. Student or external market demand. What is your anticipated student audience? What evidence of student or market demand or need exists? What is the estimated enrollment? What other factors make your proposal beneficial to students?

    Due to the fact that this proposal only changes the "college" that the program is associated with, there is no change to the anticipated student audience. The audience is and still will be teachers or individuals seeking to maintain the professional teaching certificate or seek additional teaching endorsements.

    Below is the enrollment in the "Certification (CER)" program/code for the last five years:

    Fall 2016: 35
    Fall 2015: 51
    Fall 2014: 42
    Fall 2013: 62
    Fall 2012: 99

    As has been previously mentioned, we believe that moving this program/code to CEHD will improve our ability to screen applications, improve our ability to communicate with these students, and improve our ability to advise these students since we will have contact with them from the beginning of the application process.

7. Effects on resources. Explain how your proposal would affect department and University resources, including faculty, equipment, space, technology, and library holdings. Tell how you will staff additions to the program. If more advising will be needed, how will you provide for it? How often will course(s) be offered? What will be the initial one-time costs and the ongoing base-funding costs for the proposed program? (Attach additional pages, as necessary.)

    This proposal will have an impact on resources of the Office of Teacher Certification within CEHD. There will be an increase in workload associated with being the primary office responsible for the review of applications. To account for this increase, one of the administrative support positions within the Office of Teacher Certification has been increased from 0.75 FTE to 1.0 FTE. This change has already been approved and implemented. In addition, this position was currently revised and approved by Human Resources to include more of an advising role.

    There will be little change in the "advising" workload of the Office of Teacher Certification by moving this program. The office already handles the vast majority of the advising of these students since the Office of Teacher Certification has the expertise on the requirements associated with maintaining a professional teaching certificate and adding additional teaching endorsements.

8. General education criteria. For a general education course, indicate how this course will meet the criteria for the area or proficiency. (See the General Education Policy for descriptions of each area and proficiency and the criteria. Attach additional pages as necessary. Attach a syllabus if (a) proposing a new course, (b) requesting certification for baccalaureate-level writing, or (c) requesting reapproval of an existing course.) **N/A**

9. List the learning outcomes for the proposed course or the revised or proposed major, minor, or concentration. These are the outcomes that the department will use for future assessments of the course or program.

    Since this proposal only seeks to move the "Certification (CER)" program/code to CEHD, there is no change in any learning outcomes. The specific learning outcomes are associated with whatever teaching endorsement the students are desiring to add.

10. Describe how this curriculum change is a response to assessment outcomes that are part of a departmental or college assessment plan or informal assessment activities.

    This curriculum change is in response to several discussions that have taken place between CEHD and the Graduate College over the past several years. Since the students in this program primarily receive advising from the Office of Teacher Certification and the fact that the majority of teaching programs are housed within CEHD, it makes logistical sense that the program/code be housed within CEHD.

11. (Undergraduate proposals only) Describe, in detail, how this curriculum change affects transfer articulation for Michigan community colleges. For course changes, include detail on necessary changes to transfer articulation from Michigan community college courses. For new majors or minors, describe transfer guidelines to be developed with Michigan community colleges. For revisions to majors or minors, describe necessary revisions to Michigan community college guidelines. Department chairs should seek assistance from college advising directors or from the admissions office in completing this section. **N/A**

From:	Susan R Stapleton
Sent:	Monday, October 24, 2016 5:15 PM
To:	Christopher C Cheatham
Cc:	Susan R Stapleton
Subject:	Re: CER Email of Support

Chris,
I support the move of CER from the Graduate College to the College of Education and Human Development as this will help facilitate more consistent advising for these students.
Sue

Susan R. Stapleton, Ph.D.
Dean, Graduate College
Western Michigan University

Sent from my iPhone

On Oct 24, 2016, at 1:45 PM, "Christopher C Cheatham" <chris.cheatham@wmich.edu> wrote:

>   Hi Sue-
>
>   I was wondering if you could just send me a short email indicating your support for the curricular change
>   to move CER from the Graduate College to CEHD.
>
>   Thanks,
>
>   Chris
>
>
>
>   <image001.jpg>