

AGENDA
CEBS CURRICULUM COMMITTEE
3:00 pm – October 4, 2016
GRH 3073

I. Approval of Minutes of the September 6, 2016 CEBS Curriculum Committee. (These minutes can be located on the CEBS Web Page, click on Dean's Office and then meeting minutes and agendas.)

II. **New Business**

Educational Leadership Doctoral Program

1. Revise a Course – EDLD 797, Dissertation Seminar
2. Create New Certificate Program – Executive Leadership Coaching

Department of Educational Administration, Leadership and Research

1. Revise a Program – 047, Adult Education

III. **Other Business**

**Revise a Course
(Action)**

Date: 6/13/2016

College, Department: College of Education & Behavioral Sciences, EDD Program

Contact Person: Tony Norman, tony.norman@wku.edu, 745-3061

1. Identification of course

- 1.1 Course prefix (subject area) and number: EDLD 797
- 1.2 Course title: Dissertation Seminar

2. Proposed change(s):

- 2.1 course number:
- 2.2 course title:
- 2.3 credit hours:
- 2.4 grade type: Pass/Fail
- 2.5 prerequisites:
- 2.6 corequisites:
- 2.7 course description:
- 2.8 other:

3. Rationale for revision of course: As the original course proposal rationale described, *historically, doctoral programs have struggled to ensure that students who begin a program complete the requirements. It is often true that those who drop out do so during work on the dissertation. Likewise, although the students in WKU's EdD program are encouraged to work on the dissertation process throughout their program, many are reaching the dissertation stage without having developed the prospectus and/or the dissertation proposal. The proposed dissertation seminar is designed to provide students with the guidance and support necessary to enable them to complete their dissertation research.* Thus, this course is about supporting students' dissertation writing rather than about grading particular assignments unique to the course. A grade of P/F reflects the more supportive nature of the course.

4. Term of implementation: Spring 2017

5. Dates of committee approvals:

EDD Leadership Council

6/13/2016

CEBS College Curriculum Committee

Professional Education Council (if applicable)

NA

Graduate Council

University Senate

Certificate Program - Create New (Action)

Date: August 8, 2016

College: College of Education and Behavioral Sciences

Department: Educational Leadership Doctoral (EDD) Program

Contact Person: Tony Norman, tony.norman@wku.edu, 5-3062

1. Identification of program:

1.3 Program title: Executive Leadership Coaching

1.4 Required hours: 12

1.5 Program Description: A program for current or aspiring leaders to prepare them to mentor current or aspiring leaders in their development.

1.6 Classification of Instructional Program Code (CIP): 52.0213

2. Learning outcomes of the proposed certificate program:

3. Rationale:

3.1 Reason for developing the proposed certificate program: Executive coaching is a fast growing area of leadership development that would give educational leadership doctoral students an advantage as they explore future leadership training opportunities.

3.2 Relationship of the proposed certificate program to other programs now offered by the department: No other certificates are offered in the EDD program.

3.3 Relationship of the proposed certificate program to certificate programs offered in other departments: The University College houses a graduate leadership studies certificate that is generalist in nature, and, thus, not specifically geared toward helping leaders develop the capacity of mentoring other current or aspiring leaders.

3.4 Projected enrollment in the proposed certificate program: 10 per academic year.

3.5 Similar certificate programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions): East Tennessee State University has an executive coaching course as part of their leadership development program for all university employees. Middle Tennessee State University's Center for Organizational and Human Resource Effectiveness offers executive coaching services, but no certificate program. Northern Illinois University's Center for Human Capital and Leadership offers a "Coaching for Success" professional development program. University of Southern Mississippi has a Training and Development Certificate Program that includes an executive coaching component. Georgetown University's School of Continuing Studies offers a Leadership Coaching certificate; New York University's School of Professional Studies offers an Organizational and Executive Coaching certificate; Harvard University's Division of Continuing Education offers Leadership Coaching Strategies seminars.

3.6 Relationship of the proposed certificate program to the university mission and objectives: This certificate ties with the university mission of creating "citizen-leaders" and specifically relates to strategic plan objective 1.5, "prepare students for lifelong learning and success," by helping fulfill the associated strategy, "expand leadership training and development opportunities for students."

4. Admission Criteria: Admission into the EDD Program or permission of the certificate program coordinator

5. Curriculum: Twelve hours total of coursework in the following three areas:

- a) Leadership Content Knowledge (6 hours) – EDLD 710 (Leadership Theories and Ethics, 3 hours) and EDLD 720 (Individual and Group Issues in Leadership, 3 hours)

- b) Executive Leadership Coaching Training – EDLD 794 (Educational Leadership Seminar on executive coaching, 3 hours)
- c) Executive Leadership Coaching Internship – EDLD 798 (Educational Leadership Doctoral Program Internship devoted to leadership coaching, 3 hours)

Notes: 1) The Executive Coaching Internship must be approved by the EDD Program director or certificate program coordinator. 2) Similar coursework in all three areas may be approved as equivalent by the EDD Program director or certificate program coordinator.

- 6. **Budget implications:** All designated courses described under “Curriculum” are already offered as part of the existing EDD program curriculum. Based on student interest, the EDLD 794 course with executive coaching as the topic may need to be offered more frequently.
- 7. **Term of implementation:** Spring 2017
- 8. **Dates of committee approvals:**

Department (EDD Leadership Council)	<u>9/15/2016</u>
CEBS Curriculum Committee	_____
Office of Academic Affairs (if ≥18 hour program)	<u>NA</u>
Professional Education Council (if applicable)	<u>NA</u>
Graduate Council	_____
University Senate	_____
Board of Regents	_____

College of Education and Behavioral Sciences
Department of Educational Administration, Leadership and Research
Proposal to Revise A Program
(Action Item)

Contact Person: Jim Berger, 5-3892, jim.berger@wku.edu

1. Identification of program:

- 1.7 Current program reference number: 047
- 1.8 Current program title: Adult Education
- 1.9 Credit hours: 30 - 39

2. Identification of the proposed program changes:

- Add ID 583 and remove PSYS 773 to Training and Development Concentration
- Add ID electives to Training and Development Concentration

3. Detailed program description:

The Master of Arts in Education in Adult Education prepares students for professional adult education practice at the graduate level to teach adults in a variety of settings. These settings include community education, adult basic education, adult literacy, corporate training, human resources and organizational development, workplace training, patient education, technical and community colleges, and other adult learning centers. Students select the General concentration, the Community and Technical College Concentration, or the Higher Education Concentration.

Adult Education – General Concentration

The 30-hour General Concentration in Adult Education consists of a required core of 9 semester hours in Adult Education, a research foundations course, and two 3-hour electives. The student and his or her advisor choose electives relevant to the student's area of interest. The remaining six hours will be attained through completion of a thesis or the

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Adult Education – General Concentration

The 30-hour General Concentration in Adult Education consists of a required core of 9 semester hours in Adult Education, a research foundations course, and two 3-hour electives. The student and his or her advisor choose electives relevant to the student's area of interest. The remaining six hours will be attained through completion of a thesis or the

following two additional courses are required (ADED 590 – Adult Education Practicum and ADED 597 – Directed Study in Adult Education). Students completing the additional non-thesis courses will be required to make a presentation of their findings of their applied research project. All students taking the non-thesis option are required to take a comprehensive exam. All students are expected to take EDFN 500 – Research Methods within the first twelve hours of their program.

General Adult Education Concentration

Core Courses (9 hours)

Course Name

ADED 510 Introduction to Adult Education (3)

ADED 520 Methods for Teaching Adults (3)

ADED 611 Adult Learning and Development (3)

Additional Adult Education Courses

ADED 530 Program Planning for Adults (3)

ADED 540 History and Philosophy of Adult Education(3)

Electives_6 hours

Courses may be selected from the following or from other courses with prior approval of advisor:

ADED 598 Adult Education Seminar (3)

CNS 555 Social and Cultural Diversity in Counseling (3)

CNS 556 Developmental Career Counseling (3)

CNS 557 Human and Family Development in Counseling (3)

CNS 572 American College Student (3)

CNS 574 Student Development in Higher Education (3)

CNS 577 Counseling Concepts and Applications for Student Affairs Professionals (3)

CNS 580 Family Life Studies (3)

CNS 586 Parenting Issues (3)

CNS 667 Drug Abuse Counseling (3)

following two additional courses are required (ADED 590 – Adult Education Practicum and ADED 597 – Directed Study in Adult Education). Students completing the additional non-thesis courses will be required to make a presentation of their findings of their applied research project. All students taking the non-thesis option are required to take a comprehensive exam. All students are expected to take EDFN 500 – Research Methods within the first twelve hours of their program.

General Adult Education Concentration

Core Courses (9 hours)

Course Name

ADED 510 Introduction to Adult Education (3)

ADED 520 Methods for Teaching Adults (3)

ADED 611 Adult Learning and Development (3)

Additional Adult Education Courses

ADED 530 Program Planning for Adults (3)

ADED 540 History and Philosophy of Adult Education(3)

Electives_6 hours

Courses may be selected from the following or from other courses with prior approval of advisor:

ADED 598 Adult Education Seminar (3)

CNS 555 Social and Cultural Diversity in Counseling (3)

CNS 556 Developmental Career Counseling (3)

CNS 557 Human and Family Development in Counseling (3)

CNS 572 American College Student (3)

CNS 574 Student Development in Higher Education (3)

CNS 577 Counseling Concepts and Applications for Student Affairs Professionals (3)

CNS 580 Family Life Studies (3)

CNS 586 Parenting Issues (3)

CNS 667 Drug Abuse Counseling (3)

CNS 670 Parameters of Law in Student Affairs and Higher Education (3)
SPED 516 Exceptional Child: Perspectives and Issues (3)
SPED 518 Seminar: Contemporary Challenges in Spec. Ed. (3)
SPED 534 Seminar: Research in Exceptional Child Education (3)
LTCY 519 Foundations of Reading Instruction (3)
LTCY 523 Diagnostic Reading Procedures for Classroom Teachers (3)
LME 535 Survey of Educational Technology Practices (3)
LME 537 Principles of Educational Technology Practices (3)
PSY 510 Advanced Educational Psychology (3)
PSY 511 Psychology of Learning (3)

Research Foundations (3 hours)
EDFN 500 Research Methods (3)
or equivalent as approved by advisor
Students may take one of the following two options:

Thesis Option (6 hours)

ADED 599 Thesis

or

Non-Thesis Option (6 hours)

ADED 590 Adult Education Practicum (3)

ADED 597 Directed Study in Adult Education (3)

Adult Education – Community and Technical College Concentration The 39-hour Community and Technical College concentration is designed for individuals who work in Community and Technical College settings. The program consists of a required core of 9 hours in Adult Education, 3 additional hours of higher education courses, 18 hours of content specific graduate courses approved in conjunction with the

CNS 670 Parameters of Law in Student Affairs and Higher Education (3)
SPED 516 Exceptional Child: Perspectives and Issues (3)
SPED 518 Seminar: Contemporary Challenges in Spec. Ed. (3)
SPED 534 Seminar: Research in Exceptional Child Education (3)
LTCY 519 Foundations of Reading Instruction (3)
LTCY 523 Diagnostic Reading Procedures for Classroom Teachers (3)
LME 535 Survey of Educational Technology Practices (3)
LME 537 Principles of Educational Technology Practices (3)
PSY 510 Advanced Educational Psychology (3)
PSY 511 Psychology of Learning (3)

Research Foundations (3 hours)
EDFN 500 Research Methods (3)
or equivalent as approved by advisor
Students may take one of the following two options:

Thesis Option (6 hours)

ADED 599 Thesis

or

Non-Thesis Option (6 hours)

ADED 590 Adult Education Practicum (3)

ADED 597 Directed Study in Adult Education (3)

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corresponding discipline, a research foundations course, and two capstone experience courses. All students are required to take a comprehensive exam. All students are expected to take EDFN 500 – Research Methods within the first twelve hours of their program.

**Community and Technical College
Concentration**

Core Courses (9 hours)

Course Name

ADED 510 Introduction to Adult Education
(3)

ADED 520 Methods for Teaching Adults (3)

ADED 611 Adult Learning and Development
(3)

Additional Higher Education Courses

EDFN 612 Seminar in Community College
Teaching

Discipline Courses (18 hours)

Eighteen hours of content specific courses related to the student’s teaching discipline in technical or community colleges

Research Foundations (3 hours)

EDFN 500 Research Methods
or equivalent as approved by advisor

Capstone Experience (6 hours)

ADED 589 Internship in
Community/Technical College
Teaching (3)

ADED 597 Directed Study in Adult Education
(3)

Adult Education – Higher Education Concentration The 30-hour Higher Education concentration is designed for individuals who work in higher education settings, providing training or instructional development to faculty and staff. The program consists of a required core of 9 hours in Adult Education, 3 hours of EDFN 500 – Research Methods, 6 hours of capstone experience, and 12 hours of concentration courses. All students are required to take a comprehensive exam. All

corresponding discipline, a research foundations course, and two capstone experience courses. All students are required to take a comprehensive exam. All students are expected to take EDFN 500 – Research Methods within the first twelve hours of their program.

**Community and Technical College
Concentration**

Core Courses (9 hours)

Course Name

ADED 510 Introduction to Adult Education
(3)

ADED 520 Methods for Teaching Adults (3)

ADED 611 Adult Learning and Development
(3)

Additional Higher Education Courses

EDFN 612 Seminar in Community College
Teaching

Discipline Courses (18 hours)

Eighteen hours of content specific courses related to the student’s teaching discipline in technical or community colleges

Research Foundations (3 hours)

EDFN 500 Research Methods
or equivalent as approved by advisor

Capstone Experience (6 hours)

ADED 590 Adult Education Practicum (3)
ADED 597 Directed Study in Adult Education
(3)

Adult Education – Higher Education Concentration The 30-hour Higher Education concentration is designed for individuals who work in higher education settings, providing training or instructional development to faculty and staff. The program consists of a required core of 9 hours in Adult Education, 3 hours of EDFN 500 – Research Methods, 6 hours of capstone experience, and 12 hours of concentration courses. All students are required to take a comprehensive exam. All

students are expected to take EDFN 500 – Research Methods within the first twelve hours of their program.

Higher Education Concentration

Core Courses (9 hours)

<u>Course</u>	<u>Name</u>
ADED 510	Introduction to Adult Education (3)
ADED 520	Methods for Teaching Adults (3)
ADED 611	Adult Learning and Development (3)

Additional Adult and Higher Education Courses (12 hours) – Choose four courses from the following or other courses as approved by your advisor:

ADED 530	Program Planning for Adults (3)
EDFN 612	Seminar in Community College Teaching (3)
EDFN 685	Issues in Higher Education (3)
EDFN 675	Higher Education in America (3)
EDFN 721	- Postsecondary Change and Culture (3)
EDFN 724	- Leadership in Community and Technical Colleges (3)
EDLD 728	- Postsecondary Economics and Finance (3)
ID 570	Principles of Instructional Design. (3)
ID 573	Instructional Performance and Task Analysis (3)
ID 583	Training Materials (3)
ID 585	Distance Delivery Systems (3)

Research Methods Course (3 hours)

EDFN 500 Research Methods

Capstone Experience:

Students may choose one of the following two options:

Thesis Option (6 hours)

ADED 599 Thesis (6)

or

Non-Thesis Option (6 hours)

ADED 590 Adult Education Practicum (3)

students are expected to take EDFN 500 – Research Methods within the first twelve hours of their program.

Higher Education Concentration

Core Courses (9 hours)

<u>Course</u>	<u>Name</u>
ADED 510	Introduction to Adult Education (3)
ADED 520	Methods for Teaching Adults (3)
ADED 611	Adult Learning and Development (3)

Additional Adult and Higher Education Courses (12 hours) – Choose four courses from the following or other courses as approved by your advisor:

ADED 530	Program Planning for Adults (3)
EDFN 612	Seminar in Community College Teaching (3)
EDFN 685	Issues in Higher Education (3)
EDFN 675	Higher Education in America (3)
EDFN 721	- Postsecondary Change and Culture (3)
EDFN 724	- Leadership in Community and Technical Colleges (3)
EDLD 728	- Postsecondary Economics and Finance (3)
ID 570	Principles of Instructional Design. (3)
ID 572	Performance Improvement Analysis in the Workplace (3)
ID 583	Training Materials (3)
ID 585	Distance Delivery Systems (3)

Research Methods Course (3 hours)

EDFN 500 Research Methods

Capstone Experience:

Students may choose one of the following two options:

Thesis Option (6 hours)

ADED 599 Thesis (6)

or

Non-Thesis Option (6 hours)

ADED 590 Adult Education Practicum (3)

ADED 597 Directed Study in Adult Education (3)
Adult Education – Training and Development Concentration The 30-hour Training and Development concentration is designed for individuals who either work or would like to work as a trainer in the workplace. This would include business, military, and community education settings among others. The program consists of a required core of 9 hours in Adult Education, 3 additional hours in ADED 530 – Program Planning for Adults, 3 hours of EDFN 500 – Research Methods, six hours of capstone experience, and 9 hours of electives. All students are required to take a comprehensive exam. All students are required to take EDFN 500 – Research Methods within the first 12 hours of their program.

Concentration in Training and Development Core Courses (9 hours)

- ADED 510 Introduction to Adult Education (3)
- ADED 520 Methods for Teaching Adults (3)
- ADED 611 Adult Learning and Development (3)

Additional Required Courses

- ADED 530 Program Planning for Adults (3)
- ~~PSYS 773 Employee Training and Development Issues for Organizational Leaders (3)~~

Electives (9 hours): Select from the following or from other courses as approved by advisor:

- ID 570 Principles of Instructional Design (3)
- ~~ID 573 Instructional Performance and Task Analysis(3)~~
- ID 577 Management of Instructional Systems (3)
- ~~ID 581 Ethical and Legal Issues in Instructional Design (3)~~
- ID 583 Training Methods (3)
- ID 585 Distance Delivery Systems (3)
- ID 587 Issues and Problems in Instructional Design (3)

ADED 597 Directed Study in Adult Education (3)
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Concentration in Training and Development Core Courses (9 hours)

- ADED 510 Introduction to Adult Education (3)
- ADED 520 Methods for Teaching Adults (3)
- ADED 611 Adult Learning and Development (3)

Additional Required Courses

- ADED 530 Program Planning for Adults (3)
- ID 583 Training Design and Development(3)**

Electives (9 hours): Select from the following or from other courses as approved by advisor:

- ID 560 **Instructional Design Foundations**
- ID 570 **Systematic Instructional Design** (3)
- ID 577 Management of Instructional Systems (3)
- ID 585 Distance **Education Opportunities and Challenges**(3)
- ID 587 **Trends and Issues in** Instructional Design (3)
- ID 588 Multimedia Design (3)
- ID 595 Internship in Instructional Design (3)
- LME 535 Survey of Educational Technology Practices (3)

ID 595 Advanced Instructional Design Studio (3)
 LME 535 Survey of Educational Technology Practices (3)
 LME 537 Principles of Education Technology Applications (3)
 LME 545 Education Technology Production (3)
 LME 547 Integration of Education Technology (3)
 EDFN 501 Educational Statistics (3)
 EDFN 601 Applied Statistics and Design
 EDFN 603 Qualitative Research in Education (3)
 CNS 555 Social and Cultural Diversity in Counseling (3)
 CNS 589 Group Dynamics in Student Affairs and Higher Education (3)
 CNS 637 Theories of Addictions (3)
 CNS 647 Addictions: Assessment, Diagnosis, and Treatment Planning (3)
 CNS 667 Substance Abuse and Dependency Counseling (3)

Research Foundations (3 hours)

EDFN 500 Research Methods or equivalent as approved by advisor

Students may take one of the following two options:

Thesis Option (6 hours) ADED 599 Thesis
 or

Non-Thesis Option (6 hours)
 ADED 590 Adult Education Practicum (3)
 ADED 597 Directed Study in Adult Education (3)

LME 537 Principles of Education Technology Applications (3)
 LME 545 Education Technology Production (3)
 LME 547 Integration of Education Technology (3)
 EDFN 501 Educational Statistics (3)
 EDFN 601 Applied Statistics and Design
 EDFN 603 Qualitative Research in Education (3)
 CNS 555 Social and Cultural Diversity in Counseling (3)
 CNS 589 Group Dynamics in Student Affairs and Higher Education (3)
 CNS 637 Theories of Addictions (3)
 CNS 647 Addictions: Assessment, Diagnosis, and Treatment Planning (3)
 CNS 667 Substance Abuse and Dependency Counseling (3)

Research Foundations (3 hours)

EDFN 500 Research Methods or equivalent as approved by advisor

Students may take one of the following two options:

Thesis Option (6 hours) ADED 599 Thesis
 or

Non-Thesis Option (6 hours)
 ADED 590 Adult Education Practicum (3)
 ADED 597 Directed Study in Adult Education (3)

Admission Requirements

Admission to all ADED concentrations requires the student to meet **ONE** of the following:

1. Admission with GRE and GAP score:
 - a. Minimum GAP score of 2200 [GAP = (GRE-V + GRE-Q) x Undergraduate GPA] on the GRE taken before August 2011. Minimum Analytical Writing score of 3.5.
 - b. Minimum GAP score of 550 [GAP = (GRE-V + GRE-Q) + (Undergraduate GPA x 100)] on GRE taken after August 2011, with a minimum GRE-V of 139 and GRE-

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<p>Q of 139. Minimum Analytical Writing score of 3.5. Applicant is responsible for maintaining contact with the Graduate School, (270) 745-2446.</p> <ol style="list-style-type: none"> 2. Applicants with an undergraduate degree from an accredited university and an undergraduate GPA of 2.75 or higher submit a portfolio that will be reviewed by the Adult Education Admissions committee and used to determine recommendations for admission. Requirements for putting together the portfolio can be found on the WKU MAE in Adult Education website, www.wku.edu/aded. 3. Applicants with a previous master's degree from an accredited university and a graduate grade point average of 3.0 or higher submit a portfolio that will be reviewed by the Adult Education Admission committee and used to determine recommendations for admission. Requirements for putting together the portfolio can be found on the WKU MAE in Adult Education website, www.wku.edu/aded. 4. Applicants with an undergraduate grade point average below a 2.75 submit qualifying GAP/GRE-AW scores and a portfolio that will be reviewed by the Adult Education Admission committee and used to determine recommendations for admission. Requirements for putting together the portfolio can be found on the WKU MAE in Adult Education website. Applicants who choose not to take the GRE or whose GAP/GRE-AW scores do not meet stated program minimums may apply for consideration under the College of Education and Behavior Science's alternate admissions policy. Please contact the program coordinator for details. 	<p>Q of 139. Minimum Analytical Writing score of 3.5. Applicant is responsible for maintaining contact with the Graduate School, (270) 745-2446.</p> <ol style="list-style-type: none"> 2. Applicants with an undergraduate degree from an accredited university and an undergraduate GPA of 2.75 or higher submit a portfolio that will be reviewed by the Adult Education Admissions committee and used to determine recommendations for admission. Requirements for putting together the portfolio can be found on the WKU MAE in Adult Education website, www.wku.edu/aded. 3. Applicants with a previous master's degree from an accredited university and a graduate grade point average of 3.0 or higher submit a portfolio that will be reviewed by the Adult Education Admission committee and used to determine recommendations for admission. Requirements for putting together the portfolio can be found on the WKU MAE in Adult Education website, www.wku.edu/aded. 4. Applicants with an undergraduate grade point average below a 2.75 submit qualifying GAP/GRE-AW scores and a portfolio that will be reviewed by the Adult Education Admission committee and used to determine recommendations for admission. Requirements for putting together the portfolio can be found on the WKU MAE in Adult Education website. Applicants who choose not to take the GRE or whose GAP/GRE-AW scores do not meet stated program minimums may apply for consideration under the College of Education and Behavior Science's alternate admissions policy. Please contact the program coordinator for details.
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4. Rationale for the proposed program changes:

- There is a slight modification to the listing of courses for the Training and Development Concentration; we have removed PSYS 773 and added ID 583. ID 583 better serves the needs of the program and its students.
- We have added more ID courses as electives and updated the titles of those courses to their current name.

5. Proposed term for implementation: Spring, 2017

6. Dates of prior committee approvals:

Department of Educational Administration, Leadership and Research:

September 27, 2016

CEBS Curriculum Committee

Graduate Council

University Senate

Attachment: Program Inventory Form