

Attachment I

Program Change Request

New Program Proposal

Date Submitted: 12/15/17 9:20 am

Viewing: **CERT-AEDU : Adult Education - Certificate**

Last edit: 02/21/18 1:41 pm

Changes proposed by: jnelson

Contact(s)

Name	E-mail	Phone
Joyce Nelson	jnelson@tam.u.edu	979-847-9098

Academic level Graduate
 Effective Term 2019-2020
 Department Educ Admn & Human Resource Dev
 College Education & Human Development
 Program type Certificate
 With a certificate in Adult Education

Catalog Program Title
 Adult Education - Certificate

CIP and Fund code 1304030004

Rationale for Proposal

This 12-semester hour certificate will provide learners with the necessary skills to teach adults more effectively in a variety of settings including colleges, health care settings, social services, and business and industry. The educational objectives are as follows: (1) identify, develop, and apply teaching techniques and strategies suitable for adults, (2) examine the nature of adult learning, (3) to identify and apply components in planning and developing an adult education program and (4) apply distance learning principles to training settings.

Program hours 12
 Is this program eligible for financial aid? No
 Certificate type Stand-alone
 Program delivery mode Distance Education/Internet
 % of Program a student can take off-campus or through Distance Education 100%

In Workflow

1. EAHR Department Head
2. Curricular Services Review
3. ED Committee Preparer GR
4. ED Committee Chair GR
5. ED College Dean GR
6. Provost
7. GC Preparer
8. GC Chair
9. Faculty Senate Preparer
10. Faculty Senate
11. Provost II
12. President
13. External Approval
14. Curricular Services

Approval Path

1. 12/15/17 10:15 am
Mario Torres (mstorres): Approved for EAHR Department Head
2. 12/18/17 12:11 pm
Angel Mario Carrizales (carri1214): Approved for Curricular Services Review
3. 01/09/18 10:05 am
Melanie Robideau (mrobideau): Approved for ED Committee Preparer GR
4. 02/01/18 5:08 pm
Beverly Irby (irbyb): Approved for ED Committee Chair GR
5. 02/01/18 5:20 pm
Beverly Irby (irbyb): Approved for ED College Dean GR
6. 02/02/18 9:24 am
Mark J. Zoran (mjzoran): Approved for Provost
7. 02/16/18 12:48 pm
Meagan Kelly (meagankelly): Approved for GC Preparer
8. 03/01/18 3:29 pm
LaRhessa Johnson (lrjohnson): Approved for GC Chair

Catalog Program Requirements

Code	Title	Semester Credit Hours
EHRD 616	Methods of Teaching Adults	3
EHRD 630	Adult Learning	3
EHRD 642	Program Development in Adult Education	3
EHRD 673	Introduction to Distance Learning	3
Total Semester Credit Hours		12

Additional
Requirements

Additional information

Required Proposal Forms [Adult Education Certificate.docx](#)
[Adult Ed Certificate Formsigned.pdf](#)

Reviewer Comments **Angel Mario Carrizales (carri1214) (11/20/17 11:56 am):** Rollback: Required documentation not attached: New Program Request Form for Certificate Programs is required and can be found at the following link. <http://registrar.tamu.edu/Our-Services/Curricular-Services/Curricular-Approvals/Program-Approvals#3-RequestforNewCertificates>

Angel Mario Carrizales (carri1214) (12/14/17 1:39 pm): Edits made to the Catalog Program Requirements field to conform to Catalog style guidelines.

Angel Mario Carrizales (carri1214) (12/14/17 3:26 pm): Rollback: Clarification needed on the "Certificate Type" field. Certificates can only be identified as one type.

Angel Mario Carrizales (carri1214) (12/18/17 12:11 pm): Update received. Certificate type was updated to Stand Alone by initiator.

Mike Stephenson (mstephenson) (02/02/18 8:26 am): Since this is a DE certificate, the courses will need to be approved for nontraditional delivery (if they haven't been already). Additionally, an assessment plan will be required as well.

Key: 883

Adult Education Certificate Information

Institution: Texas A&M University

Department: Educational Administration and Human Resource Development

Certificate: Adult Education Certificate

Brief Program Description

This 12-semester hour certificate will provide learners with the necessary skills to teach adults more effectively in a variety of settings including colleges, health care settings, social services, and business and industry. The educational objectives are as follows: (1) identify, develop, and apply teaching techniques and strategies suitable for adults, (2) examine the nature of adult learning, (3) to identify and apply components in planning and developing an adult education program and (4) apply distance learning principles to training settings.

Proposed Implementation Date: September 2018

Program Information

A. Job Market Need: Almost 40% of those who are employed participate in career-related courses (National Center for Education Statistics, 2005). In 2014, 1.5 million adults engaged in Adult Basic Education, Adult Secondary Education or English as a Second Language courses (NCES, 2014). Those who teach and train adults are needed in a variety of contexts including business and industry, healthcare, community colleges, higher education/student affairs, and social services, and the hospitality industry.

B. Student Demand: This certificate program will provide practitioners with the practical skills to more effectively teach adults. In a meeting with Texas Adult Education and Literacy (TCALL) personnel at Texas A&M in September, 2017, TCALL employees indicated there was a need to train adult educators in these skills and responded favorably to the proposed certificate.

Certificate and Degree Requirements

Category	Semester Credit Hours
Required Courses	12
Prescribed Electives	0
Free Electives	0
TOTAL	12

Curriculum

Prefix and Number	Required Courses	SCH
EHRD 616	Methods of Teaching Adults	3
EHRD 630	Adult Learning	3
EHRD 642	Program Development in Adult Education	3
EHRD 673	Introduction to Distance Education	3
	Total SCH	12

Faculty

Name of Core Faculty and Rank	Highest Degree and Awarding Institution	Courses Assigned in Program
Alfred, Mary Professor,	Ph.D., University of Texas at Austin	EHRD 642
*Baumgartner, Lisa Associate Professor	Ed.D., University of Georgia	EHRD 630
Mark, Christine Clinical Assistant Professor	Ph.D., University of Southern Mississippi	EHRD 673
Roumell, Elizabeth Assistant Professor	Ph.D., University of Wyoming	EHRD 616

Name of Support Faculty	Highest Degree and Awarding Institution	Courses Assigned in Program
Dooley, Larry	Ph.D., Texas A&M	EHRD 673
Muiya, Helen	Ed.D., University of Arkansas-Fayetteville	EHRD 630

Students

Students will be recruited via advertisement on the Department of Educational Administration and Human Resource Development website, Facebook ads, web-based prospective student information sessions, national conferences such as the Texas Association for Literacy Education and Adult Education (TALAE), the American Association for Adult and Continuing Education

(AAACE), and the National Council for Workforce Education and posts to various listservs including the Commission of Professors of Adult and Continuing Education, and through the Texas Center for Adult Education and Literacy (TCALL).

Library

As the certificate courses are derived from existing programs, the library holdings are sufficient to support the certificate.

Facilities and Equipment

The current facilities and equipment are sufficient to support the certificate.

Accreditation

There is no accrediting body.

Evaluation

The quality and effectiveness of the new certificate will be assessed using the parameters for the EHRD program as all the courses are from that program.

Costs and Funding

Five Year Costs	Five Year Funding
Personnel	Reallocated Funds
Facilities and Equipment	Anticipated New Formula Funding
Library Supplies and Materials	Special Items Funding
Other	Other
Total Costs	Total Funding



Texas Higher Education Coordinating Board
Texas Public Institutions of Higher Education
New Certificate Program
Certification Form

Directions: Texas public universities and health-related institutions complete this form to add a new upper-division undergraduate or graduate certificate program, if the following criteria for streamlined approval in Texas Administrative Code, Coordinating Board rule, Chapter 5, Subchapter C, Section 5.44 (b) (1) are met: (A) the certificate program has institutional and board of regents approval, (B) the institution certifies that adequate funds are available to cover the costs of the new certificate program, and (C) the certificate program meets all other criteria in Section 5.48 of Coordinating Board rule (relating to Criteria for Certificate Programs at Universities and Health-Related Institutions).

Information: Contact the Division of Academic Quality and Workforce at 512/427-6200

Administrative Information

1. Institution: Texas A&M University

2. Program Name: Adult Education Certificate
Show how the certificate program would appear on the Coordinating Board's Program Inventory (*e.g., Upper-Division Certificate in Management; Graduate Certificate in Human Resources; Undergraduate or Post-Baccalaureate EC-6 Generalist Bilingual Certificate*).

3. Proposed CIP Code: 1304030004
List of CIP Codes may be accessed online at www.txhighereddata.org

4. Semester Credit Hours Required: 12 (Graduate)
Approval is only required for undergraduate, upper-division certificates of 21 to 36 SCH and graduate certificates of 16 to 29 SCH.

5. Administrative Unit: Department of Educational Administration & Human Resource Development within the College of Education & Human Development
Identify where the certificate program would fit within the organizational structure of the university (*e.g., The Department of Electrical Engineering within the College of Engineering*).

6. Proposed Implementation Date: 09/01/2018
Provide the date that students would enter the proposed program (MM/DD/YYYY).

7. Contact Person: Lisa Baumgartner
Provide contact information for the person(s) who can answer specific questions about the proposed certificate program.

Name and Title: Lisa Baumgartner, Associate Professor
E-mail and Phone: lbaumgartner@tamu.edu 979-862-2136

Signature Page

I hereby certify that all of the following criteria have been met in accordance with the procedures outlined in Coordinating Board Rules, Chapter 5, Subchapter C, Section 5.44 (b) (1):

- (A) The certificate program has institutional approval.
- (B) The institution certifies that adequate funds are available to cover the costs of the new certificate program.
- (C) The certificate program meets all other criteria in Section 5.48 of this title (relating to Criteria for Certificate Programs at Universities and Health-Related Institutions).

Certificate programs for which academic credit is granted at universities and health-related institutions must meet the following criteria:

- (1) They must meet identified workforce needs or provide the student with marketable skills and/or knowledge that shall be useful for their lives or careers.
- (2) They must be consistent with the standards of the Southern Association of Colleges and Schools Commission on Colleges.
- (3) They must meet the standards of all relevant state agencies or licensing bodies which have oversight over the certificate program or graduate.
- (4) Adequate financing must be available to cover all new costs to the institution five years after the implementation of the program.

Certificate programs do not require Board approval, if they meet the following criteria:

- (1) certificate programs for which no collegiate academic credit is given,
- (2) certificate programs in areas and at levels authorized by Program Inventory of the institution with curricula of the following length:
 - (A) at the undergraduate level of 20 semester credit hours or less,
 - (B) at the graduate and professional level of 15 semester credit hours or less.

Certificate programs require Board notification and are approved through a streamlined process, if the following conditions are met:

- (1) upper-level undergraduate certificates of 21 to 36 hours in disciplinary areas where the institution already offers an undergraduate degree program.
- (2) graduate-level and professional certificates of 16 to 29 hours in disciplinary areas where the institution already offers a graduate program at the same level as the certificate.

I certify that my institution has notified all public institutions within 50 miles of the teaching site of our intention to offer the program at least 30 days prior to submitting this request. I also certify that if any objections were received, those objections were resolved prior to the submission of this request.



Chief Executive Officer

12/13/2017

Date