

Attachment J

Program Change Request

New Program Proposal

Date Submitted: 12/12/17 1:50 pm

Viewing: **CERT-CLTE : College Teaching - Certificate**

Last edit: 02/21/18 1:42 pm

Changes proposed by: jnelson

Contact(s)

Name	E-mail	Phone
Joyce Nelson	jnelson@tamu.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 College Teaching

Catalog Program Title

College Teaching - Certificate

CIP and Fund code 1304060004

Rationale for Proposal

Colleges and universities are expecting potential and future faculty hires to be equally skilled in the practice of research, as well as teaching. Since 2001, the Department of Educational Administration and Human Resource Development in the College of Education and Human Development has offered a College Teaching Certificate Program for masters and doctoral level graduate students across the university who are interested in learning about the scholarship of teaching and learning, and documenting these professional development efforts for potential employers. We have documented these efforts through a Certificate. However, having the Certificate recorded on their transcript as an official endorsement from Texas A&M University, would be of added value for the students and potential employers who also expect evidence of such documentation to make informed decisions about a potential faculty hire. This also places us competitively with other peer institutions such as Duke University, Michigan State University, the University of Arizona, and Vanderbilt, who have exercised similar efforts on students' transcripts for their College Teaching Certification Program.

Program hours 12

Is this program eligible for financial aid? No

Certificate type Stand-alone

Program delivery mode

On-campus
Distance Education/Internet

% of Program a student 50%
 can take off-campus or
 through Distance
 Education

Catalog Program Requirements

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. 12/12/17 2:00 pm
Mario Torres (mstorres): Approved for EAHR Department Head
2. 12/14/17 3:22 pm
Angel Mario Carrizales (carri1214): Approved for Curricular Services Review
3. 12/15/17 9:37 am
Melanie Robideau (mrobideau): Approved for ED Committee Preparer GR
4. 01/11/18 8:35 pm
Beverly Irby (irbyb): Approved for ED Committee Chair GR
5. 01/17/18 2:57 pm
Beverly Irby (irbyb): Rollback to ED Committee Chair GR for ED College Dean GR
6. 02/01/18 5:12 pm
Beverly Irby (irbyb): Rollback to ED Committee Preparer GR for ED Committee Chair GR
7. 02/01/18 5:17 pm
Melanie Robideau (mrobideau): Approved for ED Committee Preparer GR
8. 02/01/18 5:18 pm
Beverly Irby (irbyb): Approved for ED

- Committee Chair GR
- 9. 02/01/18 5:22 pm
Beverly Irby (irbyb):
Approved for ED
College Dean GR
- 10. 02/02/18 9:24 am
Mark J. Zoran
(mjzoran): Approved for
Provost
- 11. 02/16/18 12:49 pm
Meagan Kelly
(meagankelly):
Approved for GC
Preparer
- 12. 03/01/18 3:29 pm
LaRhessa Johnson
(lrjohnson): Approved
for GC Chair

Code	Title	Course List	Semester Credit Hours
<u>EDAD 601</u>	College Teaching		3
<u>EDAD 684</u>	Internship		3
Select two from the following or from other electives as approved by the College Teaching Certificate Coordinator:			6
<u>ALEC 610</u>	Principles of Adult Education		
<u>EDAD 602</u>	The Community College		
<u>EDAD 603</u>	Advanced Student Development Theory		
<u>EDAD 669</u>	The College Student		
<u>EHRD 616</u>	Methods of Teaching Adults		
<u>EHRD 630</u>	Adult Learning		
Total Semester Credit Hours			12

Additional Requirements

Additional information

- Required Proposal Forms: [Support Letter for College Teaching Cert.pdf](#)
[College Teaching signed approval form.pdf](#)
- Reviewer Comments:
- Mario Torres (mstorres) (12/11/17 4:48 pm):** Rollback: needs revision
 - Angel Mario Carrizales (carri1214) (12/14/17 2:39 pm):** Edits made to the Catalog Program Requirements field to conform the Catalog style guidelines.
 - Beverly Irby (irbyb) (01/17/18 2:57 pm):** Rollback: There is a necessary edit prior to moving this out of the CEHD.
 - Beverly Irby (irbyb) (02/01/18 5:12 pm):** Rollback: Ms. Kerri Smith, Please add this to the College Teaching Certificate under the Catalog Program Requirements. Select two from the following or from other electives as approved by the College Teaching Certificate Coordinator.
 - Mike Stephenson (mstephenson) (02/02/18 8:29 am):** Courses will also need to be approved for nontraditional delivery (if they haven't been approved already). An assessment plan will be required.

Key: 886

September 14, 2017

Department of Educational Administration and Human Resource Development
Texas A&M University
511 Harrington Tower
4226 TAMU
College Station, TX 77843-4226

RE: ALEC 610 Principle of Adult Education Course Inclusion in Certificate Option

This memo is in response to a request to permit the use of ALEC 610 Principles of Adult Education as part of the Department of Educational Administration and Human Resource Development's College Teaching Emphasis Certificate.

In review of both the EHRD 630 Adult Learning and ALEC 610 Principle of Adult Education syllabus and course content, the Department agrees that the ALEC 610 and EHRD 630 courses have similar course content. We approve the request and permit the ALEC 610 course to be completed as part of the College Teaching certificate as needed.

Sincerely,



Tracy Rutherford
Professor and Associate Head Graduate Programs



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: College Teaching 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: 1304060004
List of CIP Codes may be accessed online at www.txhighereddata.org

4. Semester Credit Hours Required: 12
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: Christine Stanley
Provide contact information for the person(s) who can answer specific questions about the proposed certificate program.

Name and Title: Christine Stanley, Professor
E-mail and Phone: cstanley@tamu.edu; 979-862-7530

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.


Christine A. Stanley

Chief Executive Officer


Date