Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. *The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.*

College: CoEPD   Dept/Division:CI & LS   Current Alpha Designator/Number: LS 703

Contact Person: Lisa Heaton (CI) and Louis Watts (LS)   Phone: 6-2026 (Heaton)

CURRENT COURSE DATA:

Course Title: Research Design
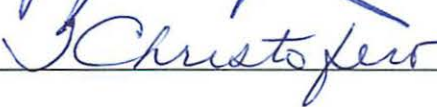
Alpha Designator/Number: | L | S | | 7 | 0 | 3 | | | |

Title Abbreviation: | R | e | s | e | a | r | c | h | | D | e | s | i | g | n | | | | | | | | | |

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1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _(signature)_ Lina A. Heaton		Date 8-29-16
Registrar _Sonja L Carter_ 130401		Date 9-12-16
College Curriculum Chair _(signature)_		Date 9-14-16
Graduate Council Chair _Christofero_		Date 11-6-16

Form updated 10/2011

Request for Graduate Course Change - Page 2

College: CoEPD   Department/Division: CI & LS   Alpha Designator/Number: LS 703

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES   ☒ NO

From [ ] (limited to 30 characters and spaces)

To [ ]

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From: [L][S][ ]   To [E][D][F]   ☒ YES   ☐ NO

If Yes, Rationale   Research Design is shared and used by Doctor of Education candidates working in C&I and LS. We want to change the alpha-designator from LS (leadership studies) to EDF (educational foundations) since it is a foundational course for both groups of students, not just those completing the leadership specialization. ⊞

Change in COURSE NUMBER: ☐ YES   ☒ NO

From: [ ][ ][ ][ ]   To: [ ][ ][ ][ ]

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☐ YES   ☒ NO   IF YES, fill in below:

From

To

If Yes
Rationale

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO   If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

College: CoEPD   Department: CI & LS

Course Number/Title LS 703 Research Design

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

Doctor of Education (Ed.D.) including specializations in Curriculum and Instruction and Leadership Studies

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

Not Applicable

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

Not Applicable

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE	COURSE NUMBER CHANGE	COURSE TITLE CHANGE
Department:	Department:	Department:
Course Number and Title:	Current Course Number/Title:	Current Course Number/Title:
Rationale:	New Course Number:	New Course Title:
Course Description (old)	Rationale:	Rationale:
Course Description: (new)	Catalog Description:	Catalog Description:
Catalog Description:	Credit hours:	

Course Change (alpha-designator)
Department: Curriculum & Instruction and Leadership Studies
Current #/Title: LS 703 Research Design
New #/Title: EDF 703 Research Design
Rationale: Research Design is shared and used by Doctor of Education candidates working in Curriculum & Instruction and Leadership Studies. We want to change the alpha-designator from LS (leadership studies) to EDF (educational foundations) since it is a foundational course for both groups of students, not just those completing the leadership specialization.
Catalog Description: The purpose of this doctoral research methods course is to prepare College of Education and Professional Development doctoral students to design and carry out research at the doctoral level.
Credit Hours: 3

Request for Graduate Course Change

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3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: CoEPD   Dept/Division: CI & LS   Current Alpha Designator/Number: LS 719

Contact Person: Lisa Heaton (CI) and Louis Watts (LS)   Phone: 6-2026 (Heaton)

CURRENT COURSE DATA:

Course Title: Introduction to Doctoral Studies

Alpha Designator/Number: | L | S | | 7 | 1 | 9 | | | |

Title Abbreviation: | I | n | t | r | o | | t | o | | D | o | c | t | o | r | a | l | | S | t | u | d | i | e | s |

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Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head	_Lisa A. Heaton_	Date 8-29-16
Registrar	_Sonya H Cartel_ 130401	Date 9-12-16
College Curriculum Chair		Date 9-14-16
Graduate Council Chair	_Christofero_	Date 11-6-16

Request for Graduate Course Change - Page 2

College: CoEPD   Department/Division: LS & CI   Alpha Designator/Number: LS 719

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES   ☒ NO

From | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | (limited to 30 characters and spaces)

To | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From: | L | S | | To | E | D | F | ☒ YES   ☐ NO

If Yes, Rationale | Introduction to Doctoral Studies is shared and used by Doctor of Education candidates working in C&I and LS. We want to change the alpha-designator from LS (leadership studies) to EDF (educational foundations) since it is a foundational course for both groups of students, not just those completing the leadership specialization. ⊞

Change in COURSE NUMBER: ☐ YES   ☒ NO

From: | | | | To: | | | |

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☐ YES   ☒ NO   IF YES, fill in below:

From

To

If Yes Rationale

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO   If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

College: CoEPD

Department: LS & CI

Course Number/Title LS 719 Introduction to Doctoral Studies

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

Doctor of Education (Ed.D.) including specializations in Curriculum and Instruction and Leadership Studies

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

Not Applicable

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

Not Applicable

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE
Department:
Course Number and Title:
Rationale:
Course Description (old)
Course Description: (new)
Catalog Description:

COURSE NUMBER CHANGE
Department:
Current Course Number/Title:
New Course Number:
Rationale:
Catalog Description:
Credit hours:

COURSE TITLE CHANGE
Department:
Current Course Number/Title:
New Course Title:
Rationale:
Catalog Description:

Course Change (alpha-designator)
Department: Curriculum & Instruction and Leadership Studies
Current #/Title: LS 719 Introduction to Doctoral Studies
New #/Title: EDF 719 Introduction to Doctoral Studies
Rationale: Introduction to Doctoral Studies is shared and used by Doctor of Education candidates working in Curriculum & Instruction and Leadership Studies. We want to change the alpha-designator from LS (leadership studies) to EDF (educational foundations) since it is a foundational course for both groups of students, not just those completing the leadership specialization.
Catalog Descriptions: This course is designed to introduce students to the tasks and processes involved in the completion of the doctoral requirements. (PR: Admission to the Doctoral Program)
Credit Hours: 1

Request for Graduate Course Change

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2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: CoEPD   Dept/Division: CI & LS   Current Alpha Designator/Number: LS 719

Contact Person: Lisa Heaton (CI) and Louis Watts (LS)   Phone: 6-2026 (Heaton)

CURRENT COURSE DATA:

Course Title: Introduction to Doctoral Studies

Alpha Designator/Number: | L | S | | 7 | 1 | 9 | | | |

Title Abbreviation: | I | n | t | r | o | | t | o | | D | o | c | t | o | r | a | l | | S | t | u | d | i | e | s |

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5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head	*[signatures]*	Date 9-8-16
Registrar		Date
College Curriculum Chair		Date
Graduate Council Chair		Date

College: CoEPD   Department/Division: LS & CI   Alpha Designator/Number: LS 719

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES   ☒ NO

From | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | (limited to 30 characters and spaces)

To | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From: |L|S| | | To |E|D|F| | ☒ YES   ☐ NO

If Yes, Rationale   Introduction to Doctoral Studies is shared and used by Doctor of Education candidates working in C&I and LS. We want to change the alpha-designator from LS (leadership studies) to EDF (educational foundations) since it is a foundational course for both groups of students, not just those completing the leadership specialization. ➕

Change in COURSE NUMBER: ☐ YES   ☒ NO

From: | | | | | To: | | | | |

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☐ YES   ☒ NO   IF YES, fill in below:

From

To

If Yes Rationale

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO   If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

College: CoEPD

Department: LS & CI

Course Number/Title LS 719 Introduction to Doctoral Studies

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

Doctor of Education (Ed.D.) including specializations in Curriculum and Instruction and Leadership Studies

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

Not Applicable

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

Not Applicable

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE	COURSE NUMBER CHANGE	COURSE TITLE CHANGE
Department:	Department:	Department:
Course Number and Title:	Current Course Number/Title:	Current Course Number/Title:
Rationale:	New Course Number:	New Course Title:
Course Description (old)	Rationale:	Rationale:
Course Description: (new)	Catalog Description:	Catalog Description:
Catalog Description:	Credit hours:	

Course Change (alpha-designator)
Department: Curriculum & Instruction and Leadership Studies
Current #/Title: LS 719 Introduction to Doctoral Studies
New #/Title: EDF 719 Introduction to Doctoral Studies
Rationale: Introduction to Doctoral Studies is shared and used by Doctor of Education candidates working in Curriculum & Instruction and Leadership Studies. We want to change the alpha-designator from LS (leadership studies) to EDF (educational foundations) since it is a foundational course for both groups of students, not just those completing the leadership specialization.
Catalog Descriptions: This course is designed to introduce students to the tasks and processes involved in the completion of the doctoral requirements. (PR: Admission to the Doctoral Program)
Credit Hours: 1

Request for Graduate Course Change

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College: COEPD   Dept/Division: Leadership Studies   Current Alpha Designator/Number: LS 720

Contact Person: Bobbi Nicholson   Phone: 62094

CURRENT COURSE DATA:

Course Title: Public School Finance

Alpha Designator/Number: | L | S | | 7 | 2 | 0 | | | |

Title Abbreviation: | P | U | B | L | I | C | | S | C | H | O | O | L | | F | I | N | A | N | C | E | | | |

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5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _____	Date	8-29-16
Registrar _____	Date	_____
College Curriculum Chair _____	Date	_____
Graduate Council Chair _____	Date	_____

Request for Graduate Course Change - Page 2

College: COEPD   Department/Division: Leadership Studies   Alpha Designator/Number: LS 720

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☒ YES   ☐ NO

From | P | U | B | L | I | C | | S | C | H | O | O | L | | F | I | N | A | N | C | E | | | | | | | | | (limited to 30 characters and spaces)

To | F | I | N | A | N | C | I | A | L | | M | O | D | E | L | S | | I | N | | E | D | U | C | A | T | I | O | N |

If Yes, Rationale: Course is being expanded to accommodate issues across education levels (i.e., public school, community and technical college, and higher education).

Change in COURSE ALPHA DESIGNATOR:

From: ☐☐☐☐ To ☐☐☐☐   ☐ YES   ☒ NO

If Yes, Rationale

Change in COURSE NUMBER: ☐ YES   ☒ NO

From: ☐☐☐☐ To: ☐☐☐☐

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☒ YES   ☐ NO   IF YES, fill in below:

From | This courses examines concepts in the financing and economics of public education.

To | This course examines concepts in the financing and economics of education in multiple education environments.

If Yes Rationale | Description needs to expand to take into account the merging of content from multiple education environments (i.e., public school, community and technical college, and higher education).

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO   If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☒ YES ☐ NO

From │ The current course content focuses only on financial and economic issues and models in public (i.e., K-12) education.

To │ The course content will expand to focus on financial and economic issues and models in multiple education environments (i.e., public school, community and technical college, and higher education).

Rationale │ Students who enroll in the course from this date forward will be educators in multiple environments rather than only in public education.

College: COEPD

Department: Leadership Studies

Course Number/Title LS 720

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

LS 725 (See accompanying request.)

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

<u>COURSE DESCRIPTION CHANGE</u>
<u>Department:</u>
<u>Course Number and Title:</u>
<u>Rationale:</u>
<u>Course Description (old)</u>
<u>Course Description: (new)</u>
<u>Catalog Description:</u>

<u>COURSE NUMBER CHANGE</u>
<u>Department:</u>
<u>Current Course Number/Title:</u>
<u>New Course Number:</u>
<u>Rationale:</u>
<u>Catalog Description:</u>
<u>Credit hours:</u>

<u>COURSE TITLE CHANGE</u>
<u>Department:</u>
<u>Current Course Number/Title:</u>
<u>New Course Title:</u>
<u>Rationale:</u>
<u>Catalog Description:</u>

COURSE DESCRIPTION CHANGE
Department: Leadership Studies
Course Number and Title: LS 720, Public School Finance
Rationale: Course is being expanded to accommodate issues across education levels (i.e., public school, community and technical college, and higher education).
Course Description (old): This courses examines concepts in the financing and economics of public education.
Course Description (new): This course examines concepts in the financing and economics of education in multiple education environments.
Catalog Description: This course examines concepts in the financing and economics of education in multiple education environments.

COURSE TITLE CHANGE:
Department: Leadership Studies
Current Course Number and Title: LS 720, Public School Finance
New Course Title: Financial Models in Education
Rationale: Course is being expanded to accommodate issues across education levels (i.e., public school, community and technical college, and higher education).
Catalog Description: This course examines concepts in the financing and economics of education in multiple education environments.

Request for Graduate Course Deletion

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy (without signatures), to the Graduate Council Chair. If attachments included, merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and signed hard copy.**
4. Additionally, attach a copy of your written notification and any response(s) regarding this course deletion to other Departments/Divisions which advise students to enroll in this course as a prerequisite, co-requisite, or as an approved elective.

College COEPD   Dept/Div. Leadership Studies

Contact Person Bobbi Nicholson   Phone 62094

Current Course Number and Title LS 725

Rationale for Course Deletion All students admitted to the LS EdD major are now admitted as simply LS students (major code GEJ0). There is thus no longer a need for separate finance courses for higher education and public school majors, hence the request to delete the LS 725 course.

Final term and year this course is to be offered: Fall 20 [ ]   Spring 20 [ ]   Summer 20 [16]

Course being ADDED in place of this DELETION. NOTE: A course ADDITION request form is also required.

Course Number and Title [ ]   Credit Hrs. [ ]

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _____ Date 8-29-16

Registrar _____ 130401 _____ Date 9-12-16

College Curriculum Chair _____ Date 9-14-16

Graduate Council Chair _____ Christofero _____ Date 11-6-16

Form updated 10/2011   Page 1 of 2

Please insert in the text box below your course deletion summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:
Course Number and Title:
Rationale for deletion:
Final Term Offered:
Courses added *(if any)*:

Department: Leadership Studies
Course # and Title: LS 725, Higher Education Finance

Rationale: The major concentrations in the LS curriculum of the EdD program (i.e., public school, community and technical college, and higher education) were discontinued effective summer 2016 due to small enrollment figures in the public school and CTC majors. All students admitted to the LS EdD major are now admitted as simply LS students (major code GEJ0). There is thus no longer a need for separate finance courses for higher education and public school majors, hence the request to delete the LS 725 course.

Final Term Offered: Summer, 2016

Course Added: There is no course addition since the LS 720 number will be used for all LS majors. (See accompanying request to change course title.)

Request for Graduate Course Change

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College: COEPD   Dept/Division: Leadership Studies   Current Alpha Designator/Number: LS 740

Contact Person: Bobbi Nicholson   Phone: 62094

CURRENT COURSE DATA:

Course Title: Public School Law
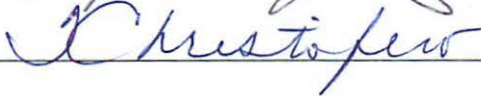
Alpha Designator/Number: | L | S | | 7 | 4 | 0 | | | |

Title Abbreviation: | P | U | B | L | I | C | | S | C | H | O | O | L | | L | A | W | | | | | | | | |

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Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _____   Date _8-29-16_

Registrar _____   Date _11-11-16_

College Curriculum Chair _____   Date _11-8-16_

Graduate Council Chair _____   Date _11-6-16_

College: COEPD   Department/Division: Leadership Studies   Alpha Designator/Number: LS 740

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☒ YES   ☐ NO

From | P | U | B | L | I | C | | S | C | H | O | O | L | | L | A | W | | | | | | | | | | | | | (limited to 30 characters and spaces)

To | L | E | G | A | L | | I | S | S | U | E | S | | I | N | | E | D | U | C | A | T | I | O | N | | | | |

If Yes, Rationale | Course is being expanded to accommodate issues across education levels (i.e., public school, community and technical college, and higher education).

Change in COURSE ALPHA DESIGNATOR:

From: [   ]   To [   ]   ☐ YES   ☒ NO

If Yes, Rationale |

Change in COURSE NUMBER: ☐ YES   ☒ NO

From: [   ]   To: [   ]

If Yes, Rationale |

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale |

Change in CATALOG DESCRIPTION: ☒ YES   ☐ NO   IF YES, fill in below:

From | This course presents the effect of case, statutory, and constitutional law as adjudicated in state and federal courts on public school operation. (PR: Principal or supervisor certificate or consent)

To | This course examines various legal issues in education in multiple education environments.

If Yes Rationale | Description needs to expand to take into account the merging of content from multiple education environments (i.e., public school, community and technical college, and higher education).

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☒ YES ☐ NO

From
The current course content focuses only on legal issues and models in public (i.e., K-12) education.

To
The course content will expand to focus on legal issues and models in multiple education environments (i.e., public school, community and technical college, and higher education).

Rationale
Students who enroll in the course from this date forward will be educators in multiple environments rather than only in public education.

College: COEPD   Department: Leadership Studies

Course Number/Title LS 740

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

LS 745

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE
Department:
Course Number and Title:
Rationale:
Course Description (old)
Course Description: (new)
Catalog Description:

COURSE NUMBER CHANGE
Department:
Current Course Number/Title:
New Course Number:
Rationale:
Catalog Description:
Credit hours:

COURSE TITLE CHANGE
Department:
Current Course Number/Title:
New Course Title:
Rationale:
Catalog Description:

COURSE DESCRIPTION CHANGE
Department: Leadership Studies
Course Number and Title: LS 740, Higher Education Law
Rationale: Course is being expanded to accommodate issues across education levels (i.e., public school, community and technical college, and higher education).
Course Description (old): This courses examines legal concepts and issues in the K-12 environment in education.
Course Description (new): This course examines various legal concepts and issues in multiple education environments.
Catalog Description: This course examines various legal issues in education in multiple education environments.

COURSE TITLE CHANGE:
Department: Leadership Studies
Current Course Number and Title: LS 740, Higher Education Law
New Course Title: Legal Issues in Education
Rationale: Course is being expanded to accommodate issues across education levels (i.e., public school, community and technical college, and higher education).
Catalog Description: This course examines various legal issues in education in multiple education environments.

Request for Graduate Course Deletion

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy (without signatures), to the Graduate Council Chair. If attachments included, merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and signed hard copy.**
4. Additionally, attach a copy of your written notification and any response(s) regarding this course deletion to other Departments/Divisions which advise students to enroll in this course as a prerequisite, co-requisite, or as an approved elective.

College | COEPD | Dept/Div. | Leadership Studies

Contact Person | Bobbi Nicholson | Phone | 62094

Current Course Number and Title | LS 745 | *[handwritten, illegible]*

Rationale for Course Deletion | All students admitted to the LS EdD major are now admitted as simply LS students (major code GEJ0). There is thus no longer a need for separate law courses for higher education and public school majors, hence the request to delete the LS 745 course.

Final term and year this course is to be offered: Fall 20 **16**   Spring 20 [ ]   Summer 20 [ ]

Course being ADDED in place of this DELETION. NOTE: A course ADDITION request form is also required.

Course Number and Title | [blank] | Credit Hrs. | [blank]

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head __*[signature]*__ Date 8-29-16

Registrar __*Sonja H Cantrell*__ 130401 Date 9-12-16

College Curriculum Chair __*[signature]*__ Date 9-14-16

Graduate Council Chair __*TChristofero*__ Date 11-6-16

Form updated 10/2011

Please insert in the text box below your course deletion summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:
Course Number and Title:
Rationale for deletion:
Final Term Offered:
Courses added *(if any)*:

Department: Leadership Studies
Course # and Title: LS 745, ~~Higher Education~~ Law

Rationale: The major concentrations in the LS curriculum of the EdD program (i.e., public school, community and technical college, and higher education) were discontinued effective summer 2016 due to small enrollment figures in the public school and CTC majors. All students admitted to the LS EdD major are now admitted as simply LS students (major code GEJ0). There is thus no longer a need for separate law courses for higher education and public school majors, hence the request to delete the LS 745 course.

Final Term Offered: Fall, 2016

Course Added: There is no course addition since the LS 740 number will be used for all LS majors. (See accompanying request to change course title.)

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. *The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.*

College: CoEPD   Dept/Division:CI & LS   Current Alpha Designator/Number: LS 776

Contact Person: Lisa Heaton (CI) and Louis Watts (LS)   Phone: 6-2026 (Heaton)

CURRENT COURSE DATA:

Course Title: Computer Analysis in Doctoral Research

Alpha Designator/Number: | L | S | | 7 | 7 | 6 | | | |

Title Abbreviation: | C | o | m | p | | A | n | a | l | y | s | i | s | | i | n | | D | o | c | | R | e | s | |

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving:
course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _(signatures)_ Lisa A. Heaton	Date	8-29-16
Registrar _Sonya G Canterbury_ 130401	Date	9-12-16
College Curriculum Chair _(signature)_	Date	9-14-16
Graduate Council Chair _Christofero_	Date	11-6-16

College: CoEPD   Department/Division: LS & CI   Alpha Designator/Number: LS 776

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES   ☒ NO

From [| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |] (limited to 30 characters and spaces)

To [| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |]

If Yes, Rationale [ ]

Change in COURSE ALPHA DESIGNATOR:

From: [L][S][ ][ ]   To [E][D][F][ ]   ☒ YES   ☐ NO

If Yes, Rationale: Computer Analysis is shared and used by Doctor of Education candidates working in C&I and LS. We want to change the alpha-designator from LS (leadership studies) to EDF (educational foundations) since it is a foundational course for both groups of students, not just those completing the leadership specialization.

Change in COURSE NUMBER: ☐ YES   ☒ NO

From: [| | |]   To: [| | |]

If Yes, Rationale [ ]

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale [ ]

Change in CATALOG DESCRIPTION: ☒ YES   ☐ NO   IF YES, fill in below:

From | This course provides the development of skills and competencies in data analysis and management. It is designed for doctoral students in the data analysis stage of dissertation preparation. (PR: Consent)

To | This course provides the development of computer-based skills and competencies for applying statistical concepts and procedures when conducting research. (PR: EDF 676 or similar)

If Yes Rationale | Revisions are more specific about the course content and remove details related to timing (when students take the course). For practical purposes, such as course rotations, the originally planned timing for the course has never worked in practice.

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO   If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

College: CoEPD   Department: LS & CI

Course Number/Title LS 776 Computer Analysis in Doctoral Research

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

> Doctor of Education (Ed.D.) including specializations in Curriculum and Instruction and Leadership Studies

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

> Not Applicable

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

> Not Applicable

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE	COURSE NUMBER CHANGE	COURSE TITLE CHANGE
Department:	Department:	Department:
Course Number and Title:	Current Course Number/Title:	Current Course Number/Title:
Rationale:	New Course Number:	New Course Title:
Course Description (old)	Rationale:	Rationale:
Course Description: (new)	Catalog Description:	Catalog Description:
Catalog Description:	Credit hours:	

Course Change (alpha-designator and catalog description)
Department: Leadership Studies and Curriculum & Instruction
Current #/Title: LS 776 Computer Analysis in Doctoral Research
New #/Title: EDF 776 Computer Analysis in Doctoral Research
Rationale: Alpha-Designator Change - Computer Analysis is shared and used by Doctor of Education candidates working in C&I and LS. We want to change the alpha-designator from LS (leadership studies) to EDF (educational foundations) since it is a foundational course for both groups of students, not just those completing the leadership specialization. Catalog Description Change - Revisions are more specific about the course content and remove details related to timing (when students take the course). For practical purposes, such as course rotations, the originally planned timing for the course has never worked in practice.
Old Catalog Description: This course provides the development of skills and competencies in data analysis and management. It is designed for doctoral students in the data analysis stage of dissertation preparation. (PR: Consent)
New Catalog Description: This course provides the development of computer-based skills and competencies for applying statistical concepts and procedures when conducting research. (PR: EDF 676 or similar)
Credit Hours: 3

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. *The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.*

College: COLA   Dept/Division:Psychology   Alpha Designator/Number: PSY 697   ⦿ Graded   ○ CR/NC

Contact Person: Marianna Linz   Phone: 6-2774

NEW COURSE DATA:

New Course Title: Seminar: Advanced Research in Psychology

Alpha Designator/Number: | P | S | Y | | 6 | 9 | 7 | | |

Title Abbreviation: | S | e | m | : | A | d | ∀ | | R | e | s | | i | n | | P | s | y | c | h | o | l | o | y | |

(Limit of 25 characters and spaces)

Course Catalog Description: (Limit of 30 words)
This seminar will provide advanced coverage of topics related to the design of research in psychology. Students in the seminar will gain experience planning an independent research project.

Co-requisite(s):

First Term to be Offered: ~~Summer, 2016~~ *Spring '17*

Prerequisite(s): PSY 517 or PSY 623   Credit Hours: 3

Course(s) being deleted in place of this addition (*must submit course deletion form*):

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _M—My_	Date _2/17/16_
Registrar _Roberta Ferguson_ 420101	Date _2/18/16_
College Curriculum Chair _Kevin Law_	Date _3/2/16_
Graduate Council Chair _Christofero_	Date _11-6-16_

Form updated 10/2011   Page 1 of 5

College: COLA   Department/Division: Psychology   Alpha Designator/Number: PSY697

Provide complete information regarding the new course addition for each topic listed below. Before routing this form, a complete syllabus also must be attached addressing the items listed on the first page of this form.

1. FACULTY: Identify by name the faculty in your department/division who may teach this course.

Melissa Atkins, April Fugget, Marianna Linz, Tom Linz, Paige Muellerleile, Chris Legrow, Dawn Howerton, Jeff Boggess

2. DUPLICATION: If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the proposal. Enter "**Not Applicable**" if not applicable.

Not applicable

3. REQUIRED COURSE: If this course will be required by another deparment(s), identify it/them by name. Enter "**Not Applicable**" if not applicable.

Not appicable

4. AGREEMENTS: If there are any agreements required to provide clinical experiences, attach the details and the signed agreement. Enter "**Not Applicable**" if not applicable.

Not applicable

5. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials to teach this course, attach an estimate of the time and money required to secure these items. (Note: Approval of this form does not imply approval for additional resources.) Enter "**Not Applicable**" if not applicable.

Not applicable

6. COURSE OBJECTIVES: (May be submitted as a separate document)

See attached sample syllabus

7. COURSE OUTLINE   (May be submitted as a separate document)

See attached sample syllabus

8. SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATES (May be submitted as a separate document)

See attached sample syllabus

9. EXAMPLE OF INSTRUCTIONAL METHODS (Lecture, lab, internship)

10. EXAMPLE EVALUATION METHODS (CHAPTER, MIDTERM, FINAL, PROJECTS, ETC.)

See attached sample syllabus

11. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE/GRADUATE COURSE

See attached sample syllabus

12. PROVIDE COMPLETE BIBLIOGRAPHY   (May be submitted as a separate document)

See attached sample syllabus

Please insert in the text box below your course summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:
Course Number and Title:
Catalog Description:
Prerequisites:
First Term Offered:
Credit Hours:

Department: Psychology

Course number and title: PSY 697: Seminar: Advanced Research in Psychology

Catalog Description: This seminar will provide advanced coverage of topics related to the design of research in psychology. Students in the seminar will gain experience planning an independent research project.

Prerequisites: PSY 517 or PSY 623

First Term Offered: Summer, 2016

Credit Hours: 3

PSY 697: Seminar: Advanced Research in Psychology
Spring 2016

Instructor: Dr. Melissa Atkins
Office: 323 Harris Hall
Email: stinson8@marshall.edu
Office phone: 696-2779
Office Hours: T/Th 8-9:30, 12:15-1:45; W 8-12; & by appointment

Required Texts:

Schweigert, W.A. (2012). *Research Methods in Psychology: A Handbook* (3rd edition). Long Grove, IL: Waveland.

Recommended Texts:

Galvan, J.L. (2013). *Writing Literature Reviews: A Guide for Students of the Social and Behavioral Sciences* (5th edition). California: Pyrczak.

Publication Manual of the APA, 6th ed, 2009.

Course Description: Reports on current problems and literature in psychology and related fields; professional ethics.

University Policies:

By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or you can access the policies directly by going to http://www.marshall.edu/academic-affairs/?page_id=802

Academic Dishonesty/Excused Absence Policy for Undergraduates/Computing Services Acceptable Use/Inclement Weather/Dead Week/Students with Disabilities/Academic Forgiveness/Academic Probation and Suspension/Academic Rights and Responsibilities of Students/Affirmative Action/Sexual Harassment

Course Policies:

Attendance: Attendance in class is essential in this course. Therefore, you are permitted one unexcused absence; any unexcused absence after that will result in a drop of one letter in your final course grade. You should obtain a University excuse for any eligible absences in this course.

Honesty Policy: Plagiarism will not be tolerated in this class and will result in an automatic failing grade for the course. Plagiarism includes direct copying of entire papers as well as significant portions of sources without giving them proper credit. To avoid plagiarism, cite all information appropriately and paraphrase rather than quote. Sources will be checked for accuracy. Any incorrect sources will be assumed falsified and will result in a grade reduction.

Late Assignments: The pace of this course is very fast and depends on your keeping up with the deadlines associated with the project. Deadlines will not be extended except in the case of significant emergencies. ***Drafts will not be accepted late except in the case of significant emergencies*** – a score of 0 will be entered instead. Please budget your time wisely throughout the semester.

Program Student Learning Outcomes:

Upon completion of the MA in Psychology from Marshall University, students will:

1. Evaluate and integrate major concepts, theoretical perspectives, empirical findings, and historical trends in psychology.
2. Evaluate and integrate basic research methods psychology, research design, data analysis, and interpretation.
3. Examine critical thinking, skeptical inquiry, and, when possible, scientific approaches to solve problems related to behavior and mental processes.
4. Develop information competence and the ability to use computers and other technology for many purposes
5. Critique effectively in a variety of formats.

Course Outcomes:

Course Outcomes	Opportunities to Practice Course Outcome	Course Outcome Assessment(s)	Program Outcome
Articulate and describe the basic research methods and designs in psychology	Lecture, in-class activities, homework	Exam	2
Design a research methodology to study an empirical question	Discussion of proposal, writing proposal	Proposal	2, 3
Integrate the literature in an area of research	Discussion of literature review, writing proposal	Proposal	1
Critique a literature review and methodology	Editor	Editor	5

Student Evaluation:

Research Proposal: The primary assignment in this course is the completion of a literature-based research proposal. This proposal will include a plan for data collection and analysis. The area chosen for this proposal must be based in a major discipline of psychology and be relevant to current research literature. The topic may be either basic or applied. The proposal will be presented in both written and oral form during the course of the class. There will be several deadlines during the semester for which various parts of the proposal will be due. ***Deadlines will not be extendable except in the case of significant emergencies***.

Editor: Students will be paired up with one another to serve as editors for the research proposal. The role of the editor is to review the draft for mechanical/technical errors as well as content and flow. Each student will receive a grade as editor in the course.

Exams: There will be one cumulative essay exam which will cover all material in the course. Students will be provided with the test questions 1 week in advance; the instructor will select a portion of those for the exam.

Course Grades:

Proposal topic ideas	10 points	Total Possible:	400 points
Proposal topic and citations	15 points		
Literature review outline	25 points	Grading Scale:	
First draft of literature review	25 points	90-100% = A	
First draft of methods	25 points	80-89% = B	
Final proposal	100 points	70-79% = C	
Editor	50 points	60-69% = D	
Oral Presentation	50 points	0-59% = F	
Exam	100 points		

Tentative Course Schedule

1/12	Introduction to the Course Chapter 1: Introduction to the Scientific Method
1/19	Chapter 3: The Research Process ***Discussion of Proposal Topics – Come with ideas***
1/26	Chapter 4: Research Reports and Literature Searches Writing a Literature Review Research Hypotheses ***Come with final topic and citations of 5 relevant articles*** *Discussion of outlines and methodology*
2/2	Chapter 5: The Role of Statistics in Research *Discussion of statistics for proposals* *Writing a method section* ***Literature Review Outlines due***
2/9	Chapter 2: Ethics in Research ***First Draft of Method due to editor*** *Discussion of Outlines*
2/16	Chapter 6: Introduction to Experimentation and the Between-Groups Design Chapter 7: The Within-Subjects Design *Discuss Method with editor*
2/23	Chapter 8: Quasi-Experimental Designs Chapter 9: Factorial Designs and Correlational Studies ***First Draft of Method due to instructor***
3/1	Chapter 10: Using Natural Settings Chapter 11: Surveys and Interviews ***First Draft of Literature Review due to editor***
3/8	Chapter 12: Single-Subject Designs Chapter 13: Physical Trace and Archival Data Studies *Discuss Literature Review with editor*
3/15	**Cumulative Exam**
3/22	*No Class: Spring Break*
3/29	Outside Readings: Qualitative Methods ***First Draft of Literature Review due to instructor***
4/5	*No Class: Individual Meetings with Instructor (during office hours or class time)*
4/12	Presentations
4/19	Presentations
4/26	Presentations
5/3	**No Class Meeting – Final Proposals Due via Email by 6:30pm**

Any changes to this schedule will be announced in class & emailed to you as far in advance as possible.

Research Proposal

Your research proposal accounts for most of your final grade in this course. The following guidelines should help you in preparing your paper and presentation to maximize your final grades. Various steps are due throughout the semester, as listed in the course schedule. More details will be provided along the way.

This proposal should be a thesis-level proposal – the literature review should be both specific and thorough and the methods should be detailed. It should be a study that could be carried out in about a year's time. This is not a paper that you can put off until the last minute. You should begin researching your literature as soon as you have chosen a topic. You should choose your topic before our next class meeting.

Literature Review
Your review should cover **_all_** literature relevant to your topic. You should use such resources as Interlibrary Loan when necessary to guarantee that you have included all necessary literature. The literature should be somewhat specific to your area of study, but broad enough that the reader has an understanding of how your topic fits into the framework of the larger body of research.

Your first draft will be graded on organization, flow, and how thorough your research is. Your final draft will be graded on how well you have integrated suggested changes into your manuscript, thereby improving upon the first draft.

Method
Your method section should provide a detailed account of how you plan to carry out your research project. It should generally have 4-5 sections – Participants, Materials, Apparatus, Procedure, and Analysis. This section should be as detailed as possible.

Your first draft will be graded primarily on detail, appropriateness of the methodology and analysis plan, and feasibility of the methodology. Your final draft will be graded on how well you integrate suggested changes into your method, thereby improving upon the first draft.

Oral Presentation
Students are required to give a presentation on their project, which will be followed with questions from classmates; each student should speak for at least 15 minutes, and should not take more than 30 minutes (including questions from the class). This presentation should summarize the literature and then provide a detailed account of the proposed methodology. You should assume that your audience has little to no understanding of your topic; therefore, you need to speak simply and provide definitions to any terms that may be unfamiliar. The presentation is worth 50 points, which will be allocated as follows:
- Presentation – 40 points
  Should not read your presentation
  Should be prepared and practiced
  Should speak slowly and clearly
  Should be logical and well-organized
  Should be clear and detailed
- Asking substantive questions of other students – 10 points
  Ask at least 4 questions of other students following their presentations (2.5 points per question)
- Timing Penalty
  Loss of 2 points per minute under 15 minutes
  Loss of 2 points per minute over 25 minutes (speaking time)
- Attendance Penalty
  Loss of 5 points for each presentation day you are absent (unexcused)

Please note that late drafts will NOT be accepted, except in the case of significant emergency. You should begin working on this project immediately so that you do not fall behind. Keep in mind the pace of this course as your plan your topic – do not choose something that will be too ambitious for you to complete in this semester.

PSY 697
Bibliography

American Psychological Association (2009). *Publication Manual of the American Psychological Association (6th ed)*. Washington, DC: America Psychological Association.

Galvan, J.L. (2014). *Writing Literature Reviews: A Guide for Students of the Social and Behavioral Sciences (6th ed)*. Glendale, CA: Pyrcazk Publishing.

Gaultney, J.F., & Peach H.D. (2016). *How to Do Research: 15 Labs for the Social and Behavioral Sciences*. Thousand Oaks, CA: Sage Publishing.

Haslam, S.A., & McGarty, C. (2014). *Research Methods and Statistics in Psychology (2nd ed)*. Thousand Oaks, CA: Sage Publishing.

McBride, D.M. (2016). *The Process of Research in Psychology (3rd ed)*. Thousand Oaks, CA: Sage Publishing.

Privitera, G.J. (2016). *Research Methods for the Behavioral Sciences (2nd ed)*. Thousand Oaks, CA: Sage Publishing.

Schweigert, W.A. (2012). *Research Methods in Psychology: A Handbook (3rd ed)*. Long Grove, IL: Waveland Press.

Request for Graduate Addition, Deletion, or Change of a Major or Degree

NOTE: Before you submit a request for a new Major or Degree, you must submit an INTENT TO PLAN form. Only after the INTENT TO PLAN goes through the approval process are you ready to submit this request for a new Major or Degree. For detailed information on new programs please see: http://wvhepcdoc.wvnet.edu/resources/133-11.pdf.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures to the Graduate Council Chair.
3. *The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.*

College: CITE

Dept/Division: Applied Science and Technology

Contact Person: Tracy Christofero

Phone: 746-2078

Degree Program | Technology Management
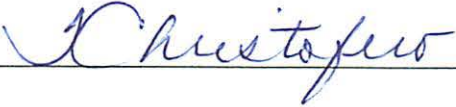
Check action requested: ☐ Addition ☐ Deletion ☒ Change

Effective Term/Year   Fall 20 ☐   Spring 20 17   Summer 20 ☐

Information on the following pages must be completed before signatures are obtained.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head	Date 8-15-16
College Curriculum Chair	Date 8/24/16
College Dean	Date 08/24/2016
Graduate Council Chair _Christofero_	Date 11-6-16
Provost/VP Academic Affairs	Date
Presidential Approval	Date
Board of Governors Approval	Date

Form updated 3/2012

Page 1 of 5

Please provide a rationale for addition, deletion, change: (May attach separate page if needed)

- To remain competitive in the market, degree hours are changed from 36 to 30 hours.
- To assure required courses are available to all TM students regardless of their physical location, non-distance learning-enabled courses are removed from the degree's required core courses. This will assure remote students do not have to take courses from other universities then transfer the credits back to Marshall. It will also make the TM degree available to eCampus students.

Please describe any changes in curriculum:
List course number, title, credit hours. Note whether each course is required or optional. Enter NONE if no change. (May attach separate page if needed)
- EM620 HR in Organizations (3 hrs) is an Engineering Management course that has been required in the Technology Management degree curriculum. HR, leadership, and management are taught in other TM core courses that are available to remote students, therefore the Engineering course is not necessary as a course in the TM degree curriculum.
- EM660 Project Management (3 hrs) is an Engineering Management course that has been required in the TM curriculum. Because this course is not available to remote/distance students and students are being advised to take it elsewhere, this course will be designated as an elective in some Areas of Emphasis rather than a required course so all students can complete their TM degree from Marshall.
- EM694 Engineering Law (3 hrs) is an Engineering Management course used as a core course alternative to TM615 Information Technology Strategies. Engineering Law is not necessary for Technology Management; Information Technology Strategies are.

1. ADDITIONAL RESOURCE REQUIREMENTS: If your program requires additional faculty, equipment or specialized materials to ADD or CHANGE this major or degree, attach an estimate of the time and money required to secure these items.
NOTE: Approval of this form does not imply approval for additional resources. Enter NONE if not applicable.

NONE

2. NON-DUPLICATION: If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the request and any response received from them. Enter NONE if not applicable.

NONE

For catalog changes as a result of the above actions, please fill in the following pages.

3. *Current* Catalog Description
Insert the *Current* Catalog Description and page number from the latest catalog for entries you would like to change.
(May attach separate page if needed)

See attached

4. *Edits* to the Current Description
Attach a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

5. *New* Catalog Description

Insert a 'clean' copy of your proposed description, i.e., no strikethroughs or highlighting included. This should be what you are proposing for the new description. (May attach separate page if needed)

See attached

Please insert in the text box below your change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:
Major or Degree:
Type of Change: *(addition, deletion, change)*
Rationale:

Department: CITE - Applied Science and Technology
Major or Degree: Technology Management
Type of Change: Change
Rationale: To remain competitive in the market, degree hours are changed from 36 to 30 hours. And to assure required courses are available to all TM students regardless of their physical location, non-distance learning-enabled courses are removed from the degree's required core courses. This will assure remote students do not have to take courses from other universities then transfer the credits back to Marshall. It will also make the TM degree available to eCampus students.

SFT	597	Occupational Safety Program Development
SFT	645	Safety Engineering & Equipment Design
SFT	660	Human Factors in Accident Prevention (OR)
SFT	560	Fundamentals of Ergonomics
ES	550	Environmental Law I

Electives:

9 hours chosen with advisor to give the student 18 hours of 600-level courses

Total hours including core, required, and elective courses.................................36

Area of Emphasis in Mine Safety

The Mine Safety graduate program is offered in cooperation with the National Mine Safety and Health Academy (MSHA), Beckley, WV. The program is designed for underground and surface mining and is applicable to all aspects of the metallic and non-metallic mining industry. Typically students are MSHA employees and have five or more years experience in the mining industry; a technical background is required. A limited number of non-MSHA employees are permitted into the program; preference will be given to those with mining experience. The Division Chair of Applied Science Technology grants permission for admission to this area of emphasis. Only students admitted to Mine Safety will be eligible to take courses. Please contact the Division Chair for further information prior to applying for admission to this program.

Minor in Safety

Graduate students from other majors may obtain a graduate Minor in Safety by completing any three Safety Technology courses at the 500-level or 600-level for a total of nine hours of graduate work, with written permission in advance from the student's academic advisor and the Department Chair prior to the student taking the courses.

TECHNOLOGY MANAGEMENT, M.S.
Areas of Emphasis
Environmental Management
Information Security
Information Technology
Manufacturing Systems
Pharmacy (see TM Program Coordinator)
Transportation Systems and Technology
Graduate Certificate in Information Security
Graduate Certificate in Bioinformatics
Graduate Certificate in Technology Management

Program Description

The M.S. in Technology Management degree program is designed primarily for working professionals with both technical and non-technical backgrounds who want a better understanding of technological change and its relevance to competitiveness and business strategy. Program coursework has a practical emphasis, with real-world projects designed to develop skills that can be put to use on the job immediately. Courses are currently available in Huntington and South Charleston with several courses offered online or virtually. Program benefits:

- Learn how to evaluate and use technology to meet changing customer needs and markets
- Learn how to weigh the costs/benefits of technology decisions
- Understand the effects of technological change on organizations and how to help people adapt to change
- Learn about technology life cycles and how to evaluate emerging technologies
- Explore common problems of management and organizations–and their relationships to technology
- Understand the interrelationships of quality, productivity, and technology
- Network with other professionals

Courses are offered using a variety of delivery methodologies to accommodate working and remote students. Most courses are available live on one of the Marshall campuses. Many also use an Internet-based learning management system so students may choose to attend live or via the Internet. Some classes are 100% online.

(continued)

Admission Requirements

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website at *www. marshall.edu/graduate/admissions/how-to-apply-for-admission.*

1. *General Admissions Requirements*

   Each applicant for admission must have an undergraduate degree from an accredited college or university (there is no stipulation concerning the undergraduate major) and must satisfy at least ONE of the following criteria
   - Score at the mean or above on the verbal GRE
   - Score at the mean or above on the quantitative GRE
   - Score at the mean or above on the analytical GRE
   - Score at the mean or above on the GMAT
   - Have an undergraduate GPA of 2.50 or above
   - Have previously completed a master's degree from an accredited college or university.
   - Have 10 or more years of documented relevant professional work experience

2. *Program Requirements*

   In addition to the general requirements all students must complete the following:
   - Submit a written summary (2 typewritten pages maximum) of education and professional experiences, and career goals related to the TM program including the Area of Emphasis the applicant is interested in pursuing.
   - Complete an interview with the TM program coordinator or designee, with part of the interview consisting of discussion of the written summary.

Degree Requirements

Degree requirements consist of seven core courses (21 semester hours), four area-of-emphasis courses (12 semester hours), and a capstone project (3 semester hours), for a total of 36 semester hours. You must have the Technology Management advisor's approval to enroll in Technology Management degree program courses.

Plan of Study

A Plan of Study approved by the student's advisor must be on file before the student registers for his or her 12th semester hour. The Plan of Study is a student's "blueprint" for completing graduation requirements.

Core Courses

TM	610	Technology and Innovation Management
TM	612	Economic and Financial Analysis for Technology Management
TM	620	Technology Planning
TM	630	Quality and Productivity Methods
EM	620	Management of Technical Human Resources and Organizations
EM	660	Project Management

Plus one of the following:

TM	615	Information Technology Strategies
EM	694	Engineering Law

Each student selects an area of emphasis, consisting of four courses. Currently, the following emphases are available:

Environmental Management:

Environmental Regulations
Environmental Risk Assessment
Environmental Management Systems
One course selected from among:
    Hazardous Waste Management, Environmental Site Assessment, or Geographic Information Systems

Information Security:

Information Security
Communication and Network Technologies
Computer Systems Security
One additional 3 credit hour elective, chosen from TM or IS courses, with permission of the student's advisor

Information Technology:

Four approved courses from the following list:
Computing and Information Systems Technologies
Communication and Network Technologies
Multimedia Production and Electronic Information Dissemination
Geographic Information Systems
Health Informatics
Software Engineering
Information Security
Computer Systems Security
Other courses may be taken with permission of the student's advisor.

Manufacturing Systems:

Applied Computer Integrated Manufacturing
Modern Manufacturing Concepts
Two courses selected from:
> Applied statistics
> Operations Research I
> Operations Management

Other courses with permission of the advisor

Transportation Systems and Technologies:

This area of emphasis is offered in cooperation with the Nick J. Rahall II Appalachian Transportation Institute.
> Intelligent Transport Systems - Three courses, selected with Technology Management Advisor approval. Possible choices include: Traffic Engineering, Safety in Transportation, Human Factors in Accident Prevention, Traffic Safety Management, Urban and Regional Planning, Engineering Law, Operations Research I, Operations Research II, Transportation Systems, Geographic Information Systems. Some of these courses have prerequisites; students taking the courses must meet prerequisites.

The technology management capstone project (TM 699) will be work related, oriented toward the area of emphasis, and directed by an academic advisor.

Graduate Certificate in Information Security

Evidence of information security coursework is required for many federal and Department of Defense (DoD) funded projects. This certificate will meet the government requirements for certification and continuing education for several security certifications.

Admission Requirements

Students may pursue the graduate certificate while enrolled in the Technology Management M.S. program OR as a certificate-only student. Students already enrolled in the M.S. degree program should submit to Graduate Admissions a Secondary Program Request form: *www.marshall.edu/graduate/secondary-program-request-form.*

Applicants interested in the certificate-only program should apply for admission to Marshall University as a Certificate/Professional Development student and select on the application form the Certificate in Information Security. The admissions requirements for the certificate program are the same as for the Technology Management M.S. program.

Curriculum

IS	631	Information Security
IS	656	Communications and Network Technologies
IS	646	Computer Systems Security
IS	647	IT Disaster Planning & Recovery
TM	615	IT Strategies

Credit Hours: 15 – All required

Graduate Certificate Program in Bioinformatics

The Marshall University bioinformatics certificate is designed to develop a working understanding of a variety of techniques and methods for analyzing vast amounts of biological data. The source of information may be associated with recent genomic research, but may also include data sets related to other complex biological problems involving such topics as structure modeling, database mining, and visualization.

The certificate is designed to complement existing degrees and to suit the needs of students and professionals who want to specialize in the fast-expanding field of bioinformatics. The certificate curriculum is interdisciplinary and includes courses from the College of Science, the College of Information Technology and Engineering, and the Joan C. Edwards School of Medicine. Through completion of the certificate, student will have acquired the necessary skills to analyze and interpret the large data sets using various bioinformatics tools.

Students who should apply for the certificate program would be biology, mathematics, chemistry, physics, and medical/biomendical students or medical doctors who desire to acquire skills required to understand bioinformatics methods and technology; computer science students who wish to understand biological concepts that can be analyzed using their programming skills; or health care proccessionals (medical, pharmaceutical, and agricultural industries) who desire to acquire bioinformatics knowledge relevant to their fields of expertise.

Students will earn the certificate by completing 15 credit hours, including 9 credit hours from 3 core courses, 3 credit hours from a first elective course, and another 3 credit hours from a second elective.

Admissions Requirements

1. Both senior-level undergraduate students with overall GPAs of at least 2.75 and graduate students may enroll in the certificate program.

2. Both undergraduate and graduate students must satisfy the following prerequisite requirement: Successful completion (grade of *C* or better) of MTH 140 or MTH 229, and one of MTH 225, MTH 326, or MTH 345.

Curriculum

Required courses:

CS	505	Computing for Bioinformatics
BSC	550	Molecular Biology
CS	645	Advanced Topics in Bioinformatics

Elective I (choose one from the following):)

BSC	543	Microbial Genetics
CS	510	Database Systems.

Elective II (choose one from the following):)

BSC	617	Statistical Techniques for Biomedical Sciences
MTH	518	Biostatistics
CS	540	Digital Image Processing
CS	630	Machine Learning

Total Certificate requirements: 15 credit hours

Graduate Certificate in Technology Management

Completion of the seven core courses will qualify a student for a certificate in Technology Management, if he/she elects not to complete the Technology Management degree.

Admission Requirements

An applicant interested in the certificate program should apply for admission to Marshall University as a Certificate/Professional Development student and indicate the Certificate in Technology Management on the application. The admission requirements for the certificate program are the same as for the M.S. in Technology Management degree.

Curriculum

TM	610	Technology and Innovation Management
TM	612	Economic and Financial Analysis for Technology Management
TM	620	Technology Planning
TM	630	Quality and Productivity Methods
EM	620	Management of Technical Human Resources and Organizations
EM	660	Project Management

Plus one of the following:

TM	615	Information Technology Strategies
EM	694	Engineering Law

w/ edits

TECHNOLOGY MANAGEMENT, M.S.

Areas of Emphasis
Environmental Management
Information Security
Information Technology
Manufacturing Systems
Pharmacy (see TM Program Coordinator)
Transportation Systems and Technology

Graduate Certificate in Information Security

~~Graduate Certificate in Bioinformatics~~

Graduate Certificate in Technology Management

Program Description

The M.S. in Technology Management degree program is designed primarily for working professionals with both technical and non-technical backgrounds who want a better understanding of technological change and its relevance to competitiveness and business strategy. Program coursework has a practical emphasis, with real-world projects designed to develop skills that can be put to use on the job immediately. Courses are currently available in Huntington and South Charleston with several courses offered online or virtually. Program benefits:

- Learn how to evaluate and use technology to meet changing customer needs and markets
- Learn how to weigh the costs/benefits of technology decisions
- Understand the effects of technological change on organizations and how to help people adapt to change
- Learn about technology life cycles and how to evaluate emerging technologies
- Explore common problems of management and organizations—and their relationships to technology
- Understand the interrelationships of quality, productivity, and technology
- Network with other professionals

Courses are offered using a variety of delivery methodologies to accommodate working and remote students. Most courses are available live on one of the Marshall campuses. Many also use an Internet-based learning management system so students may choose to attend live or via the Internet. Some classes are 100% online.

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Admission Requirements

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website at *www.marshall.edu/graduate/admissions/how-to-apply-for-admission.*

1. *General Admissions Requirements*

Each applicant for admission must have an undergraduate degree from an accredited college or university (there is no stipulation concerning the undergraduate major) and must satisfy at least ONE of the following criteria

- Score at the mean or above on the verbal GRE
- Score at the mean or above on the quantitative GRE
- Score at the mean or above on the analytical GRE
- Score at the mean or above on the GMAT
- Have an undergraduate GPA of 2.50 or above
- Have previously completed a master's degree from an accredited college or university.
- Have 10 or more years of documented relevant professional work experience

2. *Program Requirements*

In addition to the general requirements all students must complete the following:

- Submit a written summary (2 typewritten pages maximum) of education and professional experiences, and career goals related to the TM program including the Area of Emphasis the applicant is interested in pursuing.
- Complete an interview with the TM program coordinator or designee, with part of the interview consisting of discussion of the written summary.

Degree Requirements

Degree requirements consist of seven five core courses (15-15 semester hours), four area-of-emphasis courses (12 semester hours), and a capstone project (3 semester hours), for a total of 30-30 semester hours. You must have the Technology Management advisor's approval to enroll in Technology Management degree program courses.

Plan of Study

A Plan of Study approved by the student's advisor must be on file before the student registers for his or her 12th semester hour. The Plan of Study is a student's "blueprint" for completing graduation requirements.

Core Courses

TM	610	Technology and Innovation Management
TM	612	Economic and Financial Analysis for Technology Management
TM	620	Technology Planning
TM	630	Quality and Productivity Methods
TM	620	Management of Technical Human Resources and Organizations
TM	640	Project Management

Plus one of the following:

TM 615 Information Technology Strategies
TM 650 Engineering Law

Each student selects an Area of Emphasis, consisting of four courses. Currently, the following emphases are available:

Environmental Management:
    Environmental Regulations
    Environmental Risk Assessment
    Environmental Management Systems
One course selected from among:
    Hazardous Waste Management, Environmental Site Assessment, or Geographic Information Systems, Project Management
Other courses may be taken with permission of the student's advisor

Information Security:
    Information Security
    Communication and Network Technologies
    Computer Systems Security
    One additional 3 credit hour elective, chosen from TM, IS or Project Management courses, with permission of the student's advisor

Information Technology:
Four approved courses from the following list:
    Computing and Information Systems Technologies

Communication and Network Technologies
Multimedia Production and Electronic Information Dissemination
Geographic Information Systems
Health Informatics
Software Engineering
Information Security
Computer Systems Security
Systems Analysis
Database Management
Data Warehousing
Project Management
Other courses may be taken with permission of the student's advisor.

Manufacturing Systems:
Applied Computer Integrated Manufacturing
Modern Manufacturing Concepts
Two courses selected from:
Applied statistics
Operations Research I
Operations Management
Project Management
Other courses with permission of the advisor

Transportation Systems and Technologies:
This area of emphasis is offered in cooperation with the Nick J. Rahall II Appalachian Transportation Institute. Intelligent Transport Systems - Three courses, selected with Technology Management Advisor approval.
Possible choices include: Traffic Engineering, Safety in Transportation, Human Factors in Accident Prevention, Traffic Safety Management, Urban and Regional Planning, Engineering Law, Operations Research I, Operations Research II, Transportation Systems, Geographic Information Systems, Project Management. Some of these courses have prerequisites; students taking the courses must meet prerequisites.

The Technology Management Management Capstone Project (TM 699) will be work-related, oriented toward the Area of Emphasis, and directed by an academic advisor.

Graduate Certificate in Information Security

Evidence of information security coursework is required for many federal and Department of Defense (DoD) funded projects. This certificate will typically meet the government requirements for certification and continuing education for several security certifications.

Admission Requirements

Students may pursue the graduate certificate while enrolled in the Technology Management M.S. program OR as a certificate-only student. Students already enrolled in the M.S. degree program should submit to Graduate Admissions a Secondary Program Request form: *www.marshall.edu/graduate/secondary-program-request-form.*

Applicants interested in the certificate-only program should apply for admission to Marshall University as a Certificate/ Professional Development student and select on the application form the Certificate in Information Security. The admissions requirements for the certificate program are the same as for the Technology Management M.S. program.

Curriculum

IS 631	Information Security	
IS 656	Communications and Network Technologies	
IS 646	Computer Systems Security	
IS 647	IT Disaster Planning & Recovery	
TM 615	IT Strategies	

Credit Hours: 15 – All required

Graduate Certificate in Technology Management

Completion of the ~~seven~~ five core courses will qualify a student for a certificate in Technology Management, if he/she elects not to complete the Technology Management degree

Admission Requirements

An applicant interested in the certificate program should apply for admission to Marshall University as a Certificate Professional Development student and indicate the Certificate in Technology Management on the application. The admission requirements for the certificate program are the same as for the M.S. in Technology Management degree

Curriculum

TM 610	Technology and Innovation Management
TM 612	Economic and Financial Analysis for Technology Management
TM 620	Technology Planning
TM 630	Quality and Productivity Methods
~~EM 620~~	~~Management of Technical Human Resources and Organizations~~
~~EM 660~~	~~Project Management~~

~~Plus one of the following:~~

TM 615	Information Technology Strategies
~~EM 694~~	~~Engineering Law~~

TECHNOLOGY MANAGEMENT, M.S.
Areas of Emphasis
Environmental Management
Information Security
Information Technology
Manufacturing Systems
Pharmacy (see TM Program Coordinator)
Transportation Systems and Technology
Graduate Certificate in Information Security
Graduate Certificate in Technology Management

Program Description

The M.S. in Technology Management degree program is designed primarily for working professionals with both technical and non-technical backgrounds who want a better understanding of technological change and its relevance to competitiveness and business strategy. Program coursework has a practical emphasis, with real-world projects designed to develop skills that can be put to use on the job immediately. Courses are currently available in Huntington and South Charleston with several courses offered online or virtually. Program benefits:

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- Learn how to weigh the costs/benefits of technology decisions
- Understand the effects of technological change on organizations and how to help people adapt to change
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Admission Requirements

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website at *www.marshall.edu/graduate/admissions/how-to-apply-for-admission.*

1. *General Admissions Requirements*

   Each applicant for admission must have an undergraduate degree from an accredited college or university (there is no stipulation concerning the undergraduate major) and must satisfy at least ONE of the following criteria [NOTE: Bullet format is due to the conversion from PDF to Word and is not like this in the catalog]

   - Score at the mean or above on the verbal GRE
   - Score at the mean or above on the quantitative GRE
   - Score at the mean or above on the analytical GRE
   - Score at the mean or above on the GMAT
   - Have an undergraduate GPA of 2.50 or above
   - Have previously completed a master's degree from an accredited college or university.
   - Have 10 or more years of documented relevant professional work experience

2. *Program Requirements*

   In addition to the general requirements all students must complete the following:

   - Submit a written summary (2 typewritten pages maximum) of education and professional experiences, and career goals related to the TM program including the Area of Emphasis the applicant is interested in pursuing.

- Complete an interview with the TM program coordinator or designee, with part of the interview consisting of discussion of the written summary.

Degree Requirements

Degree requirements consist of five core courses (15 semester hours), four area-of-emphasis courses (12 semester hours), and a capstone project (3 semester hours), for a total of 30 semester hours. You must have the Technology Management advisor's approval to enroll in Technology Management degree program courses.

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A Plan of Study approved by the student's advisor must be on file before the student registers for his or her 12th semester hour. The Plan of Study is a student's "blueprint" for completing graduation requirements.

Core Courses

TM 610 Technology and Innovation Management
TM 612 Economic and Financial Analysis for Technology Management
TM 615 Information Technology Strategies
TM 620 Technology Planning
TM 630 Quality and Productivity Methods

Each student selects an Area of Emphasis, consisting of four courses. Currently, the following emphases are available:

Environmental Management:
    Environmental Regulations
    Environmental Risk Assessment
    Environmental Management Systems
One course selected from among:
  Hazardous Waste Management, Environmental Site Assessment, or Geographic Information Systems, Project Management
Other courses may be taken with permission of the student's advisor.

Information Security:
    Information Security
    Communication and Network Technologies
    Computer Systems Security
    One additional 3 credit hour elective, chosen from TM, or IS or Project Management courses, with permission of the student's advisor

Information Technology:
Four approved courses from the following list:

        Communication and Network Technologies
        Geographic Information Systems
        Health Informatics
        Software Engineering
        Information Security
        Computer Systems Security
        Systems Analysis
        Database Management
        Data Warehousing
        Project Management
        Other courses may be taken with permission of the student's advisor.

Manufacturing Systems:
> Applied Computer Integrated Manufacturing
> Modern Manufacturing Concepts

Two courses selected from:
> Applied Statistics
> Operations Research I
> Operations Management
> Project Management
> Other courses with permission of the advisor

Transportation Systems and Technologies:
> This area of emphasis is offered in cooperation with the Nick J. Rahall II Appalachian Transportation Institute.
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Applicants interested in the certificate-only program should apply for admission to Marshall University as a Certificate/ Professional Development student and select on the application form the Certificate in Information Security. The admissions requirements for the certificate program are the same as for the Technology Management M.S. program.

Curriculum

> IS 631 Information Security
> IS 656 Communications and Network Technologies
> IS 646 Computer Systems Security
> IS 647 IT Disaster Planning & Recovery
> TM 615 IT Strategies
> **Credit Hours: 15 – All required**

Graduate Certificate in Technology Management

Completion of the five core courses will qualify a student for a certificate in Technology Management, if he/she elects not to complete the Technology Management degree.

Admission Requirements

An applicant interested in the certificate program should apply for admission to Marshall University as a Certificate/ Professional Development student and indicate the Certificate in Technology Management on the application. The admission requirements for the certificate program are the same as for the M.S. in Technology Management degree.

Curriculum

> TM 610 Technology and Innovation Management
> TM 612 Economic and Financial Analysis for Technology Management
> TM 615 Information Technology Strategies
> TM 620 Technology Planning
> TM 630 Quality and Productivity Methods