

## UNIVERSITY COURSE AND PROGRAMS COMMITTEE AGENDA

March 18, 2005, 2:30 p.m.  
Upchurch Conference Room

1. Approval of minutes for February 25, 2005 ([Enclosed](#))
2. Consent Agenda: There are no course change proposals pending at this time.
3. Proposed changes for graduate programs in the College of Education and Health Professions.  
See [Table One](#).
4. Other

# ATTACHMENT 1A

## ADD, CHANGE OR DELETE PROGRAM OR UNIT

Complete this form consistent with the instructions in Academic Policy 1622.20. Use the form to add, change, or delete a program or unit. Proposed additions and changes must be consistent with Academic Policies 1100.40 and 1621.10 and any other policies which apply.

### SECTION I: Approvals

Department / Program Chair \_\_\_\_\_ Date Submitted \_\_\_\_\_

College Dean \_\_\_\_\_ Date \_\_\_\_\_

Undergraduate Program Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

Graduate Council Chair \_\_\_\_\_ Date \_\_\_\_\_

Faculty Senate Chair \_\_\_\_\_ Date \_\_\_\_\_

Provost \_\_\_\_\_ Date \_\_\_\_\_

Board of Trustees Approval Date \_\_\_\_\_

Arkansas Higher Education Coordinating Board Approval Date \_\_\_\_\_

### SECTION II: Profile Data - Required Information and Name Change Information

Academic Unit:  Major/Field of Study  Minor  Other Unit

Level:  Undergraduate  Graduate  Law Effective Catalog Year **2006**

Current Name **ADED**

College, School, Division \_\_\_\_\_ Department Code **RHRC**

Current Code (6 digit Alpha) **ADEDME** Proposed Code (6 digit Alpha) **WDEDME**  
Prior approval from the Office of the Registrar is required.

Interdisciplinary Program CIP Code **13.1201**  
Prior assignment from Office of Institutional Research is required.

Proposed Name **Workforce Development**  
When a program name is changed, enrollment of current students reflects the new name.

### SECTION III: Add a New Program/Unit

For new program proposals, complete Sections II and VII and use as a cover sheet for a full program proposal as described in 'Criteria and Procedures for Preparing Proposals for New Programs in Arkansas.' ADHE  
<<http://www.adhe.arknet.edu.aadept.html>>.

### SECTION IV: Eliminate an Existing Program/Unit

Code/Name \_\_\_ Effective Catalog Year \_\_\_\_\_

No new students admitted to program after Term: Year: \_\_\_  
Allow students in program to complete under this program until Term: \_ Year: \_\_\_\_\_

### SECTION V: Proposed Changes to an Existing Program

Insert here a statement of the exact changes to be made:

**Combine two existing programs, M.Ed. in Adult Education and M.Ed. in Vocational Education and change the name of the M.Ed. in Adult Education to M.Ed. in Workforce Development Education, with three concentrations: Adult Education, Human Resource Development and Vocational Education.**

Check all the boxes that apply and complete the required sections of the form:

- Change of Name and Code (Complete only sections I, II, V and VII.)
- Change Course Requirements: (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Delivery Site/Method (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Total Hours (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)

## **SECTION VI: Justification**

*Justify this change and state its likely effect on any other degree program (including those outside the school or college). Identify any program or program components (other than courses) to be eliminated if this program is implemented. (Program and course change forms must also be submitted for such related changes.)*

**In the existing degrees, students took courses with ADED, VOED, or VAED alpha-codes. (ADED referred to courses specific to Adult Education, VOED referred to those specific to Vocational Education, and VAED referred to courses that would apply to either degree.) Students often took courses across the three alpha-code areas. This resulted in programs of study in Adult Education and in Vocational Education that did not significantly differ or were not focused to meet the career goals of graduates. In addition, many students have requested that their program of study include a concentration in Human Resource Development (HRD). Students completing the B.S. Ed. in Vocational Education (HRD concentration) often enter the master's degrees and want a concentration in HRD. While the existing degrees already have courses with an HRD focus, there is no defined program of study in Human Resource Development. By combining the existing master's programs into one in Workforce Development Education with three specialized concentrations, we will be able to structure programs of study with specific courses for each concentration and better focus programs to meet the needs of students while making the best use of available resources. This change can be made without a need for additional resources.**

**The name of the existing M.Ed. in Adult Education will be changed to the M.Ed. in Workforce Development Education and the M.Ed. in Vocational Education will be dropped when the new name is approved. Only three new courses will be added. One new course approval form is already in the approval chain and two more will be submitted during spring 2005.**

## **SECTION VII: Catalog Text and Format**

*Insert the current catalog text and the proposed catalog text. Be sure that the proposed text includes all the elements listed below in order. Do not include university requirements or college requirements. Do not substitute a sample schedule for an explicit statement of requirements. Use standard terms and vocabulary (see Academic Policy 1621.10).*

**Include the following elements, in order, in the catalog text for proposed undergraduate program(s) or program changes:**

- State complete major/program name
- Briefly define or describe the major/program or discipline.
- Identify typical career goals or paths for graduates. (Optional)
- State admission requirements (if any) for entry or entry into upper/advanced level of major/program.
- Identify location in catalog of university, college/school, and department/program requirements which the student must meet in addition to hours in the major, but do not restate these requirements.
- State course requirements in the major and any allied areas, giving number of hours and specific courses; specify electives or elective areas and give numbers of hours and courses in elective pools or categories; identify any other course requirements.
- State any other requirements (required GPA, internship, exit exam, project, thesis, etc.).
- Identify name and requirements for each concentration (if any).
- Specify whether a minor or other program component is allowed or required and provide details.

**For minors, state requirements in terms of hours, required courses, electives, etc.**

**For graduate program/units, include elements (as needed) parallel to those listed for undergraduate programs above.**

**For Law School program/units, prepare text consistent with current catalog style.**

For centers, prepare text consistent with current catalog style.

**M.Ed. in Adult Education will be changed to the M.Ed. in Workforce Development Education**  
**M.Ed. in Vocational Education will be dropped**

**Current Catalog Text**

**The existing M.Ed. in Vocational Education and the existing M.Ed. in Adult Education curricula:**

**Requirements for the Master of Education Degree (Vocational Education): The basic M.Ed. is a program of 33 hours for the thesis or non-thesis non-certification program; however, certification and/or endorsement is available for public school teachers who meet the requirements. All candidates who seek admission to this program must have a cumulative grade-point average of 2.70 or higher; demonstrate professional promise; and have obtained a bachelor's degree from an accredited institution.**

**The student's program of study consists of the requirements listed below.**

- 1. College of Education and Health Professions core: 9 hours**
- 2. Vocational Education core: 3 hours (VOED 5823)**
- 3. Specialty Studies: 12-15 hours (VOED and VAED)**
- 4. Electives: 6-9 hours**
- 5. Thesis: 6 hours (VOED 600V), optional**

**Requirements for the Master of Education Degree (Adult Education) The basic**

**M.Ed. program is a 33-hour non-thesis, non-certification program; however, certification is available for adult educators who meet the requirements. All candidates who seek admission to the program must have a cumulative grade-point average of 2.70 or higher, demonstrate professional promise, and have obtained a bachelor's degree from an accredited institution. The student's program of study consists of the requirements listed below.**

- 1. College of Education and Health Professions (COEHP) Core: 9 hours**
- 2. Adult Education Core: 3 hours (ADED 5323)**
- 3. Specialty Studies: 12-15 hours (ADED and VAED)**
- 4. Electives: 6-9 hours**

**New Catalog Text:**

**The M.Ed. in Workforce Development (WDED) is a 33-hour non-thesis program. This program prepares individuals to work with students in various settings, including adult education programs and programs designed to develop or upgrade employment-related knowledge and skills. It consists of a common college core (9 hours) and a common program core (6 hours). Each of the three areas of concentration, Adult Education (ADED), Human Resource Development (HRD), and Vocational Education (VOED), have a 9-hour specialty core. In addition, each concentration will have 3-9 hours of electives, 6 of which may be transferred into the degree. All candidates who seek admission to this program must have a cumulative grade-point average of 2.70 or higher, demonstrate professional promise and have obtained a bachelor's degree from an accredited institution.**

**Master of Education in Workforce Development Education Degree Requirements: 33 hours**

- 1. College of Education and Health Professions core: 9 hours**
- 2. Workforce Education Core: 6 hours (VAED 6503, ADED 5313)**
- 3. Specialty Studies: 9 hours according to concentration:**  
**ADED Concentration: ADED 5323, ADED 5203, ADED 5223**  
**HRD Concentration: VAED 6423, VAED 6463, VAED 6413**  
**VOED Concentration: VOED 5823, VAED 6223, VOED 5203**
- 4. Electives: 3-9 hours**

**SECTION VIII: Action Recorded by Registrar's Office**

PROGRAM INVENTORY/DARS

PGRM \_\_\_                      SUBJ \_\_\_                      CIP \_\_\_                      CRTS

DGRE \_\_\_                      PGCT \_\_\_                      OFFC&CRTY VALID

REPORTING CODES

PROG. DEF. \_\_\_

REQ. DEF.

Initials \_\_\_

Date

**Distribution**

Notification to:

(1) College  
(7) Treasurer

(2) Department  
(8) Undergraduate Program Committee

(3) Admissions

(4) Institutional Research

(5) Continuing Education  
Initials \_\_\_      Date

(6) Graduate School

## ATTACHMENT 1B

### ADD, CHANGE OR DELETE PROGRAM OR UNIT

Complete this form consistent with the instructions in Academic Policy 1622.20. Use the form to add, change, or delete a program or unit. Proposed additions and changes must be consistent with Academic Policies 1100.40 and 1621.10 and any other policies which apply.

#### SECTION I: Approvals

Department / Program Chair	Date Submitted	Faculty Senate Chair	Date
College Dean	Date	Provost	Date
Undergraduate Program Committee Chair	Date	Board of Trustees Approval Date	
Graduate Council Chair	Date	Arkansas Higher Education Coordinating Board Approval Date	

#### SECTION II: Profile Data - Required Information and Name Change Information

Academic Unit:  Major/Field of Study  Minor  Other Unit  
Level:  Undergraduate  Graduate  Law Effective Catalog Year 2006

Current Name VOED

College, School, Division

Department Code RHRC

Current Code (6 digit Alpha)

VOEDME Proposed Code (6 digit Alpha)  
Prior approval from the Office of the Registrar is required.

Interdisciplinary Program

CIP Code 13.1201  
Prior assignment from Office of Institutional Research is required.

Proposed Name

When a program name is changed, enrollment of current students reflects the new name.

#### SECTION III: Add a New Program/Unit

For new program proposals, complete Sections II and VII and use as a cover sheet for a full program proposal as described in 'Criteria and Procedures for Preparing Proposals for New Programs in Arkansas.' ADHE  
<<http://www.adhe.arknet.edu.aadept.html>>.

#### SECTION IV: Eliminate an Existing Program/Unit

Code/Name VOEDME Effective Catalog Year 2006

No new students admitted to program after Term: Year: 2006

Allow students in program to complete under this program until Term: \_ Year: 2006

#### SECTION V: Proposed Changes to an Existing Program

Insert here a statement of the exact changes to be made:

Eliminate the M.Ed. in Vocational Education.

Check all the boxes that apply and complete the required sections of the form:

- Change of Name and Code (Complete only sections I, II, V and VII.)
- Change Course Requirements: (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Delivery Site/Method (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Total Hours (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)

#### **SECTION VI: Justification**

*Justify this change and state its likely effect on any other degree program (including those outside the school or college). Identify any program or program components (other than courses) to be eliminated if this program is implemented. (Program and course change forms must also be submitted for such related changes.)*

**In the existing degrees, students took courses with ADED, VOED, or VAED alpha-codes. (ADED referred to courses specific to Adult Education, VOED referred to those specific to Vocational Education, and VAED referred to courses that would apply to either degree.) Students often took courses across the three alpha-code areas. This resulted in programs of study in Adult Education and in Vocational Education that did not significantly differ or were not focused to meet the career goals of graduates. In addition, many students have requested that their program of study include a concentration in Human Resource Development (HRD). Students completing the B.S. Ed. in Vocational Education (HRD concentration) often enter the master's degrees and want a concentration in HRD. While the existing degrees already have courses with an HRD focus, there is no defined program of study in Human Resource Development. By combining the existing master's programs into one in Workforce Development Education with three specialized concentrations, we will be able to structure programs of study with specific courses for each concentration and better focus programs to meet the needs of students while making the best use of available resources. This change can be made without a need for additional resources.**

**The name of the existing M.Ed. in Adult Education will be changed to the M.Ed. in Workforce Development Education and the M.Ed. in Vocational Education will be dropped when the new name is approved. Only three new courses will be added. One new course approval form is already in the approval chain and two more will be submitted during spring 2005.**

#### **SECTION VII: Catalog Text and Format**

*Insert the current catalog text and the proposed catalog text. Be sure that the proposed text includes all the elements listed below in order. Do not include university requirements or college requirements. Do not substitute a sample schedule for an explicit statement of requirements. Use standard terms and vocabulary (see Academic Policy 1621.10).*

**Include the following elements, in order, in the catalog text for proposed undergraduate program(s) or program changes:**

- State complete major/program name
- Briefly define or describe the major/program or discipline.
- Identify typical career goals or paths for graduates. (Optional)
- State admission requirements (if any) for entry or entry into upper/advanced level of major/program.
- Identify location in catalog of university, college/school, and department/program requirements which the student must meet in addition to hours in the major, but do not restate these requirements.
- State course requirements in the major and any allied areas, giving number of hours and specific courses; specify electives or elective areas and give numbers of hours and courses in elective pools or categories; identify any other course requirements.
- State any other requirements (required GPA, internship, exit exam, project, thesis, etc.).
- Identify name and requirements for each concentration (if any).
- Specify whether a minor or other program component is allowed or required and provide details.

**For minors, state requirements in terms of hours, required courses, electives, etc.**

**For graduate program/units, include elements (as needed) parallel to those listed for undergraduate programs above.**

**For Law School program/units, prepare text consistent with current catalog style.**

**For centers, prepare text consistent with current catalog style.**

**M.Ed. in Adult Education will be changed to the M.Ed. in Workforce Development Education**  
**M.Ed. in Vocational Education will be dropped**

**Current Catalog Text**

**The existing M.Ed. in Vocational Education and the existing M.Ed. in Adult Education curricula:**

**Requirements for the Master of Education Degree (Vocational Education): The basic M.Ed. is a program of 33 hours for the thesis or non-thesis non-certification program; however, certification and/or endorsement is available for public school teachers who meet the requirements. All candidates who seek admission to this program must have a cumulative grade-point average of 2.70 or higher; demonstrate professional promise; and have obtained a bachelor's degree from an accredited institution.**

**The student's program of study consists of the requirements listed below.**

- 1. College of Education and Health Professions core: 9 hours**
- 2. Vocational Education core: 3 hours (VOED 5823)**
- 3. Specialty Studies: 12-15 hours (VOED and VAED)**
- 4. Electives: 6-9 hours**
- 5. Thesis: 6 hours (VOED 600V), optional**

**Requirements for the Master of Education Degree (Adult Education) The basic**

**M.Ed. program is a 33-hour non-thesis, non-certification program; however, certification is available for adult educators who meet the requirements. All candidates who seek admission to the program must have a cumulative grade-point average of 2.70 or higher, demonstrate professional promise, and have obtained a bachelor's degree from an accredited institution. The student's program of study consists of the requirements listed below.**

- 1. College of Education and Health Professions (COEHP) Core: 9 hours**
- 2. Adult Education Core: 3 hours (ADED 5323)**
- 3. Specialty Studies: 12-15 hours (ADED and VAED)**
- 4. Electives: 6-9 hours**

**New Catalog Text:**

**The M.Ed. in Workforce Development (WDED) is a 33-hour non-thesis program. This program prepares individuals to work with students in various settings, including adult education programs and programs designed to develop or upgrade employment-related knowledge and skills. It consists of a common college core (9 hours) and a common program core (6 hours). Each of the three areas of concentration, Adult Education (ADED), Human Resource Development (HRD), and Vocational Education (VOED), have a 9-hour specialty core. In addition, each concentration will have 3-9 hours of electives, 6 of which may be transferred into the degree. All candidates who seek admission to this program must have a cumulative grade-point average of 2.70 or higher, demonstrate professional promise and have obtained a bachelor's degree from an accredited institution.**

**Master of Education in Workforce Development Education Degree Requirements: 33 hours**

- 1. College of Education and Health Professions core: 9 hours**
- 2. Workforce Education Core: 6 hours (VAED 6503, ADED 5313)**
- 3. Specialty Studies: 9 hours according to concentration:**  
**ADED Concentration: ADED 5323, ADED 5203, ADED 5223**  
**HRD Concentration: VAED 6423, VAED 6463, VAED 6413**  
**VOED Concentration: VOED 5823, VAED 6223, VOED 5203**
- 4. Electives: 3-9 hours**

**SECTION VIII: Action Recorded by Registrar's Office**

PROGRAM INVENTORY/DARS

PGRM \_\_\_                      SUBJ \_\_\_                      CIP \_\_\_                      CRTS

DGRE \_\_\_                      PGCT \_\_\_                      OFFC&CRTY VALID

REPORTING CODES

PROG. DEF. \_\_\_                      REQ. DEF.                      Initials \_\_\_                      Date



**Distribution**

Notification to:

(1) College  
(7) Treasurer

(2) Department  
(8) Undergraduate Program Committee

(3) Admissions

(4) Institutional Research

(5) Continuing Education  
Initials \_\_ Date

(6) Graduate School

## ATTACHMENT 1C

### Letter of Notification

The Department of Rehabilitation, Human Resources and Communication Disorders, College of Education and Health Professions, University of Arkansas seeks to reconfigure the existing Master of Education in Adult Education (ADED) and the Master of Education in Vocational Education (VOED) to create a Master of Education in Workforce Development Education (WDED) degree with three concentrations: Adult Education, Human Resource Development, and Vocational Education. This program will prepare individuals to work in various settings, including adult education, vocational education, human resources, or other programs designed to develop or upgrade employment-related knowledge and skills. The Adult Education concentration is designed for persons seeking to work in adult education centers or literacy programs; this concentration can lead to adult education teacher licensure for persons meeting the requirements. The Human Resource concentration is designed for persons seeking to concentrate on training or development in business or industry; the Vocational Education concentration is designed for persons who plan to work in secondary or postsecondary vocational education programs. (The MAT in Vocational Education, not the M.Ed. in Workforce Development, leads to initial teacher licensure for those who meet the requirements.)

The M.Ed. in Adult Education will be renamed M.Ed. in Workforce Development Education; the M.Ed. in Vocational Education will be deleted. The existing master's degrees in ADED and VOED have been previously approved for delivery via distance education technology. The Master of Education in Workforce Development Education will be delivery via the web. Course materials have been adapted for web delivery utilizing the Blackboard platform.

The existing M.Ed. in Vocational Education and M.Ed. in Adult Education curricula:

Requirements for the Master of Education Degree (Vocational Education): The basic M.Ed. is a program of 33 hours for the thesis or non-thesis non-certification program; however, certification and/or endorsement is available for public school teachers who meet the requirements. All candidates who seek admission to this program must have a cumulative grade-point average of 2.70 or higher; demonstrate professional promise; and have obtained a bachelor's degree from an accredited institution.

The student's program of study consists of the requirements listed below:

1. College of Education and Health Professions core: 9 hours
2. Vocational Education core: 3 hours (VOED 5823)
3. Specialty Studies: 12-15 hours (VOED and VAED)
4. Electives: 6-9 hours
5. Thesis: 6 hours (VOED 600V), optional

Requirements for the Master of Education Degree (Adult Education) The basic M.Ed. program is a 33-hour non-thesis, non-certification program; however, certification is available for adult educators who meet the requirements. All candidates who seek admission to the program must have a cumulative grade-point average of 2.70 or higher, demonstrate professional promise, and have obtained a bachelor's degree from an accredited institution. The student's program of study consists of the requirements listed below:

1. College of Education and Health Professions (COEHP) Core: 9 hours
2. Adult Education Core: 3 hours (ADED 5323)

3. Specialty Studies: 12-15 hours (ADED and VAED)
4. Electives: 6-9 hours

Rationale for reorganizing the two existing degrees into one degree with three concentrations: In the existing degrees, students took courses with ADED, VOED, or VAED alpha-codes. (ADED referred to courses in Adult Education, VOED referred to those in Vocational Education, and VAED referred to courses that would apply to either degree.) Students often took courses across the three alpha-code areas. Students could take 5000 and 6000 level courses, resulting in a blurring of master's and doctoral level courses. Programs of study in Adult Education and in Vocational Education did not significantly differ, did not clearly define courses as master's level (5000), and were not focused to meet the career goals of graduates. In addition, many students have requested a defined program of study with a concentration in Human Resource Development (HRD). Students completing the B.S. Ed. in Vocational Education (HRD concentration) often enter the master's degrees and need a concentration in HRD. While the existing degrees already have 18 hours of courses available (VAED) with an HRD focus, there is no defined program of study in Human Resource Development and the programs of study for ADED and VOED are loosely defined. By combining the existing master's programs into one M. Ed. in Workforce Development Education with three distinct concentrations, we will offer well-focused programs of study designed to meet the career needs of students while making the best use of available resources. The new program design can be delivered without a need for additional resources.

All but nine hours (3 courses) for the degree already exist. One of the new courses, WDED 5533 Diversity Issues and Globalization, has been submitted through the approval chain. The two additional new courses, WDED 5533 Career Development in the Workplace and WDED 5543 Introduction to Distance Learning (6 hrs.), will be submitted for approval in spring semester 2005. Upon approval of the new name, all the master's courses will be changed to WDED 5000 alpha-numeric codes. While the content of the existing courses will not change significantly, their alpha-numeric codes will clearly define them as master's level courses.

#### Proposed M.Ed. in Workforce Development Education

Master of Education in Workforce Development Education Degree Requirements: 33 hours

1. College of Education and Health Professions core: 9 hours
2. Workforce Education Core: 6 hours
3. Specialty Studies: 9 hours
4. Electives: 3-9 hours

All candidates who seek admission to this program must have a cumulative grade-point average of 2.70 or higher, demonstrate professional promise and have obtained a bachelor's degree from an accredited institution.

The M.Ed. in Workforce Development Education (WDED) will be a 33-hour non-thesis program. It will consist of a common college core (9 hours) and a common program core (6 hours). Each of the three areas of concentration, Adult Education, Human Resource Development, and Vocational Education, will have a 9-hour specialty core. Each concentration will have 3-9 hours of electives, six of which may be transferred into the degree. Details of the curriculum design are found in Figure 1.

# Master of Education Degree in Workforce Development Education

## 33 hours

Adult Education (ADED) Concentration	Human Resource Development Education (HRDE) Concentration	Vocational Education (VOED) Concentration
<b>COEHP Core = 9 hrs</b>		
WDED 5533 EDFD 5013 ADED 5103	Diversity Issues and Globalization (new) (on-campus can take EDFD 5303 or EDFD 5353 OR EDFD 5683) Research Methods in Education (on-campus can take EDFD 5393) Learner in Adult Education	
<b>WDED Core = 6 hrs</b>		
VAED 6503 ADED 5313	Computer Technology in VAED Change Process in Adult Educ	
<b>Specialty Core = 9 hrs</b>		
ADED	HRDE	VOED
ADED 5323 ADED 5203 ADED 5223	VAED 6423 VAED 6463 VAED 6413	VOED 5823 VAED 6223 VOED 5203
Foundations of ADED ABE/GED/ESL Teaching Disadvantaged Adults	Foundations of HRD Training Needs Assessment Developing Human Resources	Foundations of VOED Advanced Methods in VAED School to Workforce
<b>Elective = 3-9 hrs</b>		
ADED	HRDE	VOED
ADED 574v WDED 5553 VAED 6203 WDED 5563 VAED 605v	VAED 6433 WDED 5533 VAED 6203 WDED 5543 VAED 605v	VAED 6123 WDED 5533 VAED 6203 WDED 5543 VAED 605v VOED 5253 VOED 5263
Internship Career Development in the Workplace (new) Instructional Materials in VAED Introduction to Distance Learning (new) Independent Study	Facilitating Learning in the Workplace Career Development in the Workplace (new) Instructional Materials in VAED Introduction to Distance Learning (new) Independent Study	Supervision Career Development in the Workplace (new) Instructional Materials in VAED Introduction to Distance Learning (new) Independent Study Career Orientation Programs Applications in Career Orientation
<b>Supporting Fields Electives = 0-6 graduate hrs from any institution or program</b>		

Figure 1

# ATTACHMENT 1D

## ADD, CHANGE OR DELETE PROGRAM OR UNIT

Complete this form consistent with the instructions in Academic Policy 1622.20. Use the form to add, change, or delete a program or unit. Proposed additions and changes must be consistent with Academic Policies 1100.40 and 1621.10 and any other policies which apply.

### SECTION I: Approvals

Department / Program Chair	Date Submitted	Faculty Senate Chair	Date
College Dean	Date	Provost	Date
Undergraduate Program Committee Chair	Date	Board of Trustees Approval Date	
Graduate Council Chair	Date	Arkansas Higher Education Coordinating Board Approval Date	

### SECTION II: Profile Data - Required Information and Name Change Information

Academic Unit:  Major/Field of Study  Minor  Other Unit  
Level:  Undergraduate  Graduate  Law Effective Catalog Year **2006**

Current Name **ADED Ed.S.**

College, School, Division

Department Code **RHRC**

Current Code (6 digit Alpha)

**ADEDES** Proposed Code (6 digit Alpha)  
Prior approval from the Office of the Registrar is required.

Interdisciplinary Program

CIP Code **13.1201**  
Prior assignment from Office of Institutional Research is required.

Proposed Name

When a program name is changed, enrollment of current students reflects the new name.

### SECTION III: Add a New Program/Unit

For new program proposals, complete Sections II and VII and use as a cover sheet for a full program proposal as described in 'Criteria and Procedures for Preparing Proposals for New Programs in Arkansas.' ADHE  
<<http://www.adhe.arknet.edu.aadept.html>>.

### SECTION IV: Eliminate an Existing Program/Unit

Code/Name **ADEDES** Effective Catalog Year **2006**

No new students admitted to program after Term: Year: 2004

Allow students in program to complete under this program until Term: \_ Year: 2006

### SECTION V: Proposed Changes to an Existing Program

Insert here a statement of the exact changes to be made:

**Eliminate the Education Specialist (ED.S.) in Adult Education.**

Check all the boxes that apply and complete the required sections of the form:

- Change of Name and Code (Complete only sections I, II, V and VII.)
- Change Course Requirements: (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Delivery Site/Method (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Total Hours (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)

**SECTION VI: Justification**

*Justify this change and state its likely effect on any other degree program (including those outside the school or college). Identify any program or program components (other than courses) to be eliminated if this program is implemented. (Program and course change forms must also be submitted for such related changes.)*

**This is to eliminate an existing Ed.S. in Adult Education. The faculty has voted to do so because of low demand for the degree. Students already admitted into the program will be allowed to complete but no new students will be accepted.**

**SECTION VII: Catalog Text and Format**

*Insert the current catalog text and the proposed catalog text. Be sure that the proposed text includes all the elements listed below in order. Do not include university requirements or college requirements. Do not substitute a sample schedule for an explicit statement of requirements. Use standard terms and vocabulary (see Academic Policy 1621.10).*

**Include the following elements, in order, in the catalog text for proposed undergraduate program(s) or program changes:**

- State complete major/program name
- Briefly define or describe the major/program or discipline.
- Identify typical career goals or paths for graduates. (Optional)
- State admission requirements (if any) for entry or entry into upper/advanced level of major/program.
- Identify location in catalog of university, college/school, and department/program requirements which the student must meet in addition to hours in the major, but do not restate these requirements.
- State course requirements in the major and any allied areas, giving number of hours and specific courses; specify electives or elective areas and give numbers of hours and courses in elective pools or categories; identify any other course requirements.
- State any other requirements (required GPA, internship, exit exam, project, thesis, etc.).
- Identify name and requirements for each concentration (if any).
- Specify whether a minor or other program component is allowed or required and provide details.

**For minors, state requirements in terms of hours, required courses, electives, etc.**

**For graduate program/units, include elements (as needed) parallel to those listed for undergraduate programs above.**

**For Law School program/units, prepare text consistent with current catalog style.**

**For centers, prepare text consistent with current catalog style.**

**SECTION VIII: Action Recorded by Registrar's Office**

PROGRAM INVENTORY/DARS

PGRM \_\_\_                      SUBJ \_\_\_                      CIP \_\_\_                      CRTS  
 DGRE \_\_\_                      PGCT \_\_\_                      OFFC&CRTY VALID

REPORTING CODES

PROG. DEF. \_\_\_                      REQ. DEF.                      Initials \_\_\_                      Date

**Distribution**

Notification to:

(1) College  
(7) Treasurer

(2) Department  
(8) Undergraduate Program Committee

(3) Admissions

(4) Institutional Research

(5) Continuing Education  
Initials \_\_ Date

(6) Graduate School

# ATTACHMENT 1E

## ADD, CHANGE OR DELETE PROGRAM OR UNIT

Complete this form consistent with the instructions in Academic Policy 1622.20. Use the form to add, change, or delete a program or unit. Proposed additions and changes must be consistent with Academic Policies 1100.40 and 1621.10 and any other policies which apply.

### SECTION I: Approvals

Department / Program Chair	Date Submitted	Faculty Senate Chair	Date
College Dean	Date	Provost	Date
Undergraduate Program Committee Chair	Date	Board of Trustees Approval Date	
Graduate Council Chair	Date	Arkansas Higher Education Coordinating Board Approval Date	

### SECTION II: Profile Data - Required Information and Name Change Information

Academic Unit:  Major/Field of Study  Minor  Other Unit

Level:  Undergraduate  Graduate  Law Effective Catalog Year **2006**

Current Name **VOED**

College, School, Division Department Code **RHRC**

Current Code (6 digit Alpha) **VOEDES** Proposed Code (6 digit Alpha)  
Prior approval from the Office of the Registrar is required.

Interdisciplinary Program CIP Code **13.1201**  
Prior assignment from Office of Institutional Research is required.

Proposed Name  
When a program name is changed, enrollment of current students reflects the new name.

### SECTION III: Add a New Program/Unit

For new program proposals, complete Sections II and VII and use as a cover sheet for a full program proposal as described in 'Criteria and Procedures for Preparing Proposals for New Programs in Arkansas.' ADHE  
<<http://www.adhe.arknet.edu.aadept.html>>.

### SECTION IV: Eliminate an Existing Program/Unit

Code/Name **VOEDES** Effective Catalog Year **2006**

No new students admitted to program after Term: Year: 2004

Allow students in program to complete under this program until Term: \_ Year: 2006

### SECTION V: Proposed Changes to an Existing Program

Insert here a statement of the exact changes to be made:

**Eliminate the Education Specialist (ED.S.) in Vocational Education.**

Check all the boxes that apply and complete the required sections of the form:



- Change of Name and Code (Complete only sections I, II, V and VII.)
- Change Course Requirements: (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Delivery Site/Method (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Total Hours (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)

**SECTION VI: Justification**

*Justify this change and state its likely effect on any other degree program (including those outside the school or college). Identify any program or program components (other than courses) to be eliminated if this program is implemented. (Program and course change forms must also be submitted for such related changes.)*

**This is to eliminate an existing Ed.S. in Vocational Education. The faculty has voted to do so because of low demand for the degree. Students already admitted into the program will be allowed to complete but no new students will be accepted.**

**SECTION VII: Catalog Text and Format**

*Insert the current catalog text and the proposed catalog text. Be sure that the proposed text includes all the elements listed below in order. Do not include university requirements or college requirements. Do not substitute a sample schedule for an explicit statement of requirements. Use standard terms and vocabulary (see Academic Policy 1621.10).*

**Include the following elements, in order, in the catalog text for proposed undergraduate program(s) or program changes:**

- State complete major/program name
- Briefly define or describe the major/program or discipline.
- Identify typical career goals or paths for graduates. (Optional)
- State admission requirements (if any) for entry or entry into upper/advanced level of major/program.
- Identify location in catalog of university, college/school, and department/program requirements which the student must meet in addition to hours in the major, but do not restate these requirements.
- State course requirements in the major and any allied areas, giving number of hours and specific courses; specify electives or elective areas and give numbers of hours and courses in elective pools or categories; identify any other course requirements.
- State any other requirements (required GPA, internship, exit exam, project, thesis, etc.).
- Identify name and requirements for each concentration (if any).
- Specify whether a minor or other program component is allowed or required and provide details.

**For minors, state requirements in terms of hours, required courses, electives, etc.**

**For graduate program/units, include elements (as needed) parallel to those listed for undergraduate programs above.**

**For Law School program/units, prepare text consistent with current catalog style.**

**For centers, prepare text consistent with current catalog style.**

**SECTION VIII: Action Recorded by Registrar's Office**

PROGRAM INVENTORY/DARS

PGRM \_\_\_                      SUBJ \_\_\_                      CIP \_\_\_                      CRTS  
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## ATTACHMENT 1F

### Letter of Notification

The Department of Rehabilitation, Human Resources and Communication Disorders, College of Education and Health Professions, University of Arkansas seeks to eliminate the existing Education Specialist degree in Adult Education (ADED) and the Education Specialist in Vocational Education (VOED).

The faculty has voted to eliminate the degree because of low student demand for it. As part of major restructuring in the Adult Education and Vocational graduate programs, we believe the Education Specialist is no longer a viable degree. Since fall 2002 we have had one person enrolled in the ADED Ed.S. (Fall 2004) and one person enrolled in Fall 2002 and 2003 in the VOED Ed.S. No one was enrolled in VOED Ed.S. in Fall 2004. We will be able to complete the two people enrolled but will not accept new students.

University Course and Programs Committee  
18-Mar-05

**TABLE ONE**

Graduate Programs

College of Education and Health Professions

Department of Rehabilitation, Human Resources and Communication Disorders

ADEDME - Attachments 1A, 1C

Combine two existing programs, M.Ed. In Adult Education and M.Ed. In Vocational Education, and change the name of the M.Ed. In Adult Education to M.Ed. In Workforce Development Education with three concentrations: Adult Education, Human Resource Development and Vocational Education.

VOEDME - Attachments 1B, 1C

Eliminate the M.Ed. In Vocational Education.

ADEDES - Attachments 1D, 1F

Eliminate the Educational Specialist degree (Ed.S.) in Adult Education.

VOEDES - Attachments 1E, 1F

Eliminate the Educational Specialist degree (Ed.S.) in Vocational Education