ADD, CHANGE OR DELETE UNIT, PROGRAM REQUIREMENTS, OR ACADEMIC POLICIES

Complete this form consistent with the instructions in Academic Policy 1622.20. Use the form to add, change, or delete a program or unit or to change program policies. 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	Graduate Council Chair	Date
_____		_____	
College Dean	Date	Faculty Senate Chair	Date
_____		_____	
Honors College Dean	Date	Provost	Date
_____		_____	
Core Curriculum Committee	Date	Board of Trustees Approval/Notification Date	
_____		_____	
University Course and Programs Committee	Date	Arkansas Higher Education Coordinating Board Approval/Notification Date	

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

Academic Unit: x ☐ Major/Field of Study   ☐ Minor   ☐ Other Unit _____   ☐ Policy

Level: ☐ Undergraduate   x ☐ Graduate   ☐ Law   Effective Catalog Year <u>2014</u>

Program changes are effective with the next available catalog. See Academic Policy Series 1622.20

Current Name   **MAT, Secondary Education**

College, School, Division **EDUC**___   Department Code **CIED**

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

☐ Interdisciplinary Program   CIP Code **13.1205**
                                     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.edu/divisions/academicaffairs/Pages/academicaffairs.aspx

☐ Program proposal uses courses offered by another academic college, and that college dean's office has been notified. The signature of the dean of that academic college is required here: _____

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 or Program Policies

Insert here a statement of the exact changes to be made: It is proposed that CIED 5243 Special Methods of Instruction I, CIED 5253 Special Methods of Instruction II, and CIED 5262 Special Methods of Instruction III be replaced by the courses listed below. This change also includes an update to our admission process.

SEED 5003 Introductory Teaching of Secondary Science (summer)
SEED 5013 Advanced Teaching of Secondary Science (fall)
SEED 5022 Secondary Science Teaching Seminar (spring)
SEED 5103 Methods of Teaching Social Studies (summer)
SEED 5113 Teaching History, Government and Economics (fall)
SEED 5122 Teaching Geography, World Cultures and Religions (spring)
SEED 5203 ELA Methods of Instruction (summer)
SEED 5213 Issues in Literacy (fall)
SEED 5222 Language, Literacy, and Culture Seminar (spring)
SEED 5303 Teaching Secondary Mathematics (summer)
SEED 5313 Theories of Learning Mathematics (fall)
SEED 5322 Integrating Technology and Mathematics (spring)
SEED 5403 Methods of Teaching Foreign Language K-12 (summer)
SEED 5413 Instructional Practices in Teaching Foreign Language (fall)
SEED 5422 Methods Special Issues in Teaching Foreign Language (spring)
SEED 5503 Methods for Teaching Secondary Mathematics and Science (summer)

Check if either of these boxes apply and provide the necessary signature:

☐ Program change proposal adds courses offered by another academic college, and that college dean's office has been notified. The signature of the dean of that academic college is required here: _____

☐ Program change proposal deletes courses offered by another academic college, and that college dean's office has been notified. The signature of the dean of that academic college is required here: _____

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.)
x☐ 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.)
☐ Change in Program Policies

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.)

We are running out of course numbers under the CIED prefix. This change also reflects a reorganization of the program from a generic course number in which different sections of the CIED courses were used to teach methods for mathematics, foreign languages, social studies, English, and science. The change to the SEED prefix will allow us to add the new courses, indicate that they are for secondary education, and reflect the areas for licensure for the methods courses. This change also provides more transparency for alignment with our Specialized Professional Association and accreditation standards. Finally, this change udpdates our admission process to reflect that we no longer use the Evaluation for Internship Form, rather, it has been replaced by a university-wide admission to teacher education form.

SECTION VII: Catalog Text and Format

In the box below, insert the current catalog text which is to be changed, with changes highlighted with the color yellow. Include all proposed changes identified in Section V. Only changes explicitly stated in Section V will be considered for approval by the University Course and Programs Committee, the Graduate Council and the Faculty Senate. If you are proposing a new program, give proposed text with all of the elements listed below. If you are proposing modified text, include these elements as appropriate.

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.
- State eight-semester plan requirements

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.

Current Catalog Copy

Secondary Education (SEED)

M.A.T. in Secondary Education (SEED)

Students seeking admission to the Secondary Master of Arts in Teaching Program at the University of Arkansas must be aware of the deadlines and admissions policies. Once all admission requirements are met by each candidate, a committee will review all applications and notify accepted and denied candidates by April 1. Each of the five content areas (English, foreign languages, mathematics, science and social studies) has a maximum number of 12 students admitted each year and up to 60 students in the overall program. If spaces remain in a particular content area and the overall program capacity has not yet been met by April 1, admissions for that area will be considered on a rolling basis until the beginning of the first summer session. These deadlines and limitations are designed to ensure that all students have a high quality experience and reflect current need for teachers in any particular content area.

To apply for admission to the Master of Arts in Teaching program in Secondary Education, you must:

1. Complete an appropriate undergraduate degree program (see pre-M.A.T. transcript evaluation for additional requirements for area of licensure - http://coehp.uark.edu.4891.htm)

2. Hold a minimum GPA of 3.0 in the last 60 hours of the completed undergraduate degree
3. Complete an Evaluation for Internship Form by October 1 (http://coehp.uark.edu/4954.htm)
4. File an application for admission to the Graduate School by January 31.
5. Pass Praxis I exam before admission to the program.
6. Send three letters of recommendation before the interview in February to Janet Johnson-Mertz, 113 Peabody Hall, 1 University of Arkansas, Fayetteville, AR 72701
7. Successfully complete the required criminal background check. Background check materials must be submitted by May 1st.
8. Schedule and complete an admission screening interview with a portfolio in February
9. For Fulbright College Math Students: Complete a B.A. or B.S.in mathematics. Complete these additional course requirements: MATH 3773 Geometry, MATH 3133 History of Mathematics, STAT 3013 Probability and Statistics.

Note: At the time of the interview, candidates must have a GPA of 3.0 on the last 60 hours of undergraduate coursework, have passed the PRAXIS I exam, submitted three letters of reference, and submitted a portfolio. Additionally, foreign language majors must submit proof of having passed the foreign language proficiency exam.

Once we have received all application materials from the Graduate School, an admission decision will be made based on the criteria described in the admissions policy statement. The probationary status will include the content specific courses of the spring semester term. The number admitted into specific teaching fields will be determined by both availability of internship spaces in the public schools with Cohort Partnership agreements and job market potential. However, meeting or exceeding minimum requirements does not guarantee acceptance into the M.A.T.

At the completion of the first 6 hours of MAT courses (which are taken in the summer semester), the secondary education faculty will review the status of all the students in the program. Students with unsatisfactory performance (grades of C or lower) in the summer courses will not be allowed to continue with the remainder of the program.

Prerequisites to the M.A.T. Degree Program: Admission requirements for the M.A.T. degree program for initial licensure are as follows:

1. Completion of an appropriate undergraduate degree program

2. Cumulative GPA of 3.00 in the last 60 hours of the baccalaureate degree
3. Admission to the Graduate School
4. Admission to the Teacher Education Program.
5. Completion of the pre-education requirements with a minimum of "C" in all courses
6. Completion of all prerequisite courses in teaching field.
7. Pass Praxis I
8. Take Praxis II content test(s) before the end of the summer session of admission

Requirements for the Master of Arts in Teaching Degree in Secondary Education: (Minimum 33-34 hours.)

1. Computer competencies will be demonstrated by the candidate in the admission interview portfolio or by taking an approved course.
2. CIED 4131 Practicum in Secondary Education. Candidates for the Secondary Education M.A.T. program will register for this course. The requirement for this course is 60 hours of experience with children in grades 7 through 12. A minimum of 30 of these hours will be in a secondary school with the remaining hours in other youth settings. These hours must be documented by the appropriate organization.
3. Students will take CIED 3023 Survey of Exceptionalities or CIED 4023 Teaching in Inclusive Secondary Settings. CIED 4023 is the preferred course.

4. Students in French, German, and Spanish will take CIED 4013 Senior Capstone Course (spring semester). Students will compile a portfolio in the target language with several pieces of evidence from their content classes. In addition, students must obtain a minimum passing score of Advanced Low on the Oral Proficiency Interview prior to admission into the fall internship.

Secondary M.A.T. courses:

CIED 5022	Classroom Management Concepts (Fa) (Secondary M.A.T. courses:)	2
CIED 5032	Curriculum Design Concepts for Teachers (Sp)	2
CIED 5052	Seminar: Multicultural Issues (Su)	2
CIED 5062	Literacies Across the Curriculum (Sp) [1]	2
CIED 5223	Issues and Principles of Secondary Education (Su)	3
CIED 5232	Interdisciplinary Studies (Sp, Su, Fa)	2
CIED 5243	Special Methods of Instruction I (Su)	3
CIED 5253	Special Methods of Instruction II (Fa)	3
CIED 5262	Special Methods of Instruction III (Sp)	2
CIED 5263	Measurement and Evaluation (Sp, Su, Fa)	3
CIED 5273	Research in Curriculum and Instruction (Sp, Su, Fa)	3
CIED 528V	Secondary Cohort Teaching Internship (Irregular) [2]	6
CIED 5683	Adolescent Literature (Sp, Su, Fa) [3]	3
Total Hours		33-34

[1] Non-English licensure only

[2] CIED 528V Secondary Cohort Teaching Internship (Irregular) will be taken once during the fall semester for 3 hours and taken again in the spring semester for 3 hours.

[3] English licensure only

Proposed Catalog Copy

Secondary Education (SEED)

M.A.T. in Secondary Education (SEED)

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1. Complete an appropriate undergraduate degree program (see pre-M.A.T. transcript evaluation for additional requirements for area of licensure - http://coehp.uark.edu.4891.htm)

2. Hold a minimum GPA of 3.0 in the last 60 hours of the completed undergraduate degree
3. Complete the application to teacher education through the Teacher Education Office by October 1st. This includes passing the Praxis I exam and successfully completing the required criminal background check.
4. File an application for admission to the Graduate School by January 31.
5. Send three letters of recommendation before the interview in February to Janet Johnson-Mertz, 113 Peabody Hall, 1 University of Arkansas, Fayetteville, AR 72701
6. Schedule and complete an admission screening interview with a portfolio in February
7. For Fulbright College Math Students: Complete a B.A. or B.S.in mathematics. Complete these additional course requirements: MATH 3773 Geometry, MATH 3133 History of Mathematics, STAT 3013 Probability and Statistics.

Note: At the time of the interview, candidates must have a GPA of 3.0 on the last 60 hours of undergraduate coursework, have passed the PRAXIS I exam, submitted three letters of reference, and submitted a portfolio. Additionally, foreign language majors must submit proof of having passed the foreign language proficiency exam.

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4. Admission to the Teacher Education Program.
5. Completion of the pre-education requirements with a minimum of "C" in all courses
6. Completion of all prerequisite courses in teaching field.
7. Pass Praxis I
8. Take Praxis II content test(s) before the end of the summer session of admission

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this course. The requirement for this course is 60 hours of experience with children in grades 7 through 12. A minimum of 30 of these hours will be in a secondary school with the remaining hours in other youth settings. These hours must be documented by the appropriate organization.

3. Students will take CIED 3023 Survey of Exceptionalities or CIED 4023 Teaching in Inclusive Secondary Settings. CIED 4023 is the preferred course.

4. Students in French, German, and Spanish will take CIED 4013 Senior Capstone Course (spring semester). Students will compile a portfolio in the target language with several pieces of evidence from their content classes. In addition, students must obtain a minimum passing score of Advanced Low on the Oral Proficiency Interview prior to admission into the fall internship.

Secondary M.A.T. courses:

CIED 5022 Classroom Management Concepts (Fa)   2
CIED 5032 Curriculum Design Concepts for Teachers (Sp)   2
CIED 5052 Seminar Multicultural Issues (Sp)   2
CIED 5062 Literacies Across the Curriculum (Sp)[1]   2
CIED 5223 Issues and Principles of Secondary Education (Su) 3
CIED 5232 Interdisciplinary Studies (Sp)   2
CIED 5263 Measurement and Evaluation (Fa)   3
CIED 5273 Research in Curriculum and Instruction (Fa)   3
CIED 528V Secondary Cohort Teaching Internship (Irregular)[2] 3
CIED 5683 Adolescent Literature (Sp, Su, Fa)[3]   3
SEED 5003 Introductory Teaching of Secondary Science (Su)[4] 3
SEED 5013 Advanced Teaching of Secondary Science (Fa)[4]   3
SEED 5022 Secondary Science Teaching Seminar (Sp)[4]   2
SEED 5103 Methods of Teaching Social Studies (Su)[5]   3
SEED 5113 Teaching History, Government and Economics (Fa)[5] 3
SEED 5122 Teaching Geography, World Cultures and Religions (Sp)[5] 2
SEED 5203 ELA Methods of Instruction (Su)[6]   3
SEED 5213 Issues in Literacy (Fa)[6]   3
SEED 5222 Language, Literacy, and Culture Seminar (Sp)[6]   2
SEED 5303 Teaching Secondary Mathematics (Su)[7]   3
SEED 5313 Theories of Learning Mathematics (Fa)[7]   3
SEED 5322 Integrating Technology and Mathematics (Sp)[7]   2
SEED 5403 Methods for Teaching Foreign Language K-12 (Su)[9] 3
SEED 5413 Instructional Practices in Teaching Foreign Language (Fa)[9] 3
SEED 5422 Special Issues in Teaching Foreign Language (Sp)[9] 2
SEED 5503 Methods for Teaching Secondary Mathematics and Science (Su)[9] 3

[1] Non-English licensure only

[2] CIED 528V Secondary Cohort Teaching Internship (Irregular) will be taken once during the fall semester for 3 hours and taken again in the spring semester for 3 hours.

[3] English licensure only

[4] These three courses should be taken by science licensure only

[5] These three courses should be taken by social studies licensure only

[6] These three courses should be taken by English licensure only

[7] These three courses should be taken by mathematics licensure only

[8] These three courses should be taken by foreign language licensure only

[9] This course will be taught in the summer in place of SEED 5003 and SEED 5303 when the enrollments are not sufficient to justify teaching them separately.

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   (2) Department   (3) Admissions   (4) Institutional Research   (5) Continuing Education   (6) Graduate School

5/12/08