

**CEBS CURRICULUM COMMITTEE**  
**3:00 pm – May 6, 2014**  
**GRH 3073**

I. Approval of Minutes of the April 1, 2014 CEBS Curriculum Committee. (These minutes can be located on the CEBS Web Page, click on Dean's Office and then meeting minutes and agendas.)

II. **New Business**

Counseling and Student Affairs

1. New Course – CNS 432, Helping Skills

Educational Administration, Leadership and Research

1. Delete Course – EDFN 570, Workshop/Education
2. Delete Course – EDFN 700, Res Design and Dissertation
3. Delete Course – EDAD 688, Planning for School Improvement

III. **Other Business**

- For Information –  
Temporary Course – EDU 490, International Student Teaching
- Select a representative and alternate to serve on the UCC for the upcoming academic year.

Proposal Date: 3/31/14

**College of Education and Behavioral Sciences  
Department of Counseling and Student Affairs  
Proposal to Create a New Course  
(Action Item)**

Contact Person: Bill Kline, [bill.kline@wku.edu](mailto:bill.kline@wku.edu), 745-4953

**1. Identification of proposed course:**

- 1.1 Course prefix (subject area) and number: CNS 432
- 1.2 Course title: Helping Skills
- 1.3 Abbreviated course title: Helping Skills  
(maximum of 30 characters or spaces)
- 1.4 Credit hours: 3 Variable credit no
- 1.5 Grade type: Standard letter grade
- 1.6 Prerequisites/corequisites: Junior standing
- 1.7 Course description:

Overview of helping in counseling and human relations, investigates the person and role of the helper, development of helping skills appropriate for lay helpers, and approaches to crisis intervention.

**2. Rationale:**

- 2.1 Reason for developing the proposed course:
  - Provide content and skills development that can be applied to helping in personal relationships and work settings.
  - Provide exposure for undergraduate students to the counseling field with the goal of recruiting applicants for the various counseling programs.
  - Provide a course that will be helpful to undergraduates exploring counseling as a possible career choice. There is currently no undergraduate course that provides an orientation to the counseling profession.
  - Provide an opportunity for the department's faculty to teach undergraduate students.
- 2.2 Projected enrollment in the proposed course: 12 to 24 students per semester. Enrollment estimate is based on enrollment in CNS 110 Human Relations, the only undergraduate course offered by the Department of Counseling and Student Affairs.
- 2.3 Relationship of the proposed course to courses now offered by the department:

Course has some similar content and skills content to CNS 559 Techniques of Counseling. CNS 559 is a graduate course designed to prepare counseling professionals. Conversely, the proposed course is not intended to prepare undergraduate students to fulfill professional roles.

#### 2.4 Relationship of the proposed course to courses offered in other departments:

This course proposal has been reviewed by the Department of Psychology and the Social Work Department. Both support this proposal.

The proposed course is similar to the following courses:

- PSY 442: Paraprofessional skills for conducting structured and unstructured interviews in non-therapy settings. Emphasizes skills development in addition to theoretical material. This course has prerequisites that include 6 hours in Psychology, including PSY 100, junior standing, and permission of instructor.  
The proposed class is not specifically designed for students who have completed courses in Psychology.
- SWRK 375-Social Work Practice I. Pre-requisites: SWRK 101 and SWRK 205 and admission to the Social Work program. Co-Requisites: SWRK 330. Emphasizes development of knowledge, values, and skills necessary for effective interventions with individuals and families. Course content will be examined from an ecological social systems perspective that emphasizes empowerment and cultural competency.  
This course has a skills component but is available to BSW majors only. The proposed class is not designed for students who have completed courses in Social Work and is not intended to apply towards the BSW.
- SWRK 378-Social Work Practice II. Pre-requisites: SWRK 330 and SWRK 375, restricted to social work majors. The second of three practice classes that equip students with theory and skills for effective generalist social work practice with groups. This course has a skills component but is available to BSW majors only.  
The proposed class is not designed for students who have completed courses in Social Work and is not intended to apply towards the BSW.
- SWRK 379-Introduction to Social Work Communication Skills. Pre-Requisite: SWRK 330 and SWRK 375. Study and practice of interviewing individuals, families, and groups. The skill of relationship building as it relates to both micro and macro practice of social work is emphasized. This course has a skills component and similar content but is available to BSW majors only.  
The proposed class is not designed for students who have completed courses in Social Work and is not intended to apply towards the BSW.
- SWRK 381-Social Work Practice III. Prerequisite: SWRK 379. The third of three practice classes that equip students with theory and skills for effective generalist social work practice with organizations and communities. This course has a skills component and possibly similar content but is available to BSW majors only.  
The proposed class is not designed for students who have completed courses in Social Work and is not intended to apply towards the BSW.

#### 2.5 Relationship of the proposed course to courses offered in other institutions:

- Similar courses are offered at benchmark institutions that have recognized counseling programs including the University of North Carolina – Greensboro, Northern Illinois University, and Appalachian State University.

- University of North Carolina Greensboro: CED 310 Helping Skills: Skills useful for facilitating helping relationships. Practical model for counseling and learning about helping by practicing the helping skills.
- Northern Illinois University: CAHC 400 - Exploration in the Counseling Profession: Training in facilitative communication skills and attention to one's relationship with the helping occupations in the community.
- Appalachian State University: HPC 3390. An Introduction to and Procedures in the Helping Professions: Historical, philosophical, and legal aspects of the helping professions. Emphasis placed on understanding the various approaches to counseling. Contributions of paramedical and other areas are discussed.

### 3. Discussion of proposed course:

3.1 Schedule type: A

3.2 Learning Outcomes:

- Students will demonstrate proficiency in basic helping skills.
- Students will understand how personal characteristics, attitudes towards helping, and attitudes regarding diversity influence their helping relationships.
- Students will describe the counseling profession and the various counseling specializations.
- Students will articulate the limitations of their skills and knowledge and when and how to refer helpes to appropriate professionals.

3.3 Content outline:

- The Counseling Profession: Overview and History
- Helping Relationships
- Personal Qualities of Helpers and the Significance of Self- awareness
- Fundamental Helping Skills
- Building Relationships and Establishing Goals
- Helping in a Diverse Social Context
- Helping Theory
- Current Theoretical Perspectives
- Introduction to Helping Strategies
- Applying Helping Strategies
- Helping People in Crisis: Theory and Intervention
- Issues and Trends in Counseling

3.4 Student expectations and requirements:

- Students will submit videos of role-played helping sessions for evaluation of skills development.
- Students will write course papers that require reflection on personal characteristics as they relate to helping processes, perspectives on helping others, attitudes towards diversity, and synthesis of learning experiences.
- Students will conduct library research on the efficacy and applications of an instructor approved helping intervention and write a research paper.
- Students will complete mid-term and final exams to demonstrate mastery of course content.

- 3.5 Tentative texts and course materials:  
Okun, B. F., & Kantrowitz, R. E., (2015). *Effective Helping: Interviewing and Counseling Techniques* (8<sup>th</sup> ed.). Belmont, CA: Cengage Learning.

Blackboard readings made available by the course instructor.

**4. Resources:**

- 4.1 Library resources: Existing journals and library resources.  
4.2 Computer resources: none

**5. Budget implications:**

- 5.1 Proposed method of staffing: A department faculty member will teach this course in place of a graduate course in semesters when graduate teaching loads and student enrollments allow offering this course. Course will be offered 1 to 2 times per academic year.  
5.2 Special equipment needed: none  
5.3 Expendable materials needed: none  
5.4 Laboratory materials needed: none

**6. Proposed term for implementation:**

Spring 2014

**7. Dates of prior committee approvals:**

Department of Counseling and Student Affairs  
CEBS College Curriculum Committee  
Undergraduate Curriculum Committee  
University Senate

**3/31/2014**

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Proposal Date: 4/15/2014

**College of Education and Behavioral Sciences  
Educational Administration, Leadership, and Research  
Proposal to Delete a Course  
(Consent Item)**

Contact Person: Tony Norman, tony.norman@wku.edu, 270-745-4890

**1. Identification of course:**

1.1 Current course prefix (subject area) and number: EDFN 570

1.2 Course title: Workshop/Education

**2. Rationale for the course deletion:** Course has not been taught for nearly a decade. Present faculty could not generate reasons why it should remain in the catalog.

**3. Effect of course deletion on programs or other departments, if known:** None

**4. Proposed term for implementation:** Fall 2014

**5. Dates of prior committee approvals:**

Department/ Unit Educational Administration

4/15/2014

CEBS College Curriculum Committee

Graduate Council

University Senate

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Proposal Date: 4/15/2014

**College of Education and Behavioral Sciences  
Educational Administration, Leadership, and Research  
Proposal to Delete a Course  
(Consent Item)**

Contact Person: Tony Norman, tony.norman@wku.edu, 270-745-4890

**1. Identification of course:**

- 1.1 Current course prefix (subject area) and number: EDFN 700
- 1.2 Course title: Res Design and Dissertation

**2. Rationale for the course deletion:** Created for the defunct U of L/WKU cooperative doctoral program, so no longer needed.

**3. Effect of course deletion on programs or other departments, if known:** None

**4. Proposed term for implementation:** Fall 2014

**5. Dates of prior committee approvals:**

Department/ Unit Educational Administration

4/15/2014

CEBS College Curriculum Committee

Graduate Council

University Senate

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Proposal Date: 04/15/2014

**College of Education and Behavioral Science  
Educational Administration, Leadership and Research  
Proposal to Delete a Course  
(Consent Item)**

Contact Person: Tony Norman 270-745-4890 tony.norman@wku.edu

- 1. Identification of course:**
  - 1.1 Current course prefix (subject area) and number: EDAD 688
  - 1.2 Course title: Planning For School Improvement
- 2. Rationale for the course deletion:** Course has not been taught for nearly a decade. Present faculty could not generate reasons why it should remain in the catalog.
- 3. Effect of course deletion on programs or other departments, if known:** None
- 4. Proposed term for implementation:** Fall 2014
- 5. Dates of prior committee approvals:**

Department/ Unit Educational Administration	4/15/2014
CEBS College Curriculum Committee	_____
Graduate Council	_____
University Senate	_____