

## **CEBS CURRICULUM COMMITTEE**

**3:00 pm – November 5, 2013**

**GRH 3073**

I. Approval of Minutes of the October 1, 2013 CEBS Curriculum Committee. (These minutes can be found on the CEBS Web Page, click on Dean's Office and then meeting minutes and agendas.)

### **II. New Business**

#### Counseling and Student Affairs

1. Revise Course Credit Hours - CNS 110, Human Relations
2. Create a New Course – CNS 720, College Teaching Internship

#### Educational Administration, Leadership and Research

1. Revise a Program – 162, community College Faculty Preparation Certificate

### **III. Other Business**

Proposed Date: Spring 2014

**College of Education and Behavioral Sciences**  
**Department of Counseling and Student Affairs**  
**Proposal to Revise Course Credit Hours**  
**(Action Items)**

**Contact Person:** Fred Stickle, [fred.stickle@wku.edu](mailto:fred.stickle@wku.edu), 270.745.4957

**Identification of proposed course:**

- .1 **Course Prefix (subject area) and number:** CNS 110
- .2 **Course Title:** Human Relations
- .3 **Credit Hours:** 2

**Proposed course credit hours:** 3

**Rationale for the revision of course credit hours:**

- In consultation with the faculty of the Undergraduate Leadership Certificate program, it was strongly suggested that Human Relations 110 be a 3 hr. course to meet program academic credit requirements. As a three hour course “we would like to accept it as one of the classes our students can take.”
- There is more than ample material necessary to expand the class to a three hour course. Additional topics would include topics such as interpersonal relations with diverse cultural populations.
- An addition credit hour would allow better coverage of current topics.
- Current Students have requested additional course work in the field of human relations.

**Proposed term for implementation:** Spring 2014

**Dates of prior committee approvals:**

**Department of Counseling and Student Affairs** \_\_\_\_\_9/25/2013\_\_\_\_\_

**CEBS Curriculum Committee** \_\_\_\_\_

**Undergraduate Course Committee** \_\_\_\_\_

**University Senate** \_\_\_\_\_

Proposal Date: 09/25/2013

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

**Contact Person:** Fred Stickle, [fred.stickle@wku.edu](mailto:fred.stickle@wku.edu), 270.745.4953

**1. Identification of proposed course:**

- 1.1 **Course Prefix (subject area) and number:** CNS 720
- 1.2 **Course Title:** College Teaching Internship
- 1.3 **Abbreviated course title:** College Teaching Internship
- 1.4 **Credit hours and contact hours:** 1 to 3 hours; may be taken 2 semesters for a total of 6 hours
- 1.5 **Grade Type:** Standard letter grade
- 1.6 **Prerequisites:** 18 hours in the teaching field, 6 approved learning units from the Best Practice in Mentoring and College Teaching (BPMCT) and permission of instructor.
- 1.7 **Course catalog listing:** Methods of teaching counseling material at the college level. Emphasis will be placed on teaching strategies and teaching at the college level. Students enrolled in the course will concurrently teach an undergraduate level course.

**2. Rationale:**

- 2.1 **Reason for developing the proposed course:** Each super GA (graduate assistant) in the Department of Counseling and Student Affairs will teach a section of CNS 110 Human Relations. Dr. Fred Stickle will be training, observing, and closely supervising their college teaching each week.
- 2.2 **Projected enrollment in the proposed course:** Initial enrollment will be three students but it is anticipated that enrollment may increase depending on demand for the CNS 110 Human Relations course and available super GA funding.
- 2.3 **Relationship of the proposed course to course now offered by the department:** Course will provide training and direct supervision of students teaching CNS 110 Human Relations. No other course in the department provides supervision for college teaching.
- 2.4 **Relationship of the proposed course to courses offered in other departments:** This course is similar to ADED 589 Internship Community/ Technical College Teaching and PSY 591 Internship in College Teaching, but will be offered only to students in the Counseling and Student Affairs Department who teach CNS 110.
- 2.5 **Relationship of the proposed course to courses offered in other institutions:** This is similar to courses offered in other institutions. The following is a small sample of other schools offering similar courses. 1) Montana State University- EDLD 530 College Teaching. 2) University of Pittsburg- PSYED Practicum in College Teaching. 3) Vanderbilt University- Seminar in College Teaching. 4) University of Kentucky- GS 699 Practicum in College Teaching.

### **3. Discussion of proposed course:**

#### **3.1 Schedule Type:** N-Internship

#### **3.2 Learning Outcomes:** At the conclusion of the course students will be able to:

- Demonstrate active learning strategies in a classroom setting
- Construct, apply, and interpret the results of both formative and summative assessment tools that measure student learning and teaching effectiveness
- Analyze and manage classroom environments in relation to student learning and disciplinary practices
- Demonstrate increased comfort and confidence in regard to teaching skills
- Articulate a philosophy of teaching
- Reflect, with input from a faculty member, on appropriate strategies to help students learn effectively
- Identify and change teaching behavior based on feedback and self-evaluation
- Over the semester, each student will give class presentations that will be observed by both classmates and instructor. Each student will also facilitate at least 8 group discussion sessions.
- Students will be required to satisfy the University requirement to be the “faculty of record”.
- Evaluate their own teaching effectiveness and creatively revise their approaches for improvement
- Reflect on and self-evaluate their own teaching in order to improve skills as a face-to-face classroom instructor
- Plan, facilitate, and evaluate classroom instruction
- Facilitate student-centered classroom discussion and other interactive activities
- Use appropriate large and small group strategies in classroom instruction
- Make effective use of visual aids in classroom instruction

#### **3.3 Content Outline:**

- Communication skills
- Presentation style
- Clarity of instruction
- Organization
- Selection of course and lesson content
- Developing course objectives
- Use of instructional materials (e.g. readings, use of media)
- Application of most appropriate methodology for teaching specific content areas
- Commitment to teaching and concern for student learning
- Student achievement based on performance on exams and projects

#### **3.4 Student expectations and requirements:** Student expectations and requirement

the student will have the opportunity to apply the learning objectives by co-teaching, teaching and facilitating classroom groups in the Course 110 Humans Relations class. Each student will teach a minimum of four classes and eight small group sessions. The faculty member will evaluate each student based on the learning outcomes and will provide weekly feedback.

**3.5 Tentative texts and course materials:**

Reading materials will be provided to the students on topics such as facilitating college level groups, teaching Human Relations and the following textbook: Walker, Velma. (2014) *Becoming aware*. Dubuque, Iowa: Kendall Hunt Publishing Company.

**4. Resources:**

4.1 **Library resources:** Current resources are sufficient

4.2 **Computer resources:** Current resources are sufficient

**5. Budget implications:**

5.1 **Proposed method of staffing:** Existing faculty member. Dr. Fred Stickle will be teaching the course. This course will not alter his teaching load and will not alter the offerings in the department.

5.2 **Special equipment needed:** None

5.3 **Expendable materials needed:** None

5.4 **Laboratory materials needed:** None

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

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

Department of Counseling and Student Affairs      09/25/2013

CEBS Curriculum Committee      \_\_\_\_\_

Graduate Council      \_\_\_\_\_

University Senate      \_\_\_\_\_

**College of Education and Behavioral Sciences  
Department of Educational Administration, Leadership and Research  
Proposal to Revise a Program  
(Action Item)**

Contact Person: Jim Berger, 5-3892, jim.berger@wku.edu

- 1. Identification of program:**
  - 1.1 Current program reference number: 162
  - 1.2 Current program title: Community College Faculty Preparation Certificate
  - 1.3 Credit hours: 9
  
- 2. Identification of the proposed program changes: Add ADED 520 – Methods for Teaching Adults to the program, increasing the number of hours from 9 to 12 semester credit hours.**
  
- 3. Detailed program description:**

<b>Current Program</b>	<b>Proposed Program</b>
<p>The Community College Faculty Preparation (CCFP) certificate program combines critical components to prepare students to enter community college teaching. These components include: a master’s degree in a teaching discipline, a three-hour graduate course in adult teaching/learning psychology, a three-hour seminar on topics relevant for teaching in the community college, and a three-hour teaching experience/internship at a community college. A certificate will be awarded to the students who successfully complete these requirements.</p> <p>The CCFP program will empower certificate holders to be more competitive for community college faculty positions and to advance more rapidly in fulfilling the new faculty role. Faculty and administrators from several community colleges contributed to the development of the program and continue to be involved in various aspects of the program.</p> <p><b>Admission Requirements</b> Participation in the CCFP program is optional to all graduate programs in the University. Graduate students may take courses as they approach the end of their master’s degree or following completion of the master’s degree. Application to the CCFP</p>	<p>The Community College Faculty Preparation (CCFP) certificate program combines critical components to prepare students to enter community college teaching. These components include: a master’s degree in a teaching discipline, a three-hour graduate course in adult teaching/learning psychology, a three-hour seminar on topics relevant for teaching in the community college, and a three-hour teaching experience/internship at a community college. A certificate will be awarded to the students who successfully complete these requirements.</p> <p>The CCFP program will empower certificate holders to be more competitive for community college faculty positions and to advance more rapidly in fulfilling the new faculty role. Faculty and administrators from several community colleges contributed to the development of the program and continue to be involved in various aspects of the program.</p> <p><b>Admission Requirements</b> Participation in the CCFP program is optional to all graduate programs in the University. Graduate students may take courses as they approach the end of their master’s degree or following completion of the master’s degree. Application to the CCFP</p>

<p>program is made in the Graduate School.</p> <p><b>Certificate Requirements—9 hours</b>  Required Courses  ADED 611 Adult Development and Learning – 3 hrs  EDFN 612 Seminar in Community College Teaching – 3 hrs  ADED 590 Practicum in Adult Education – 3 hrs  OR Appropriate Departmental Internship*  *Appropriate course will be determined by CCFP director and departmental faculty.</p>	<p>program is made in the Graduate School.</p> <p><b>Certificate Requirements—12 hours</b>  Required Courses  ADED 611 Adult Development and Learning – 3 hrs  <b>ADED 520 Methods for Teaching Adults – 3 hrs</b>  EDFN 612 Seminar in Community College Teaching – 3 hrs  ADED 590 Practicum in Adult Education – 3 hrs  OR Appropriate Departmental Internship*  *Appropriate course will be determined by CCFP director and departmental faculty.</p>
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**Current Program**

**Proposed Program**

Prefix	#	Course Title	Hrs.	Prefix	#	Course Title	Hrs.
ADED	611	Adult Development and Learning	3	ADED	611	Adult Development and Learning	3
EDFN	612	Seminar in Community College Teaching	3	EDFN	612	Seminar in Community College Teaching	3
ADED	590	Practicum in Adult Education	3	ADED	590	Practicum in Adult Education	3
				ADED	520	Methods for Teaching Adults	3
<b>TOTALS</b>		<b>Credit Hours</b>	<b>9</b>	<b>TOTALS</b>		<b>Credit Hours</b>	<b>12</b>

4. **Rationale for the proposed program change:** As this is a certificate developed to train instructors how to work with adult learners in the community college setting, it is appropriate that it includes a course on methods for teaching adults.
5. **Proposed term for implementation and special provisions (if applicable):**  
**Summer, 2014**
6. **Dates of prior committee approvals:**

Department of Educational Administration, Leadership and Research:  
October 15, 2013

CEBS Curriculum Committee \_\_\_\_\_

Graduate Council \_\_\_\_\_

University Senate \_\_\_\_\_

Provost \_\_\_\_\_

