

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: COEPD _____

Dept/Division: Adult and Technical Education (ATE) _____

Contact Person: Louis Watts, Ed.D. Assoc. Prof./Prog. Dir.--Leadership Studies/ATE _____

Phone: (304) 746-1933 _____

Degree Program Check action requested: Addition Deletion ChangeEffective Term/Year Fall 20 Spring 20 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 _____
College Curriculum Chair _____	Date _____
College Dean _____	Date _____
Graduate Council Chair _____	Date _____
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____
Board of Governors Approval _____	Date _____

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 2

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

Please refer to the attached "Proposal for Graduate Program Change -- Adult and Technical Education (ATE) Master of Science Degree Program -- Transitioning to an Online Program Format and Program Title Change."

The proposal provides a rationale for Proposed Online Program Format. See page three (3).

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)

New Major or Degree Title Change: Adult and Continuing Education (ACE) Master of Science Degree

Proposed Online Program Curriculum: (1) A total of 30 credit hours is required for program completion for both the Adult and Continuing Education program, and the Career and Technical Center Teaching areas of emphasis; (2) A total of 12 credit hours of the following core courses must be completed by students in the Adult and Continuing Education program and the Career and Technical Center Teaching areas of emphasis: ATE 600; ATE 603; ATE 656, and LS 632; (3) ATE 656 will be a Prerequisite for ATE 671; (4) ATE 650 will be removed from the Career and Technical Center Teaching program; (5) ATE 550 will be removed from the program, and replaced with LS 632.

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.

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 3

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 attachment, which includes the Adult and Technical Education (ATE) current catalog description, extracted from the Fall 2015 graduate catalog, print version.

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.

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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)

Please refer to the attached "Proposal for Graduate Program Change -- Adult and Technical Education (ATE) Master of Science Degree Program -- Transitioning to an Online Program Format and Program Title Change." The proposal provides the proposed description, pages three and four (3-4). The Admission Requirements can be found on pages seven and eight (7-8).

ADULT AND CONTINUING EDUCATION, M.S.

Areas of Emphasis:

- (1) Adult and Continuing Education
- (2) Career and Technical Center Teaching

Program Description, M.S.

The Master of Science degree program in Adult and Continuing Education (ACE) is a field-based program designed to serve adult learners who may be employed on a full-time basis. The comprehensive program is intended for individuals who serve in an instructional, training, leadership, or professional role in human services areas of business, industry, government, community agencies, health care, or education. The program is designed for learners who aspire to become training and development professionals in business, industry, or service organizations. Students will learn to teach adults by gaining classroom knowledge, experiencing work-based activities, and participating in projects intended to develop the competencies utilized by professionals in the areas of Adult Education, Training and Development, and Career and Technical Center Teaching. The areas of emphasis in Adult and Continuing Education allow a program to be tailored to meet the personal and professional needs of a broad spectrum of graduate students. The courses provide students with the opportunity to continue their graduate education in a flexible program through a state-wide delivery system.

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 5

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: Adult and Technical Education (ATE)

Area of Emphasis Title: Adult and Continuing Education

Type of Change Requested: Change

(1) Change degree name from Adult and Technical Education (ATE) to Adult and Continuing Education (ACE).

(2) Modify the program to an Online format.

(3) Change the total credit hours required for program completion from 33 to 30.

(4) Remove ATE 650 from the Career and Technical Center Teaching program.

(5) Remove ATE 550 from the program and replace it with LS 632.

Term to Take Effect: (Fall 2016)

Rationale: Please refer to the attached "Proposal for Graduate Program Change -- Adult and Technical Education (ATE) Master of Science Degree Program -- Transitioning to an Online Program Format and Program Title Change."

College of Education and Professional Development

Dr. Teresa Eagle, Dean

www.marshall.edu/coepd

ADULT AND TECHNICAL EDUCATION, M.S.

Areas of Emphasis

Adult Education

Training and Development

Career and Technical Center Teaching

Education Specialist with Area of Emphasis in Adult and Technical Education, Ed.S.

Program Description, M.S.

The Master of Science in Adult and Technical Education is a field-based program designed to serve persons who are employed on a full-time basis. The program is intended for persons who serve in an instructional, training, leadership, or professional role in human services areas of business, industry, government, community agencies or education. The areas of emphasis in Adult and Technical Education allow a program to be tailored to meet the personal and professional needs of a broad spectrum of graduate students. The courses provide students with the opportunity to continue their graduate education in a flexible program through a state-wide delivery system. Most courses are taught in the evening or at other convenient times. Every effort is made to tailor the program to meet the needs of the student.

The following provides the framework for the candidate's Plan of Study: In consultation with the advisor, the student will select an area of emphasis and plan the program. Areas of emphasis available in the Master of Science degree program are:

- a. Adult Education
- b. Interdisciplinary Studies (admission suspended)
- c. Training and Development
- d. Career and Technical Center Teaching

Admission Requirements

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

In addition to Marshall University's requirements for admission, the following criteria must be met for admission to the Adult and Technical Education program:

- Admission to the program also requires an undergraduate Grade Point Average (GPA) of 2.75 or higher on a 4.0 scale for all previously completed undergraduate work.
- Admission to the Career and Technical Teaching emphasis requires that students be employed as a career and technical center teacher in West Virginia.

Program Requirements, M.S. - Areas of Emphasis in Adult Education and Training and Development

Students may complete 33 hours in the thesis option or 36 hours in the non-thesis option to satisfy the Master of Science degree requirements.

A Plan of Study will be sent to the student at the time of admission. Changes in required courses and the choice of any elective courses must be approved, and signed by the advisor on the office copy of the Plan of Study. The Plan of Study is a student's "blueprint" for completing graduation requirements.

The required GPA to complete the master's degree is 3.0 (B). Students must prepare a portfolio in their last semester of enrollment and may take no more than one other 3-hour course in the semester that the portfolio class is taken.

Adult Education Area of Emphasis

The Adult Education program is designed to serve persons who work with adults in either an instructional or an administrative role. As such, its participants are drawn from various areas such as the human services agencies, those with staff development, or in-service responsibilities in hospitals, business or government as well as those in adult preparatory programs at the postsecondary or community college level.

Minimum Requirements33-36 hours

Major Field.....27

Required:

ATE 603 Introduction to Adult Education and Adult Learners

(continued)

- ATE 618 Literature of Adult and Continuing Education
- ATE 628 Adult Instruction: Environmental and Personal Aspects
- ATE 675 Literature & Applied Research in ATE or Equivalent
- ATE 679 Problem Report (3 hours only)

Elect 12 hours from the following:

- ATE 600 Aspects of Training and Development
- ATE 609 Developing Training in Business and Industry
- ATE 656 Instructional Planning for Adult Populations
- ATE 661 Practicum in Adult and Continuing Education
- ATE 671 Evaluation of Adult and Technical Education

Thesis (6 hours) or Electives (9 hours) 6-9

Select any academic graduate courses for electives from Adult and Technical Education, Counseling, Curriculum and Instruction, Economics, English, Family and Consumer Sciences, Instructional Technology, Mathematics, Management, Marketing, Psychology, Literacy education, Safety Technology, Sociology, or other approved disciplines.

Training and Development Area of Emphasis

The Training and Development program is designed to serve persons employed in business, industry, or other organizations involved in the advancement of knowledge, competencies, and skills of their employees. Graduate students are drawn from areas such as management, marketing, human resources, and safety whose responsibilities include instructional design and preparation of employees for current jobs, future assignments, and/or personal enhancement.

Minimum Requirements33-36 hours

Major Field..... 27

Required:

- ATE 503 Introduction to Adult Learning Theory*
- ATE 600 Aspects of Training and Development
- ATE 609 Developing Training in Business and Industry*
- ATE 628 Adult Instruction: Environmental and Personal Aspects*
- ATE 652 Field Based Job Analysis and Curriculum Design*
- ATE 661 Practicum in Adult and Continuing Education
- ATE 675 or equivalent

Elect 6 hours of additional ATE course credit

Thesis (6 hours) or Electives (9 hours)..... 9

Select any academic graduate courses for a minor field from Adult and Technical Education, Communications Studies, Counseling, Instructional Technology, Management, Marketing, Psychology, Safety Technology, or other approved disciplines.

*Students may register for Internship after successful completion of: ATE 503, ATE 609, ATE 628, ATE 652.

Program Requirements, M.S. – Area of Emphasis in Career and Technical Center Teaching

The required GPA to complete the master’s degree is 3.0 (B). Students must pass the capstone course requirements in order to obtain the M.S. degree.

Master of Science – Area of Emphasis in Career and Technical Center Teaching

Required Courses

- ATE 511 Introduction to Career and Technical Education
- ATE 524 Safety in Career and Technical Education
- ATE 548 Teaching Methods in Career and Technical Education
- ATE 508 Applications of Basic Skills in Career and Technical Education
- ATE 631/637 Computer Applications
- ATE 650 Career Education Curriculum Development
- ATE 673 Assessment in Adult/Technical Education

Total Required Hours.....21

(continued)

Elective Courses (choose 9 hours of these ATE courses)

ATE 603	Introduction to Adult Education and Adult Learners
ATE 628	Adult Instruction: Environmental and Personal Aspects
ATE 609	Developing Training Plans for Business and Industry
ATE 549	Occupational Analysis and Instructional Design
ATE 550	Interpersonal Skills in the Workplace

Total Elective Hours9

(Students must complete all required courses before registering for ATE 618)

Required Capstone Course

ATE 618	Literature of Adult and Continuing Education	3
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TOTAL DEGREE HOURS 33

Ed.S. with Area of Emphasis in Adult and Technical Education

Program Description

The program is designed to permit specialization in the field of Adult and Technical Education.

Admission Requirements, M.S.

Applicants must have a master's degree from a regionally accredited institution and work experience that provides an applicable background for the program. 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

Program Requirements

All programs must be completed in seven years from admittance and conform to the following standards:

1. Completion of a minimum of 36 hours of planned, approved graduate study with a 3.25 GPA, including the following:

Core coursework 15

LS 703	Research Design
EDF 625	Qualitative Research in Education;
CIEC 700	Technology and Education
EDF 711	Survey Research in Education;
CI 677	Writing for Publication OR
HUM 604	Expository Writing

Adult and Technical Education Coursework..... 15

ATE 618	Literature of Adult and Continuing Education
ATE 689	Grant Writing;
ATE 701	Community and Technical College
ATE	Applied Research in Career and Technical Center Teaching
ATE 723	Perspectives and Strategies for Workforce Education

Research Component..... 3

ATE 679	Problem Report
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TOTAL HOURS33

2. A Plan of Study will be sent to the student at the time of admission. Changes in required courses and the choice of any elective courses must be approved, and signed off by the advisor on the office copy of the Plan of Study. The Plan of Study is a student's "blueprint" for completing graduation requirements.

Proposal for Graduate Program Change

**Marshall University
Adult and Technical Education (ATE)
Master of Science Degree Program**

**Transitioning to an Online Program Format and
Program Title Change**

Prepared by:

Dr. Feon M. Smith

Associate Professor, Adult and Technical Education

Jessica M. Hanna

Assistant Professor, Adult and Technical Education

Submitted to:

Dr. Teresa Eagle, Dean

Marshall University

College of Education and Professional Development

Dr. Louis Watts

Associate Professor of Leadership Studies and

Program Coordinator, Adult and Technical Education

Marshall University

College of Education and Professional Development

January 12, 2016



Program Identification

Name of Program:	Adult and Technical Education (ATE)
College:	College of Education and Professional Development
Institution:	Marshall University
New Proposed Program Title:	Adult and Continuing Education (ACE)
Degree to be offered:	Master of Science
Proposed Start Date for Online Delivery:	Fall Semester 2016
(CIP) Code(s) Associated with the Program:	13.0403; 13.1201; 52.1001; 13.0401

Online Program Proposal Narrative

This Proposal serves as a vehicle to modify the Adult and Technical Education (ATE) Master of Science degree program to an online format.

Current Adult and Technical Education Program Overview

The Master of Science degree program in Adult and Technical Education, Department of Leadership Studies, College of Education and Professional Development, is a field-based program designed to serve adult learners who may be employed on a full-time basis. The comprehensive program is intended for individuals who serve in an instructional, training, leadership, or professional role in human services areas of business, industry, government, community agencies, health care, or education.

The program is designed for learners who aspire to become training and development professionals in business, industry, or service organizations. Students will learn to teach adults by gaining classroom knowledge, experiencing work-based activities, and participating in projects intended to develop the competencies utilized by professionals in the areas of Adult Education, Training and Development, and Career and Technical Center Teaching.

The areas of emphasis in Adult and Technical Education allow a program to be tailored to meet the personal and professional needs of a broad spectrum of graduate students. The courses provide students with the opportunity to continue their graduate education in a flexible program through a state-wide delivery system.

Rationale for Proposed Online Program Format

In order to become competitive with other higher education institutions that offer fully online adult and continuing education programs, the Adult and Technical Education Program will be modified by merging the Adult Education and Training & Development areas of emphasis into one program of study.

- The Adult Education area of emphasis is designed to serve persons who work with adults in either an instructional or an administrative role. As such, its participants are drawn from various areas such as the human services agencies, those with staff development, or in-service responsibilities in hospitals, business or government, as well as those in adult preparatory programs at the postsecondary or community college level.
- The Training and Development area of emphasis is designed to serve persons employed in business, industry, or other organizations involved in the advancement of knowledge, competencies, and skills of their employees. Graduate students are drawn from areas such as management, marketing, human resources, and safety whose responsibilities may

include instructional design and preparation of employees for current jobs, future assignments, and/or personal enhancement.

Since the Adult Education and Training & Development areas of emphasis serve similar populations, and draws students from similar career fields, merging them into one specialization will be a mechanism for a cost-effective, collaborative, and creative fully online Master of Science degree program.

New Proposed Program Title

The online program's new name will be **Adult and Continuing Education (ACE) Master of Science Degree**.

Program Areas and Specialization

The new online program will include two areas of emphasis: (1) Adult and Continuing Education (ACE) and (2) Career and Technical Center Teaching (CTC). Students electing to complete a Master of Science degree in Adult and Continuing Education or Career and Technical Center Teaching, will be required to complete 30 credit hours.

Entering students in the program will build upon their academic background gained through their undergraduate education and professional employment. The program's coursework will provide the additional academic requirements, training, and leadership development necessary to complete a Master of Science degree.

Mission Statement

The proposed online program shall be centrally related to the Marshall University Board of Governors Approved Mission Statement of the Institution. The Marshall University Mission Statement: Marshall University is a multi-campus public university providing innovative undergraduate and graduate education that contributes to the development of society and the individual. The University actively facilitates learning through the preservation, discovery, synthesis, and dissemination of knowledge. (<http://www.marshall.edu/strategic/university-mission-statement/>)

Program Objectives

Upon completion of the Adult and Continuing Education program, students will be able to:

1. Understand the theoretical framework for Adult and Continuing Education.
2. Create effective professional development for adult populations.
3. Evaluate the effectiveness of professional development for adult populations.

4. Acquire and apply current information related to adult and continuing education.
5. Demonstrate interpersonal and intrapersonal skills appropriate for career success.
6. Appreciate and make use of multiculturalism and diversity.
7. Identify and resolve conflict management.
8. Apply effective oral and written communication skills.
9. Apply effective leadership practices
10. Construct and manage a budget.
11. Comprehend the changing role of technology.

Program Standards

The current Adult and Technical Education program consists of seven standards to be addressed in the Capstone portfolios of students who are candidates for the M.S. degree. These standards will remain the same in the Adult and Continuing Education program. The standards are as follows:

- **Standard 1 - Interpersonal and Intrapersonal Skills**
 - A. Apply effective written communications
 - B. Convey effective oral communications
 - C. Collaborate effectively
 - D. Assessing self
 - E. Reflective practice
- **Standard 2 - Program Planning and Development**
 - A. Conduct needs assessment
 - B. Examine program ideas
 - C. Design instructional plans
 - D. Develop transfer of training techniques
 - E. Evaluating programs
 - F. Formatting scheduling and staffing
 - G. Budgeting
 - H. Coordinating facilities
 - I. Discerning context
 - J. Reflective practice
- **Standard 3 - Professionalism**
 - A. Promote a positive climate
 - B. Apply best practices
 - C. Design professional growth plan
 - D. Reflective practice
- **Standard 4 - Instructional Development and Delivery**
 - A. Needs Assessment
 - B. Collaborate with stakeholders
 - C. Develop course objectives
 - D. Apply adult learning theory

- E. Identify learning styles and utilize in effective practice
- F. Reflective practice
- **Standard 5 - Critical Thinking and Problem Solving.**
This standard deals with academic preparation in the following areas:
 - A. Employ research principles
 - B. Utilize research to solve problems
 - C. Promote critical thinking in educational settings
 - D. Implement critical thinking in professional practice
 - E. Reflective practice
- **Standard 6 - Adult Learning Theory**
This standard deals with academic preparation in the following areas:
 - A. Identify adult learning theory
 - B. Differentiate theory to practice
 - C. Utilize adult learning theory
 - D. Reflective practice
- **Standard 7 - Presentation**

Student Demand for the Online Program

The online program is designed to maximize the use of existing faculty, space, equipment, and meet the educational needs of the adult learner (non-traditional student). The program is designed to complement students' prior academic and experiential accomplishments, and promote future employment potential. This online Master of Science degree will increase enrollment by recruiting students from all across the country, who meet admission criteria, to enroll in the program. It will also bring financial revenue to the university through increased enrollments.

The overall scope of the program will contribute to increased career opportunities in students' professions, help to meet West Virginia's and the surrounding states' need for a better prepared workforce. The program will also encourage adult learners to enroll, who would customarily be unable to pursue an advanced degree due to demanding work schedules, family commitments, commuting issues, and other access barriers.

Regional, State, and National Factors

A thorough search was conducted via the World Wide Web to locate adult education master's degree programs. The search returned a total of 48 programs nationwide that offer adult education degrees. Marshall University's Adult and Technical Education Master of Science degree would be the only one of its kind in West Virginia.

Employment Possibilities for Graduates of this Program

Graduates in the Adult and Continuing Education (ACE) program can expect employment opportunities from a variety of human services areas in business, industry, government, community agencies, health care, or education.

According to the Bureau of Labor Statistics, the projected growth (2010-2020) for Training and Development Specialists in the state of West Virginia is expected to increase from 920 to 1,100, a 19% change [<http://www.onetonline.org/link/summary/13-1151.00>].

The projected growth (2010-2020) for Education Teachers, Postsecondary in the state of West Virginia is expected to increase from 370 to 390, a 6% change [<http://www.onetonline.org/link/summary/25-1081.00>].

The data from the Bureau of Labor Statistics indicate that there is potential for growth in both areas of Training and Development and Adult Education in West Virginia. On a national level, both areas show an increase between the years 2012 and 2022. Hence, merging these together as one program of study would be beneficial to students.

Classification of Program

Consistent with the program identification, as provided in the Classification of Instructional Programs (C.I.P.) developed and published by the U.S. Department of Education, Center for Educational Statistics (*13.0403 – Adult and Continuing Education Administration, 13.1201 - Adult and Continuing Education and Teaching, 52.1001 - Human Resources Management/Personnel Administration, General, 13.0401 – Educational Leadership and Administration, General*), it is the intent of this proposal to modify the program name, curriculum, and incorporate one alternative specialization.

Clientele to be Served

The Adult and Continuing Education (ACE) program will serve training and development professionals looking to expand knowledge and further careers, professionals wanting to transition into teaching adults.

Admissions Requirement

Students will be expected to have achieved the academic standards set forth by Marshall University. These students should possess the knowledge and skills necessary for admission in the College of Education and Professional Development. Admission will be open only to students in good academic standing who have received a four-year Bachelor's degree from an accredited institution of higher learning, and have a minimum undergraduate cumulative grade

point average of 2.75 on a 4.0 scale. Students must comply with all requirements outlined in the current Marshall University graduate catalog.

Proposed Online Program Curriculum

The curriculum for the online program will consist of the following:

- A total of 30 credit hours is required for program completion for both the Adult and Continuing Education program, and the Career and Technical Center Teaching areas of emphasis.
- A total of 12 credit hours of the following core courses must be completed by students in the Adult and Continuing Education program and the Career and Technical Center Teaching areas of emphasis: ATE 600; ATE 603; ATE 656, and LS 632.
- ATE 656 will be a Prerequisite for ATE 671.
- ATE 650 will be removed from the CTC Teaching Program

The following table illustrates the online program course offerings and rotation schedule:

Adult & Continuing Education Proposed Course Rotation				
	FALL	SPRING	SUMMER	
			<i>EVEN</i>	<i>ODD</i>
Core Courses	LS 632	LS 632	LS 632	LS 632
	ATE 600			ATE 600
	ATE 603			ATE 603
		ATE 656		
General Courses	ATE 618			
			ATE 628	
	ATE 689	ATE 689	ATE 689	ATE 689
	ATE 661	ATE 661	ATE 661	ATE 661
			ATE 671	
	ATE 677			
Capstone	ATE 685	ATE 685	ATE 685	ATE 685
Career & Technical Center Teaching (stays the same)				
CTC Teaching	ATE 508	ATE 508	ATE 508	ATE 508
	ATE 511	ATE 511	ATE 511	ATE 511
	ATE 524	ATE 524	ATE 524	ATE 524
	ATE 631/637	ATE 631/637	ATE 631/637	ATE 631/637
	ATE 650	ATE 650	ATE 650	ATE 650
	ATE 673	ATE 673	ATE 673	ATE 673

Adult & Continuing Education – Course Numbers, Titles, and Credit Hours**Core Courses:**

- ATE 600 (Aspects of Training and Development) – 3 hrs.
ATE 603 (Introduction to Adult Education and Adult Learners) – 3 hrs.
ATE 656 (Instructional Planning for Adult Populations) – 3 hrs.
LS 632 (Human Relations in the Public Sector) – 3 hrs.
- LS 632 replaces ATE 550

General Courses:

- ATE 618 (Literature of Adult and Continuing Education) – 3 hrs.
ATE 628 (Adult Instruction: Environmental and Personal Aspects) – 3 hrs.
ATE 661 (Practicum in Adult and Continuing Education) – 3 hrs.
ATE 671 (Evaluation of Adult and Technical Education) – 3 hrs.
- Prerequisite for ATE 671 (ATE 656)
- ATE 689 (Grant Proposal Writing NP Agnc) – 3 hrs.

Capstone:

- ATE 685 (Capstone Course) – 3 hrs.

Total Adult & Continuing Education Program Hours: 30

Career & Technical Center Teaching – Course Numbers, Titles, and Credit Hours**Core Courses:**

- ATE 600 (Aspects of Training and Development) – 3 hrs.
ATE 603 (Introduction to Adult Education and Adult Learners) – 3 hrs.
ATE 656 (Instructional Planning for Adult Populations) – 3 hrs.
LS 632 (Human Relations in the Public Sector) – 3 hrs.
- LS 632 replaces ATE 550

Career & Technical Center Teaching Courses:

- ATE 508 (Application of Basic Skills in Career and Technical Education) – 3 hrs.
ATE 511 (Introduction to Career and Technical Education) – 3 hrs.
ATE 524 (Safety in Career and Technical Education) – 3 hrs.
ATE 631/637 (Computer Applications) – 3 hrs.
ATE 650 (Career Education Curriculum Development) – 3 hrs.
ATE 673 (Assessment in Adult/Technical Education) – 3 hrs.

Total Career & Technical Center Teaching Program Hours: 30

Accreditation

Once the Adult and Technical Education program has been implemented to the Adult and Continuing Education Online Program, an application will be submitted to the Accrediting Council for Continuing Education & Training (ACCET). The ACCET is the only recognized accrediting organization nationwide for adult education programs. Having the program accredited will ensure that it receives the benefits of quality assurance, gatekeepers, government training contracts, listing in directories of accredited institutions, and continuing education units (CEUs).

Degree Completion Recognition

Students who successfully complete the requirements of the program will earn the Master of Science degree in Adult and Continuing Education.

Program Administration

The Adult and Continuing Education Online Program will remain in the College of Education and Professional Development. No changes will be necessary in the administrative organization of Marshall University. The current faculty are as follows: Dr. LeVene Olson, Ed.D., Professor; Dr. Feon Smith, Ph.D., Associate Professor; and, Dr. Jessica M. Hanna, Ed.D., Assistant Professor.

Approvals

_____ Date _____
 Adult and Technical Education Department Coordinator

_____ Date _____
 Dean, College of Education and Professional Development

_____ Date _____
 Provost, Academic Affairs