

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
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: ACE Current Alpha Designator/Number: SEE ATTACHED LIST

Contact Person: Dr. Louis Watts and/or Dr. Feon Smith Phone: Louis: 746-1933; Feon: 696-2381

CURRENT COURSE DATA:

Course Title: SEE ATTACHED LIST

Alpha Designator/Number: A T E

Title Abbreviation: S E E A T T A C H E D L I S T

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _____	Date _____
Registrar _____	Date _____
College Curriculum Chair _____	Date _____
Graduate Council Chair _____	Date _____

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Change in COURSE CREDIT HOURS: YES NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From N/A

To N/A

Change in COURSE CONTENT: YES NO

From N/A

To N/A

Rationale N/A

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College: COEPD

Department: Adult and Continuing Education (ACE)

Course Number/Title SEE ATTACHED LIST FOR CHANGES. Changes are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE). SEE ATTACHED LIST WHICH INCLUDES ALL COURSE CHANGES IN ALPHA DESIGNATOR(S). **The attached table lists courses that only require a Alpha Designator change from ATE to ACE.**

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

N/A

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

N/A

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

N/A

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Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

Changes are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE). SEE ATTACHED LIST WHICH INCLUDES ALL COURSE CHANGES IN ALPHA DESIGNATOR(S).

The attached table lists courses that only require a Alpha Designator change from ATE to ACE.

Adult and Continuing Education (ACE) Request for Graduate Course Change

This table represents all courses that only require a change in Alpha Designator (from ATE to ACE)

Current Course Number/Title:	New Course Number/Title:	Current Catalog Description:	New Catalog Description:	Credit Hours:
ATE 503 Introduction to Adult Learning Theory	ACE 503 Introduction to Adult Learning Theory	Designed to acquaint the student with the field of adult education and its underpinnings and the various adult learning theories and/or approaches.	N/A	3
ATE 505 Instructional Methods in Technical Training	ACE 505 Instructional Methods in Technical Training	Unit and lesson planning; cooperative education as a method of instruction, project plan of instruction, classroom management and control, demonstration techniques, evaluation methods, field experience in Marketing Education classroom.	N/A	3
ATE 510 Developing Selling Curriculum	ACE 510 Developing Selling Curriculum	Conduct library research, review selling content, select content objectives, identify content appropriate for the target group, prepare teaching outlines, and design evaluation instruments.	N/A	3
ATE 512 Course Construction and Planning in Career and Technical Education	ACE 512 Course Construction and Planning in Career and Technical Education	Analysis procedures for determining career and technical curriculum content; determination of program goals and objectives; involvement of advisory committees; factors, principles, and techniques of developing a course of study.	N/A	3
ATE 513 Organization and Management of School Shops and Laboratories	ACE 513 Organization and Management of School Shops and Laboratories	Responsibilities as a manager; methods of handling tools, equipment, and supplies; project instructional resource needs and reporting; improvement of facilities; filing system, and career and technical laboratory.	N/A	3
ATE 520	ACE 520	Principles for planning, implementing, and evaluating the	N/A	3

Current Course Number/Title:	New Course Number/Title:	Current Catalog Description:	New Catalog Description:	Credit Hours:
Principles of Cooperative Education	Principles of Cooperative Education	cooperative design within the various service areas of technical education; analysis of factors which must be considered in selection of the cooperative design.		
ATE 521 Occupational Analysis	ACE 521 Occupational Analysis	Assist the instructor in analyzing an occupation; goals and objectives to form a basis for vocational curriculum; classifying and describing occupations; analysis procedures; course content, and technical skills and knowledge.	N/A	3
ATE 522 Administration of Cooperative Programs	ACE 522 Administration of Cooperative Programs	Administering cooperative education programs, recruiting, and selecting students; selecting training agencies and placing students; conducting public relations activities for the program; and advising the student organization.	N/A	3
ATE 525 Computer Applications in Business and Marketing Education	ACE 525 Computer Applications in Business and Marketing Education	Study of computer applications and software for Business and Marketing Education.	N/A	3
ATE 535 Methods of Examination in Career and Technical Education	ACE 535 Methods of Examination in Career and Technical Education	Develop written and performance evaluation instruments; develop and use progress charts; determine appropriate grading procedures. Develop rating scales, objectives tests, classroom tests, and manipulative tests. Introduction to statistics.	N/A	3
ATE536 Coordination of Cooperative Career and Technical Education	ACE 536 Coordination of Cooperative Career and Technical Education	Background of coordination; methods of techniques for evaluating and selecting work stations; student selection, placement, and follow-up; role of advisory committees; methods of evaluating cooperative work experience.	N/A	3

Current Course Number/Title:	New Course Number/Title:	Current Catalog Description:	New Catalog Description:	Credit Hours:
ATE 540 Developing Merchandising/Sales Promotion Curriculum	ACE 540 Developing Merchandising/Sales Promotion Curriculum	Conduct library research, review merchandising and sales promotion content, objectives, identify content appropriate for the target group, prepare teaching outlines, and design evaluation instruments.	N/A	3
ATE 542 Principles of Prevocational Exploration	ACE 542 Principles of Prevocational Exploration	Study of the prevocational exploration delivery system. Develop instructional units which include goals, objectives, and criteria for evaluation of students.	N/A	3
ATE 547 Computer Applications in Career and Technical Education	ACE 547 Computer Applications in Career and Technical Education	Designed to introduce modern instructional technology in today's classrooms and labs. Introduction to disk operating systems; application software for instruction and instructional management; student evaluation; record keeping, and word processing.	N/A	3
ATE 548 Applications of Basic Skills in Career and Technical Education	ACE 548 Applications of Basic Skills in Career and Technical Education	Methods, techniques, and strategies for incorporating basic skills in career and technical instruction; emphasis on reading, writing, math, oral communication, and critical thinking skills; job-seeking and job-keeping skills.	N/A	3
ATE 549 Occupational Analysis and Instructional Design	ACE 549 Occupational Analysis and Instructional Design	Analyzing an occupation to identify knowledge and skills; use of the analysis to develop problem solving objectives and instructional plans; emphasis on approach to facilitate student achievement of objectives.	N/A	3
ATE 550 Interpersonal Skills in the Workplace	ACE 550 Interpersonal Skills in the Workplace	Course is designed to provide opportunities to learn in preparation for career success with supervisors, coworkers, clients, and customers. Human relations skills are examined and related to business success.	N/A	3

Current Course Number/Title:	New Course Number/Title:	Current Catalog Description:	New Catalog Description:	Credit Hours:
ATE 552 History and Philosophy of Career and Technical Education	ACE 552 History and Philosophy of Career and Technical Education	Historical influences in the development of workforce education in America and Europe; motivating influences and the implications of philosophy in modern career and technical education.	N/A	3
ATE 559 Coordination of Career and Technical Youth Activities	ACE 559 Coordination of Career and Technical Youth Activities	Organize and develop co-curricular student organization; defining the purpose of the organization; plan application and integration into the vocational program; competencies in leadership and team building.	N/A	3
ATE 565 Career Exploration and Development	ACE 565 Career Exploration and Development	Exploring principles and techniques for career planning and job search. An overview of strategies for gaining a competitive edge in the labor market and for experiencing a successful career beginning.	N/A	3
ATE 569 Business and Occupational Teaching Methods	ACE 569 Business and Occupational Teaching Methods	Survey materials and methods for developing competencies in teaching business education and/or occupational training programs.	N/A	3
ATE 570 Practicum in Adult and Technical Education	ACE 570 Practicum in Adult and Technical Education	Individually designed field experience under supervision of the faculty; such experience related to the student's future professional role.	N/A	1-4
ATE 580-584 Special Topics	ACE 580-584 Special Topics	None	N/A	1-4
ATE 585-588 Independent Study	ACE 585-588 Independent Study	None	N/A	1-4
ATE 591-594 Workshop	ACE 591-594 Workshop	None	N/A	1-4
ATE 595 Historical Developments in Workforce Preparation	ACE 595 Historical Developments in Workforce Preparation	An overview of the historical evolution of technical education legislation; analysis of Technical Education Acts as they relate to state and local planning of technical education programs.	N/A	3

Current Course Number/Title:	New Course Number/Title:	Current Catalog Description:	New Catalog Description:	Credit Hours:
ATE 601 Philosophy of Workforce Preparation	ACE 601 Philosophy of Workforce Preparation	Overview of the historical origins of technical education and their relationship to educational philosophies; foundations of areas of technical education; analysis of questions fundamental to a philosophy of technical education.	N/A	3
ATE 605 Foundations of Business and Marketing Education	ACE 605 Foundations of Business and Marketing Education	Application of philosophy and principles of business and marketing education to the objectives, curriculum, guidance, and teacher preparation, emphasizing the techniques for coordination of federally aided programs.	N/A	3
ATE 609 Developing Training Plans for Business and Industry	ACE 609 Developing Training Plans for Business and Industry	Analysis of factors in developing local plans for business and industry; emphasis on implications of federal guidelines; factors which impinge upon programs during implementation; developing evaluation procedures.	N/A	3
ATE 610 Current Issues in Business and Marketing Education	ACE 610 Current Issues in Business and Marketing Education	Individual and group analysis of current issues in business and marketing; identification of issues significant to the direction of sound business education and marketing education programs.	N/A	3
ATE 637 Individual Computer Program Applications	ACE 637 Individual Computer Program Applications	Individually designed learning activities that involve the application of previously learned theories, processes, operations, techniques or systems. The applications are studied, analyzed, and evaluated.	N/A	3
ATE 643 Teaching EFL Abroad	ACE 643 Teaching EFL Abroad	Designed to explore the educational history of teaching a foreign language in different countries. (PR: CISL 550 and CISL 551)	N/A	3
ATE 651 Developing Marketing Curriculum	ACE 651 Developing Marketing Curriculum	Conduct library research, review marketing content, select content	N/A	3

Current Course Number/Title:	New Course Number/Title:	Current Catalog Description:	New Catalog Description:	Credit Hours:
		objectives, identify content appropriate for the target group, prepare teaching outlines, and design evaluation instruments.		
ATE 652 Field Based Job Analysis and Curriculum Design	ACE 652 Field Based Job Analysis and Curriculum Design	Field study of job analysis, curriculum, course, and program design.	N/A	3
ATE 653 Developing Management Curriculum	ACE 653 Developing Management Curriculum.	Conduct library research, review management content, select content objectives, identify content appropriate for the target group, prepare teaching outlines, and design evaluation instruments.	N/A	3
ATE 655 Developing Human Resources Curriculum	ACE 655 Developing Human Resources Curriculum	Conduct library research, review personnel content, select content objectives, identify content appropriate for the target group, prepare teaching outlines, and design evaluation instruments.	N/A	3
ATE 664 Technical Education Practicum	ACE 664 Technical Education Practicum	Individually designed to provide field experience under the supervision of the faculty, such experience to be related to the student's profession.	N/A	3
ATE 667 Cooperative Education Workforce Experience	ACE 667 Cooperative Education Workforce Experience	Alternating or parallel periods of study and paid employment for experiential learning related to student's academic and/or professional goals (Min. 50 hours of paid work experience per credit hour)	N/A	1-10
ATE 679 Problem Report	ACE 679 Problem Report	None	N/A	1-6
ATE 680 International Workforce Development	ACE 680 International Workforce Development	This course is designed for students in technical and social fields who are interested in workforce development. It has three components: education and training, collaborative research, and technical assistance.	N/A	3
ATE 681 Thesis	ACE 681 Thesis	None	N/A	1-6

Current Course Number/Title:	New Course Number/Title:	Current Catalog Description:	New Catalog Description:	Credit Hours:
ATE 690-692 Seminar	ACE 690-692 Seminar	None	N/A	1-4
ATE 702 Analysis of Literature on Community and Technical College Teaching	ACE 702 Analysis of Literature on Community and Technical College Teaching	Identification and analysis of current issues in community technical college teaching with application of procedures for investigation, accompanied by a critical examination of findings and their application to local programs.	N/A	3
ATE 703 Interpretation and Utilization of Applied Research in Community and Technical College Teaching	ACE 703 Interpretation and Utilization of Applied Research in Community and Technical College Teaching	Students will learn how to choose the appropriate statistics, interpret the outputs, and develop skills in writing about the meaning of the results.	N/A	3
ATE 707 Professional Seminar I	ACE 707 Professional Seminar I	Selected topics in program and institutional assessments related to community and technical colleges.	N/A	1
ATE 708 Professional Seminar II	ACE 708 Professional Seminar II	Selected topics in thesis proposal, overview of grantsmanship, and funding sources. Discussion of the effects of new technologies and the Internet on the proposal process.	N/A	1
ATE 709 Professional Seminar III	ACE 709 Professional Seminar III	Provides students an opportunity to synthesize prior course experiences and to prepare and present a draft thesis prospectus.	N/A	1
ATE 712 Classroom Assessment for Community and Technical College Students	ACE 712 Classroom Assessment for Community and Technical College Students	Presentation of assessment principles that clearly and specifically relate to instruction, current research and new directions in the assessment field, and practical and realistic examples and suggestions.	N/A	3
ATE 714 Community and Technical College Curriculum Design	ACE 714 Community and Technical College Curriculum Design	Study of the major curricular programs of the comprehensive community college, including factors that influence the design and implementation, processes for assessing, and strategies for	N/A	3

Current Course Number/Title:	New Course Number/Title:	Current Catalog Description:	New Catalog Description:	Credit Hours:
		changing the curriculum for open access colleges.		
ATE 718 Education and Employment Preparation for Diverse Populations	ACE 718 Education and Employment Preparation for Diverse Populations	The needs of diverse/special needs populations, including youth and adults with disabilities, disadvantaged, limited English proficient, displaced workers, minorities, incarcerated, and single teen parents. Specific attention to federal legislation.	N/A	3
ATE 723 Perspectives and Strategies for Teaching Workforce Education	ACE 723 Perspectives and Strategies for Teaching Workforce Education	Teaching/learning process and consideration of teaching methods employed to encourage, guide, and evaluate community and technical college students' learning.	N/A	3
ATE 726 Funding, Planning, and Administrative Issues of Community and Technical Colleges	ACE 726 Funding, Planning, and Administrative Issues of Community and Technical Colleges	Governance and administration of the contemporary community and technical college in the United States with a focus on planning, funding, and selected administrative issues.	N/A	3
ATE 781 Thesis	ACE 781 Thesis	Individual research in a selected field of community and technical college teaching under the direction of a graduate faculty member of the department.	N/A	6

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 Master of Science in Adult and Technical Education (ATE)

Check action requested: Addition Deletion Change

Effective 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 <u>3-3-16</u>
College Curriculum Chair 	Date <u>3/14/16</u>
College Dean 	Date <u>3-24-16</u>
Graduate Council Chair 	Date <u>5-23-16</u>
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____
Board of Governors Approval _____	Date _____