

Request for Graduate Addition, Deletion, or Change of a Certificate

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.**
- NOTE:** If proposing a new certificate, please read this first: www.marshall.edu/graduate/graduatecouncil/certificatespolicy/certificatepolicy.pdf

College: COEPD _____

Dept/Division: Curriculum and Instruction _____

Contact Person: Kimberly McFall _____

Phone: 304.746.8975 _____

Name of Certificate School Library Media _____

Check action requested: Addition Deletion Change

Effective Term/Year

Fall 20

Spring 20

Summer 20

19

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 _____

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

Please provide a rationale for addition, deletion, change:

The addition of Curating Library Materials for Children is needed in the program to teach candidates how to curate school library collections specifically for children. The course will address the American Association of School Librarians national program standards through collection development using materials for children and professional guidelines that address library needs assessment and curriculum alignment of the school library collection. In the course, the modules are designed to encourage collaboration with other library professionals both in the school and public libraries to utilize best practices in relation to the population that is being served. The course is being develop as a result to of our SPA report feedback that states there is limited evidence of assessment of networking with the library community. There is limited evidence that candidates are required to network with the larger library community.

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.

CIRG 613 Children's Literature (3) will be replaced with ITL 504 Curating Library Materials for Children (3). ITL 504 will be a required class.

1. ADDITIONAL RESOURCE REQUIREMENTS: If your program requires additional faculty, equipment or specialized materials to ADD or CHANGE this certificate, 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.

this is an existing graduate certificate and the change does not create duplication

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 Certificate-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 attached

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.

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).

See attached

Request for Graduate Addition, Deletion, or Change of a Certificate-Page 4

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:

Name of Certificate:

Credit Hours:

Type of Change: *(addition, deletion, change)*

Rationale:

Department: Curriculum and Instruction

Area of Emphasis Title: School Library Media

Type of Change Requested: Addition

Term to Take Effect: Summer 2019

Rationale: needed to strength teacher candidate skills in collection development and collection curation for children