

14-1636
W- 4/13/15

Distance Education Course Proposal Template

Steps to the approval process:

1. Complete the applicable template(s) and email them to the departmental or program curriculum committee chair. (If this is a new course that will include DE, complete Templates A and E. If adding DE to an existing course that is otherwise unchanged, complete Template E only. If revising a course and adding DE, complete Templates A and E.)
2. The curriculum chair emails the proposal to the curriculum committee, then to the department/program faculty for a vote and finally to the department/program chair.
3. The department/program chair emails the proposal to curriculum-approval@iup.edu; this email will also serve as an electronic signature.
4. Curriculum committee staff will log the proposal, forward it to the appropriate dean's office(s) for review within 14 days and post it on the X Drive for review by all IUP faculty and administrators. Following the dean's review the proposal goes to the UWUCC/UWGC and the Senate.
5. Questions? Email curriculum-approval@iup.edu.

Contact Person:	Lucinda Willis	Email Address:	willisl@iup.edu
Proposing Depart/Unit:	Adult and Community Education	Phone:	724.357.5689

Course Prefix/Number	BTED 102
Course Title	Computer Literacy for Educators
Adding DE to an Already Approved Course	<input type="checkbox"/> Yes – <i>Template E only required</i> <input checked="" type="checkbox"/> No – <i>Template A and E both required</i>
Type of Proposal	(See CBA, Art. 42.D.1 for definition) <input checked="" type="checkbox"/> Online <input type="checkbox"/> ITV
Brief Course Outline – if adding DE to an approved course <i>Give an outline of sufficient detail to communicate the course content to faculty across campus. It is not necessary to include specific readings, calendar, or assignments.</i>	

Rationale for Proposal (Required Questions from CBA)

How is/are the instructor(s) qualified in the Distance Education delivery method as well as the discipline?	The instructor has been teaching in an online environment for 13 years, and has taught this class for the last year online as well as in class. The class will utilize an asynchronous learning platform; various methodologies will be used to engage learners and foster growth in the knowledge base.
For each outcome in the course, describe how the outcome will be achieved using Distance Education technologies.	<p>Course Outcomes: After completion of this course, the student should be able to:</p> <ol style="list-style-type: none"> 1. Identify the components of a microcomputer system, as well as mobile technology tools. Students will complete an online simulation in which they will develop and analyze computer systems. 2. Use software in the categories of operating systems, word processing, spreadsheet, database management, presentation graphics, and the enhancement of learning. Students will use software to develop projects with specific software, while utilizing different methodological techniques to engage learners. 3. Use e-mail and the Internet to communicate and locate information. Students will communicate via email and investigate various topics using the Internet.

Template E

	<ol style="list-style-type: none"> 4. Explain the historical, current, and future trends in computing. Students will do an in-depth project on the historical developments of specific network components, and present them. 5. Identify issues in computing as they relate to ethical, social, psychological, political, and economic implications, with an emphasis on educational implications. Case studies will be used, and group work will be interactive to facilitate online presentations, and peer evaluations, using online webinar software. 6. Develop critical thinking in the area of current Information Technology issues as they relate to educational arenas. Students will discuss, via technology platforms, current events each week. 7. Identify issues of computer security, specifically with regard to educational settings. Students will listen to online presentations by technology security experts. 8. Comprehend the components and elements of a computer network, cloud computing use, and shared networks, as they relate to educational settings. Students will utilize cloud computing opportunities to save and share work throughout the semester. 9. Understand the educational & methodological aspects in teaching technology in a classroom setting. Students will learn about teaching with technology and then model their learning in presentations online. <p>This class will be utilizing online instruction within a course management system. Interactive instruction components will be utilized as well, to give the students a complete understanding of the course topic, while gaining a firm foundation of methodological avenues to facilitate learning at a distance.</p>
<p>How will instructor-student and student-student, if applicable, interaction take place?</p>	<p>Through the use of a course management system, course discussion, group work, and audio/video presentations of pertinent information.</p>
<p>How will student achievement be evaluated?</p>	<ol style="list-style-type: none"> 1. Identify the components of a microcomputer system, as well as mobile technology tools. Students will complete an online simulation with a 90% or higher percentage of correct responses. 2. Use software in the categories of operating systems, word processing, spreadsheet, database management, presentation graphics, and the enhancement of learning. Students will be graded using a rubric developed for this assignment. 3. Use e-mail and the Internet to communicate and locate information. Students will demonstrate ability to successfully communicate via email and to use the Internet to find information on course related topics. 4. Explain the historical, current, and future trends in computing. Students will be graded with an instructor-rubric as well as a peer-evaluation, and an assessment on all topics will be given to the class upon completion of all presentations. 5. Identify issues in computing as they relate to ethical, social, psychological, political, and economic implications, with an emphasis on educational implications. A rubric will be utilized that is developed specifically for this study and presentation. 6. Develop critical thinking in the area of current Information Technology issues as they relate to educational arenas. Students will be monitored in discussions, and will make a minimum of salient posts to the discussion forum. 7. Identify issues of computer security, specifically with regard to educational settings. Students will be develop a short paper, discussing a minimum of five current security issues. 8. Comprehend the components and elements of a computer network, cloud computing use, and shared networks, as they relate to educational settings. Students will successfully create an account in cloud computing, and successfully upload and share documents with other class members. 9. Understand the educational & methodological aspects in teaching technology in a classroom setting. Students will successfully utilize various platforms to teach a lesson to the class.

Template E

<p>How will academic honesty for tests and assignments be addressed?</p>	<p>Academic Honesty:</p> <p>The following academic integrity policy appears in all syllabi for all online courses I teach. Indiana University of Pennsylvania expects a full commitment to academic integrity from each student. This syllabus represents a contract between you and the instructor of this course and that you agree to follow the rules and expectations set up therein. The following instances are considered violations of academic integrity:</p> <ul style="list-style-type: none">• Providing or receiving unauthorized assistance in coursework, labwork, theses, dissertations, or examinations.• Using unauthorized materials and resources during examinations or quizzes.• Plagiarism, which is the use of papers, dissertations, essays, reports, speeches and oral presentations, take-home examinations, computer projects, and other academic exercises or the passing off of ideas or facts beyond common knowledge without attribution to their originators.• Using the same paper or presenting work more than once without instructor authorization.• Possessing course examination materials without the prior knowledge and consent of the instructor.• Engaging in behaviors that are disruptive or threatening to others.• Using computer technology in any way other than for the purposes intended for the course. <p>Please note that the IUP faculty uses a variety of technologies to check the authenticity of student work. Violations of academic integrity will be handled per IUP's Academic Integrity Policy and Procedures. Failure to comply with the policies and procedures may result in a decrease in grade, involuntary withdrawal from an academic program, suspension, expulsion, or rescission of a conferred degree. IUP's "Academic Integrity Policy and Procedures" are available in the Undergraduate Catalog, which is available at http://www.iup.edu/registrar/catalog.</p>
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Subject: Fwd: BTED Courses
From: "Dr. David T. Smith" <dtsmith@iup.edu>
Date: 4/3/2015 3:16 PM
To: curriculum-approval@iup.edu
CC: "Pankaj (PC)" <pankaj@iup.edu>, "Fries, Terrence P" <t.fries@iup.edu>, "O'Neil, Therese D" <Therese.ONeil@iup.edu>

Dear Committee Members,

The Computer Science department concurs with ISDS assessment of BTED 102, BTED 103, and BTED 104. Thus, the Computer Science department joins with ISDS to formally object to these courses.

Best Regards,
-dave smith

----- Original Message -----

Subject:BTED Courses
Date:Fri, 3 Apr 2015 12:27:28 -0400
From:Pankaj (PC) <pankaj@iup.edu>
Organization:Indiana University of Pennsylvania
To:<curriculum-approval@iup.edu>
CC:<ecob-im@iup.edu>, "Dr. David T. Smith" <dtsmith@iup.edu>, <toneil@iup.edu>

Dear Committee Members,

This is Dr. Pankaj. I currently serve as the chair of the ISDS department. I just had a chance to review the BTED 102 proposal that is being proposed by ACE in College of ED. The ISDS formally objects to this course since this course is essentially same as the IFMG 101/COSC 101 course offered by ISDS Department in ECOB and COSC and NSM.

The ISDS Department would also formally like to object for BTED 104 and BTED 103 since the majority of the content there is again covered in IFMG 101/COSC 101.

Please request ACE to get formal letters of support from both ISDS and COSC for all of these courses.

Thanks and Regards

Pankaj

From: Curriculum Approval [mailto:curriculum-approval@iup.edu]

Sent: Thursday, March 26, 2015 4:28 PM

To: SEKHAR@iup.edu; GJDEAN@iup.edu; CMDUGAN@iup.edu; PHUN@iup.edu; GILLHAM@iup.edu; FCONDINO@iup.edu; BHARATHN@iup.edu; GRLONG@iup.edu; MPIWINSK@iup.edu; DTSMITH@iup.edu; CDANDEN@iup.edu; DMYERS@iup.edu; RJMUTCH@iup.edu; WUTSCH@iup.edu; MJENKINS@iup.edu; KARATJAS@iup.edu; LBLACK@iup.edu; DPIPER@iup.edu; PAGNUCCI@iup.edu; AFFANEH@iup.edu; RJOHNSON@iup.edu; MCDANIEL@iup.edu; JBENHART@iup.edu; HOVAN@iup.edu; EBLAIR@iup.edu; RSMOORE@iup.edu; JMILLER@iup.edu; FBOWERS@iup.edu; ZKYN@iup.edu; CCLOUSER@iup.edu; RGSONI@iup.edu; BHAGAT@iup.edu; FALARCON@iup.edu; JFREIDT@iup.edu; PANKAJ@iup.edu; SCAULDER@iup.edu; TGROPELL@iup.edu; MMACLEOD@iup.edu; MZNUMAN@iup.edu; JFSITTON@iup.edu; SRIEG@iup.edu; PAVLOSKI@iup.edu; TSMITH@iup.edu; FERGUSON@iup.edu; AHECKERT@iup.edu; JIMBAKER@iup.edu; JLOWERY@iup.edu; BRJONES@iup.edu; KRIVOSEC@iup.edu

Cc: Karen Pizarchik

Subject: UWUCC Proposals for Department Chair Review

Dr. David T. Smith, Dr. Lucinda Willis - This email serves as official notification that curriculum submission from your department was received on: 3/26/15

Specifically what was received was:

14-162 COSC 430 Introduction to Systems Programming, course revision
14-163a BTED 102 Computer Literacy for Educators, new course
14-163b BTED 102 Computer Literacy for Educators, new course
14-163c BTED 104 Advanced Applications in Excel, new course
14-163d BTED 104 Advanced Applications in Excel, distance education
14-163e BTED 103 Advanced Microsoft Word Applications for Research Writing, new course
14-163f BTED 103 Advanced Microsoft Word Applications for Research Writing, distance education

All chairs - In accordance with the revised curriculum process, this email is to inform you that curriculum proposals have been submitted to the appropriate college Dean for approval.

The process indicates all Academic Chairs be informed so they can review the proposals as they deem appropriate. Any feedback/concerns should be submitted to the curriculum-approval@iup.edu email.

The above mentioned proposal is posted in the Curriculum Proposal folder on the X drive: (X-Public-Academic Affairs Information-Curriculum Proposals)

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Chairs of the University-wide Curriculum Committees
UWUCC - Gail Sechrist and John Lewis
GCC - David Piper and Matt Baumer