

ACE 103 Digital Instructional Technology-CrsRvs-2016-09-08

- The workflow icon is no longer available. Please click on the Page Status after the orange circle icon near the page title. *

Form Information

 The page you originally access is the global template version. To access the template document that progresses through the workflow, please complete the following steps:

First Step: ONLY change the text in the [brackets] so it looks like this: **CRIM 101 Intro to Criminology-CrsRvs-2015-08-10**

- If DUAL LISTED list BOTH courses in the page title***

Second Step: Click “SAVE” on bottom right

- DO NOT TYPE ANYTHING INTO THE FIRST PAGE OTHER THAN THE TEXT IN BRACKETS***
- Please be sure to remove the Brackets while renaming the page***

Third Step: Make sure the word DRAFT is in yellow at the top of the proposal

Fourth Step: Click on “EDIT CONTENTS” (not EDIT) and start completing the template. When exiting or when done, click “SAVE” on bottom right

When ready to submit click on the workflow icon and hit approve. It will then move to the chair as the next step in the workflow.

**Indicates a required field*

Proposer*	Gary Dean	Proposer Email*	gjdean@iup.edu
Contact Person*	Gary Dean	Contact Email*	gjdean@iup.edu
Proposing Department/Unit*	Adult and Community Education	Contact Phone*	7-2470

Course Level*	undergraduate-level
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Course Revisions	
(Check all that apply; fill out categories below as specified; i.e. if only changing a course title, only complete Category A)	
Category A:	Category B:
course_prefix_number_change	<p><i>* Teacher Education: Please complete the Teacher Education section of this form (below)</i></p> <p><i>* Liberal Studies: Please complete the Liberal Studies section of this form (below)</i></p> <p><i>* Distance Education: Please complete the Distance Education section of this form (below)</i></p>

Rationale for Proposed Changes (All Categories)	
(A) Why is the course being revised /deleted:*	<p>During the spring 2016 semester, the Department of Communications Media decided it was no longer going to offer COMM 103 effective at the end of the spring 2017 semester. This course is being transferred to the Department of Adult and Community Education effective summer 2017. The ACE department has the faculty expertise to teach the course. Dr. Lucinda Willis has taught educational and instructional technology in the Business Education programs for many years. The Business Education programs (along with Dr. Willis) were transferred to ACE in 2014. ACE has coordinated this transfer with Dr. Jan Baker of the Department of Communications Disorders, Special Education, and Disability Services, Dr. Gail Wilson from Communications Media, and Dr. Lara Luetkehans, Dean of the College of Education and Education Technology. See the attached e-mails from these three people.</p>

(B) University Senate Summary of Rationale*	<p><i>Please enter a single paragraph summary/rationale of changes or proposal for University Senate.</i></p> <p>During the spring 2016 semester, the Department of Communications Media decided it was no longer going to offer COMM 103 effective at the end of the spring 2017 semester. This course is being transferred to the Department of Adult and Community Education effective summer 2017. The ACE department has the faculty expertise to teach the course. Dr. Lucinda Willis has taught educational and instructional technology in the Business Education programs for many years. The Business Education programs (along with Dr. Willis) were transferred to ACE in 2014. ACE has coordinated this transfer with Dr. Jan Baker of the Department of Communications Disorders, Special Education, and Disability Services, Dr. Gail Wilson from Communications Media, and Dr. Lara Luetkehans, Dean of the College of Education and Education Technology. See the attached e-mails from these three people.</p>
(C) Implications of the change on the program, other programs and the Students:*	<p>Program: There are no implications for the programs in the Department of Adult and Community Education.</p> <p>Other programs: There are no implications for other programs (see attached e-mails).</p> <p>Students: There are no implications for students.</p>

Current Course Information*		Proposed Changes	
Category A			
(D) Current Prefix*	COMM	Proposed Prefix	ACE
(E) Current Number*	103	Proposed Number	103
(F) Current Course Title*	Digital Instructional Technology	Proposed Course Title	Digital Instructional Technology
(G) Prerequisite(s)		Proposed Prerequisite(s)	
(H) Current Catalog Description		Proposed Catalog Description	

If changing Category A, no further action required.

Category B (if no change, leave blank)			
(I) Repeatable Course	If YES, please complete the following: Number of Credits that May be Repeated: Maximum Number of Credits Allowed to be Repeated:	Proposed Repeatable Course	If YES, please complete the following: Number of Credits that May be Repeated: Maximum Number of Credits Allowed to be Repeated:
(J) Number of Credits	Class Hours: Lab Hours: Credits:	Proposed Number of Credits	Class Hours: Lab Hours: Credits:
(K) Current Course (Student Learning) Outcomes		Proposed Course (Student Learning) Outcomes	
(L) Dual Listed Courses Only: List Current Learning Outcomes for the Higher-Level Course		Dual Listed Courses Only: List Proposed Learning Outcomes for the Higher-Level Course	

<p>(M) Brief Course Outline</p> <p><i>(It is acceptable to copy from old syllabus)</i></p>	<p><i>As outlined by the federal definition of a "credit hour", the following should be a consideration regarding student work - For every one hour of classroom or direct faculty instruction, there should be a minimum of two hours of out of class student work.</i></p>	<p>Brief Course Outline</p> <p>For each outcome, describe how the outcome will be achieved</p> <p><i>(Give sufficient detail to communicate the content to faculty across campus. It is not necessary to include specific readings, calendar or assignments)</i></p>	<p><i>As outlined by the federal definition of a "credit hour", the following should be a consideration regarding student work - For every one hour of classroom or direct faculty instruction, there should be a minimum of two hours of out of class student work.</i></p>
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Distance Education Section

- Complete this section only if adding Distance Education to a New or Existing Course

<p>If Completing this Section, Check the Box to the Right:</p>	
<p>Course Prefix/Number</p>	
<p>Course Title</p>	
<p>Type of Proposal</p>	<p><i>See CBA, Art. 42.D.1 for Definition</i></p>
<p>Brief Course Outline</p>	<p><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></p> <p><i>As outlined by the federal definition of a "credit hour", the following should be a consideration regarding student work - For every one hour of classroom or direct faculty instruction, there should be a minimum of two hours of out of class student work.</i></p>
<p>Rationale for Proposal (Required Questions from CBA)</p>	
<p>How is/are the instructor(s) qualified in the Distance Education delivery method as well as the discipline?</p>	
<p>For each outcome in the course, describe how the outcome will be achieved using Distance Education technologies.</p>	
<p>How will the instructor-student and student-student interaction take place? (if applicable)</p>	

How will student achievement be evaluated?	
How will academic honesty for tests and assignments be addressed?	

Liberal Studies Section

- Complete this section only for a new Liberal Studies course or Liberal Studies course revision

If Completing this Section, Check the Box to the Right:	<input type="checkbox"/>
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Liberal Studies Course Designations (Check all that apply)	
Learning Skills:	
Knowledge Area:	
Liberal Studies Elective	<i>Please mark the designation(s) that apply - must meet at least one</i>
Expected Undergraduate Student Learning Outcomes (EUSLOs)	<i>Describe how each Student Learning Outcome in the course enables students to become Informed Learners, Empowered Learners and/or Responsible Learners See http://www.iup.edu/WorkArea/DownloadAsset.aspx?id=181694</i>
Description of the Required Content for this Category	<i>Narrative on how the course will address the Selected Category Content</i>
<p>All Liberal Studies courses are required to include perspectives on cultures and have a supplemental reading.</p> <p>Please answer the following questions.</p>	
<p>Liberal Studies courses must include</p> <p>the perspectives and contributions</p> <p>of ethnic and racial minorities and</p> <p>of women whenever appropriate to</p> <p>the subject matter. Please explain</p> <p>how this course will meet this</p> <p>criterion.</p>	

<p>Liberal Studies courses require the reading and use by students of at least one non-textbook work of fiction or non-fiction or a collection of related articles. Please describe how your course will meet this criterion.</p>	
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Teacher Education Section

- Complete this section only for a new Teacher Education course or Teacher Education course revision

If Completing this Section, Check the Box to the Right:					
Course Designations:					
Key Assessments					
	<p>For both new and revised courses, please attach (see the program education coordinator):</p> <ul style="list-style-type: none"> • The Overall Program Assessment Matrix • The Key Assessment Guidelines • The Key Assessment Rubric <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">File</th> <th style="text-align: right; padding: 5px;">Modified</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Microsoft Word Document ACE 103Support E-Mails.docx</td> <td style="text-align: right; padding: 5px;">Sep 08, 2016 by gjdean</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Drag and drop to upload or browse for files 	File	Modified	Microsoft Word Document ACE 103Support E-Mails.docx	Sep 08, 2016 by gjdean
File	Modified				
Microsoft Word Document ACE 103Support E-Mails.docx	Sep 08, 2016 by gjdean				
Narrative Description of the Required Content	<i>How the proposal relates to the Education Major</i>				

Please scroll to the top and click the Page Status if you are ready to take action on the workflow.
Please submit an ihelp if you have any questions <http://ihelp.iup.edu>