

Curriculum Proposal Cover Sheet – form is available on-line as an interactive PDF

LSC Use Only Proposal No:	UWUCC Use Only Proposal No: <u>13-1576</u>	Senate Action Date: <u>App-3/25/14</u>
LSC Action-Date:	UWUCC Action-Date: <u>App-3/11/14</u>	

Curriculum Proposal Cover Sheet - University-Wide Undergraduate Curriculum Committee

Contact Person(s) Gary Dean	Email Address gidean@iup.edu
Proposing Department/Unit Adult and Community Education	Phone 724-357-2470

Check all appropriate lines and complete all information. Use a separate cover sheet for each course proposal and/or program proposal.

1. Course Proposals (check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> New Course | <input type="checkbox"/> Course Prefix Change | <input type="checkbox"/> Course Deletion |
| <input type="checkbox"/> Course Revision | <input type="checkbox"/> Course Number and/or Title Change | <input type="checkbox"/> Catalog Description Change |

Current course prefix, number and full title: _____

Proposed course prefix, number and full title, if changing: _____



2. Liberal Studies Course Designations, as appropriate

- This course is also proposed as a Liberal Studies Course (please mark the appropriate categories below)
- Learning Skills Knowledge Area Global and Multicultural Awareness Writing Intensive (include W cover sheet)
- Liberal Studies Elective (please mark the designation(s) that applies – must meet at least one)
- | | | |
|---|---|---|
| <input type="checkbox"/> Global Citizenship | <input type="checkbox"/> Information Literacy | <input type="checkbox"/> Oral Communication |
| <input type="checkbox"/> Quantitative Reasoning | <input type="checkbox"/> Scientific Literacy | <input type="checkbox"/> Technological Literacy |

Received

MAR 12 2014

3. Other Designations, as appropriate

- Honors College Course Other: (e.g. Women's Studies, Pan African)

4. Program Proposals

- | | | | |
|---|--|--|------------------------------------|
| <input type="checkbox"/> Catalog Description Change | <input checked="" type="checkbox"/> Program Revision | <input type="checkbox"/> Program Title Change | <input type="checkbox"/> New Track |
| <input type="checkbox"/> New Degree Program | <input type="checkbox"/> New Minor Program | <input type="checkbox"/> Liberal Studies Requirement Changes | <input type="checkbox"/> Other |

Current program name: B.Ed. Business Education

Proposed program name, if changing: _____

Liberal Studies

Received

FEB 28 2014

Liberal Studies

5. Approvals

Signature	Date
Department Curriculum Committee Chair(s) <i>[Signature]</i>	1/27/14
Department Chairperson(s) <i>[Signature]</i>	1-27-14
College Curriculum Committee Chair (See below - Edel Reilly)	
College Dean <i>[Signature]</i>	2/26/14
Director of Liberal Studies (as needed)	
Director of Honors College (as needed)	
Provost (as needed) <i>[Signature]</i>	MAR 03 2014
Additional signature (with title) as appropriate Edel Reilly (TECC)	2/24/14
UWUCC Co-Chairs <i>[Signature]</i>	3/12/14

Proposal to the University-Wide Undergraduate Curriculum Committee
For the Transfer of
the Bachelor of Education in Business Education
from the Department of Technology Support and Training,
Eberly College of Business,
to the Department of Adult and Community Education,
College of Education and Educational Technology

Revised Based on TECC Recommendations 2-12-14

I. Curriculum Proposal Cover Sheet

See attached

II. Description of Program Changes

A. Catalog Description

This section contains the proposed Undergraduate Catalog description.

NOTE (this note applies to both the proposed catalog description in this section of and in the side-by-side comparison, Section B, Summary of Changes). There are three BTST courses in the catalog description that may require a prefix change but are not among the courses being transferred to Adult and Community Education. These are BTST 321, BTST 105, and BTST 383. According to the Memorandum of Agreement (Appendix A) BTST 321 and 105 are to be transferred to the Management Department and BTST 383 is to be transferred to the MIS&DS Department. At this time, the prefixes these courses will ultimately have are not known. In the proposed catalog description, the prefix for BTST 401, Web Design, has been changed to BTED 401 as this is one of the courses being transferred to the Department of Adult and Community Education. A concurrent proposal has been submitted to change the prefixes of BTST 401, BTST 442/542, and BTST 281 to BTED.

Department of Adult and Community Education

Website: *www.iup.edu/ace*

At the undergraduate level, the Department of Adult and Community Education offers the B.S.Ed. degree with a Business Education major. At the graduate level, the department offers the M.A. in Adult and Community Education with tracks in Adult and Community Education (offered fully online) and Adult Education and Communications Technology, and the M.Ed. in Business Education/Workforce Development with tracks in Business, Computer, and Information Technology (with PDE K-12 Teaching Certification in Business, Computer, and Information Technology), Workforce Development, and Administrative (Vocational Education Administration). In addition, the department offers a Certificate of Recognition in E-Learning. Refer to the *Graduate School Catalog* for further details on the graduate programs.

**Business Education Major
(Bachelor of Science in Education)**

The IUP Business Education program is accredited by the National Council for Accreditation of Teacher Education (NCATE). The program leads to the degree of Bachelor of Science in Education and Pennsylvania teacher certification in Business, Computer, and Information Technology for grades K-12.

The program in business education is dedicated to preparing teachers who will be qualified and certified to instruct students to live and work in a business environment.

The major is intended for those interested in teaching in public elementary, junior/middle, and senior high schools, vocational-technical schools, private business schools, or industry. Students have a choice of the following certification areas: business, computer, and information technology or marketing education.

Admission to this program requires entering students to meet the guidelines for admission to the College of Education and Educational Technology. Additionally, students must achieve a 3.0 GPA to apply for Step 1 of the Teacher Education process, to enroll in major courses, to student teach, and to be recommended for certification. Students must meet the requirements leading to teacher certification as outlined in this catalog.

Before graduation, each business education student must document completion of 500 hours of business work-related experience. This experience can be acquired during summer vacations and in offices on the campus during the regular school term. Previous documented experience may also be counted.

Bachelor of Science in Education—Business Education (*) (1)

Liberal Studies:

46-47

As outlined in Liberal Studies section with the following specifications:

Mathematics: MATH 115

Natural Science: Option I recommended

Social Science: ECON 121, PSYC 101

Liberal Studies Electives: 6 cr, ECON 122, MATH 214, no courses with BTED prefix

College: Professional Education Sequence:

31

BTED 411	Methods in Business and Information Technology I	3cr
BTED 412	Methods in Business and Information Technology II	3cr
EDEX 301	Education of Students with Disabilities in Inclusive Secondary Settings	2cr
EDEX 323	Instruction of English Language Learners with Special Needs	2cr
EDSP 102	Educational Psychology	3cr
EDSP 477	Assessment of Student Learning: Design and Interpretation of Educational Measures	3cr
EDUC 242	Pre-Student Teaching Clinical Experience I	1cr

EDUC 342	Pre-Student Teaching Clinical Experience II	1cr
EDUC 441	Student Teaching	12cr
EDUC 442	School Law	1cr

Major: 42

Required Courses:

Business Administration Core: 27cr

ACCT 201	Accounting Principles I	3cr
ACCT 202	Accounting Principles II	3cr
BCOM 321	Business and Interpersonal Communications	3cr
BLAW 235	Legal Environment of Business	3cr
FIN 310	Fundamentals of Finance	3cr
IFMG 300	Information Systems: Theory and Practice	3cr
MGMT 310	Principles of Management	3cr
MKTG 320	Principles of Marketing	3cr
QBUS 215	Business Statistics	3cr

Business, Computer, and Information Technology Certification: 15cr

BTED/COSC/IFMG 101	Computer Literacy	3cr
BTED 470	Technology Applications for Education	3cr
BTST 383	Microcomputer Software Solutions	3cr
BTED 401	Web Design	3cr
MGMT 105	Introduction to Business	3cr

Free Electives: 0-1

(#) Total Degree Requirements: 120

(*) See requirements leading to teacher certification, titled "Admission to Teacher Education," in the College of Education and Educational Technology section of this catalog.

(1) Students can transfer credit from another regionally accredited institution.

(#) See advisory paragraph "Timely Completion of Degree Requirements" in the section on Requirements for Graduation.

Tech Prep

The department has signed articulation agreements with high schools throughout western Pennsylvania. Graduates of these approved programs have the opportunity to schedule advanced courses and develop higher-level skills to enhance employment options. For additional information, contact the department secretary at 724-357-2470.

B. Summary of Changes

The proposed change is that the B.S.Ed. in Business Education is being transferred from the Department of Technology Support and Training in the Eberly College of Business to the

Department of Adult and Community Education in the College of Education and Educational Technology.

1. Table comparing old and new programs

There are no changes proposed to program or graduation requirements. Proposed changes to the Undergraduate Catalogue are described in Table 1. These are to replace the current Adult and Community Education Undergraduate Catalog description and replace it with the proposed catalog description.

Table 1: Proposed Changes to the Undergraduate Catalogue

Current ACE Undergraduate Catalog Description	Proposed ACE Undergraduate Catalog Description
<p>Department of Adult and Community Education Website: www.iup.edu/ace</p> <p>The department is a graduate department offering two tracks leading to the master of arts degree: adult and community education and adult education and communications technology.</p> <p>The MA degree in adult and community education helps students develop skills related to teaching and planning educational programs for adults in a wide variety of settings, including business and industry, the community, social service organizations, health agencies and hospitals, colleges and universities, the government, and religious institutions. The MA degree in adult education and communications technology, administered jointly with the Department of Communications Media, prepares students to become adult educators with an emphasis on the use of technology, including computers, production design, radio and television, and distance education technology. Completion of appropriate requirements allows a student in the AECT track to apply for PDE certification as an instructional technology specialist. Refer to the <i>Graduate School Catalog</i> for further details.</p>	<p>Department of Adult and Community Education Website: www.iup.edu/ace</p> <p>At the undergraduate level, the Department of Adult and Community Education offers the B.S.Ed. degree with a Business Education major. At the graduate level, the department offers the M.A. in Adult and Community Education with tracks in Adult and Community Education (offered fully online) and Adult Education and Communications Technology, and the M.Ed. in Business Education/Workforce Development with tracks in Business, Computer, and Information Technology (with PDE K-12 Teaching Certification in Business, Computer, and Information Technology), Workforce Development, and Administrative (Vocational Education Administration). In addition, the department offers a Certificate of Recognition in E-Learning. Refer to the <i>Graduate School Catalog</i> for further details on the graduate programs.</p> <p>Business Education Major (Bachelor of Science in Education) The IUP Business Education program is accredited by the National Council for Accreditation of Teacher Education (NCATE). The program leads to the degree of Bachelor of Science in Education and Pennsylvania teacher certification in Business, Computer, and Information Technology for grades K-12.</p> <p>The program in business education is dedicated to preparing teachers who will be qualified and certified to instruct students to live and work in a business environment.</p> <p>The major is intended for those interested in teaching in public elementary, junior/middle, and senior high schools, vocational-technical schools, private business schools, or industry. Students have a choice of the following certification areas: business, computer, and information technology or marketing education.</p> <p>Admission to this program requires entering students to meet the guidelines for admission to the College of Education and Educational Technology. Additionally, students must achieve a 3.0 GPA to apply</p>

for Step 1 of the Teacher Education process, to enroll in major courses, to student teach, and to be recommended for certification. Students must meet the requirements leading to teacher certification as outlined in this catalog.

Before graduation, each business education student must document completion of 500 hours of business work-related experience. This experience can be acquired during summer vacations and in offices on the campus during the regular school term. Previous documented experience may also be counted.

Bachelor of Science in Education—Business Education (*) (1)

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As outlined in Liberal Studies section with the following specifications:

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MGMT 310	Principles of Management	3cr
MKTG 320	Principles of Marketing	3cr
QBUS 215	Business Statistics	3cr

Business, Computer, and Information Technology

Certification: 15cr

BTED/COSC/IFMG 101	Computer Literacy	3cr
BTED 401	Web Design	3cr

	BTED 470 Technology Applications for Education 3cr BTST 383 Microcomputer Software Solutions 3cr MGMT 105 Introduction to Business 3cr
	Free Electives: 0-1 (#) Total Degree Requirements: 120
	(*) See requirements leading to teacher certification, titled "Admission to Teacher Education," in the College of Education and Educational Technology section of this catalog. (1) Students can transfer credit from another regionally accredited institution. (#) See advisory paragraph "Timely Completion of Degree Requirements" in the section on Requirements for Graduation.
	Tech Prep The department has signed articulation agreements with high schools throughout western Pennsylvania. Graduates of these approved programs have the opportunity to schedule advanced courses and develop higher-level skills to enhance employment options. For additional information, contact the department secretary at 724-357-2470.

2. List of all Associated Course Changes

No changes in course content are proposed. Courses being transferred with the BTED prefix will retain this prefix. Courses being transferred with the BTST prefix are proposed to change to BTED. A separate proposal has been submitted to request the prefix changes. The proposed course prefix changes are listed in Table 2.

Table 2: Course Prefix Changes

Current Course Prefixes		Proposed Changes
BTED 132	Computer Keyboard and Format	No changes
BTED 201	Internet and Multimedia	
BTED 281	Special Topics	
BTED 293	Practicum: Computers and Information Technology	
BTED 309	Keyboarding for Educators	
BTED 411	Methods in Business and Information Technology I	
BTED 412	Methods in Business and Information Technology II	
BTED 470	Technical Applications for Education	
BTED 481	Special Topics	
BTED 482	Independent Study	
BTST 281	Special Topics	Prefixes change from BTST to BTED
BTST 401	Web Design*	
BTST 442	Training Methods in Business and	

Information Technology	
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*To be cross listed with MIS&DS

3. Rationale for change

The transfer of the Business Education programs, both undergraduate and graduate, was initiated by Dr. Robert Camp, Dean, Eberly College of Business. This transfer was subsequently approved by Dr. Moerland, Provost, Dr. Camp, Dean of the Eberly College of Business, Dr. Nardi, Interim Dean of the College of Education and Educational Technology, Dr. Wilkie, Chairperson of the Technology Support and Training Department, and Dr. Dean, Chairperson of the Adult and Community Education Department. (See Appendix A for memo endorsing the transfer by all of above people).

III. Implementation

A. Effect on Existing Students

There will be no changes in program requirements or course offerings. Students currently enrolled in the B.S.Ed. in Business Education will be able to continue uninterrupted in their course of study.

B. Faculty Resources

After the transfer of the curriculum, the Department of Adult and Community Education will consist of the following programs:

- M.A. in Adult and Community Education (with tracks in Adult and Community Education and Adult Education and Communications Technology)
- B.S.Ed. in Business Education
- M.Ed. In Business/Workforce Development (with Tracks in Business, Computers, and Information Technology, Workforce Development, and Administrative (Vocational Education).
- COR in E-Learning

In total there are 13 undergraduate Business Education courses to be transferred (four of these are dual listed as graduate level courses). In order to determine faculty resources needed to teach the Business Education programs, a review of all Business Education course offerings was conducted for the three-year period from Spring, 2010 through Summer, 2012. The numbers used in this proposal were derived by counting the number of times each course was offered during the three-year period and then dividing by 3. The resulting average yearly offerings for each course were totaled to derive the total average offerings for all of the courses in each of the programs.

Table 3 shows the number of sections needed to deliver the ACE, AECT, and undergraduate and graduate Business Education programs at their current level.

Table 3: Sections Needed to Deliver Programs

Programs	Average Number of Sections Per Academic Year
ACE and AECT	10.3
Undergraduate Business Education	6.7
Graduate Business Education	11.5
Total	28.5

When the Department of Adult and Community Education is fully staffed, there will be four faculty: Dr. Gary Dean, Dr. Jeff Ritchey, Dr. Lucinda Willis, and a position to be filled. (See Appendix A affirming the Provost's support for filling the additional faculty position.) With four faculty, the department will be able to offer 26 three-credit courses per academic year during the fall and spring semesters. A total of 28.5 sections per year are needed to deliver the ACE, AECT, and undergraduate and graduate Business Education programs. This leaves an average of 2.5 courses that will need to be offered in the summer and/or winter semesters (see Table 4). It is clear there will be sufficient faculty resources to continue offering the undergraduate and graduate Business Education, ACE, and AECT programs at their current levels. Growth can be accommodated through increased course offerings in the summer and winter sessions.

Table 4: Faculty Resources

Faculty Resources	Average Number of Sections Per Academic Year
Number of Sections for Four Faculty (Fall and Spring)	26.0
Total Sections Needed	28.5
Additional Summer/Winter Sections Needed	2.5

C. Other Resources

In addition to faculty resources, an agreement has been reached for the Eberly College of Business to transfer operating budget, ESF allocation, and fleet vehicle budget allocation. (See Appendix A).

D. Anticipated Changes in Enrollments

It is anticipated that as the Business Education programs are revitalized there will be increases in enrollments. These increases can be accommodated by offering additional summer and winter sections as necessary.

IV. Periodic Assessment

The IUP Business Education program at the undergraduate level is evaluated using:

- approved three step process (<http://www.iup.edu/page.aspx?id=49217>) utilized throughout the College of Education and Educational Technology;
- national standards which are laid down by several governing bodies, including National Business Education Association (<https://www.nbea.org/newsite/curriculum/standards/index.html>);
- Pennsylvania Department of Education (PDE.org);
- Standards for PDE (<http://pdesas.org/>);
- Pennsylvania State Education Association (PSEA.org);
- Danielson's Domains (<http://www.danielsongroup.org/article.aspx?page=frameworkforteaching>).

Our standards in Business education also align to:

- International Society for Technology Education (ISTE) (<http://www.iste.org/standards>); and
- Interstate Teacher Assessment Support and Consortium ([http://www.ccsso.org/Resources/Programs/Interstate_Teacher_Assessment_Consortium_\(InTASC\).html](http://www.ccsso.org/Resources/Programs/Interstate_Teacher_Assessment_Consortium_(InTASC).html)).

Finally, our students must maintain a GPA of no less than 3.0 in order to be admitted to the College of Education and Educational Technology, and must pass the PAPA and PRAXIS in the Business Computer and Information Technology Specialization, which yields a K-12 certification upon matriculation.

Other forms of assessment

Students in the Business Education program are responsible for electronic portfolios, much like the other education students in the College of Education and Educational Technology. Our students begin this portfolio at the freshman/sophomore level, and will continue to add to it through their culminating semester of student teaching. These portfolios, a solid electronic record of their skills, abilities, and knowledges, is updated and assessed with rubrics developed by PDE, signed by their business education advisor, and formally submitted to the College of Education at the end of each semester.

In the final semester of the educational experience, students will be placed in a classroom to student teach. While in the classroom environment, assessment is done at least four times by the supervising instructor (from the University), and on a daily/weekly basis by the cooperating teacher in the classroom with the student teacher. The guidelines are set down in the Student Teaching Handbook, found on the IUP website (www.iup.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=132689). Further, PDE has guidelines and forms that are generated by both the Supervising Instructor and the Cooperating Teacher, which are done at mid-term and final week of the semester. These forms,

PDE-430, can be found here (http://www.portal.state.pa.us/portal/server.pt/community/testing_requirements/8638). Additionally, forms used in the College of Education are submitted with each visit, offering feedback, the criteria which has been set down by Teacher Education Evaluation Committee (TEEC) (information on all entities of the College requirements can be found <http://www.iup.edu/teachereducation/faculty/default.aspx>).

Guidelines are given to the students initially in the class BTED 470/570, when they are asked to develop their portfolios. These are the portfolios that are continuously added to and are a culminating evaluatory tool as the students complete their degree. These criteria can be found on the IUP Teacher Education website, under 'Forms and Documents' (<http://www.iup.edu/teachereducation/forms/default.aspx>), under the Business Education header. The criteria by which these assessments are measured are also available here.

V. Course Proposals

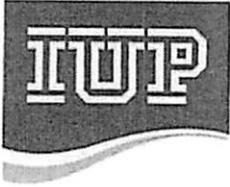
No new courses are proposed.

VI. Letters of Support

The following correspondence is evidence of support for the transfer of the Business Education programs.

Appendix A: Memorandum of agreement regarding the transfer.

Appendix B: Provost's support for filling a second faculty position and transferring operating budget, ESF money, and fleet vehicle resources.

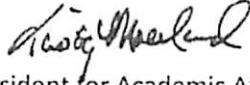


Indiana University of Pennsylvania
OFFICE OF THE PROVOST

MEMO

Date: April 23, 2013

To: Gail Sechrist, Chair, UWUCC
Matt Baumer, Chair, UWGC

From: Timothy Moerland 
Provost and Vice President for Academic Affairs

Subject: Transfer of B.Ed. and M.Ed. Programs and Related Curriculum

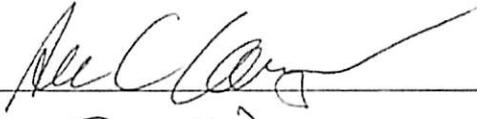
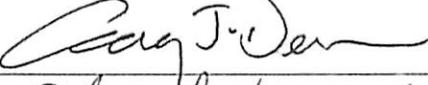
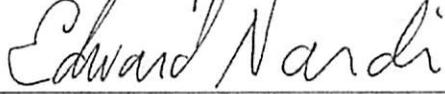
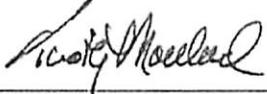
Please accept this communication as an official notice regarding the transfer of the B.Ed. and M.Ed. programs and related curriculum (see attachments) from the Technology Support and Training Department housed in the Eberly College of Business and Information Technology to the Adult & Community Education Department housed in the College of Education and Educational Technology. In this regard:

- Faculty of the Technology Support and Training Department have voted to approve the transfer noted above;
- Faculty of the Adult & Community Education Department have voted to accept the transfer noted above; and
- One faculty member in Technology Support and Training (Lucinda Willis) has applied for transfer from the Technology Support and Training Department to the Adult and Community Education Department and has been accepted by the Adult and Community Education faculty.

It is anticipated that the Department of Adult and Community Education will submit a prefix change request to each of the curriculum committees to reflect the fact that the Business Education coursework will now be located in the Department of Adult & Community Education.

Please let me know if you have any questions regarding these matters.

Signatures of Approval

	Signature	Date
LeAnn Wilkie, Chairperson, Technology Support and Training Department		4/23/13
Robert Camp, Dean, Eberly College of Business and Information Technology		4/23/2013
Gary Dean, Chairperson, Adult & Community Education Department		4-23-13
Edward Nardi, Interim Dean, College of Education and Educational Technology		4/23/2013
Timothy Moerland, Provost and Vice President for Academic Affairs		4/24/13

April 23, 2013

**Proposed Transfer of TST Coursework to
The Department of Adult & Community Education**

Undergraduate Courses

BTED 132	Comp Keyboard and Format
BTED 201	Internet and Multimedia
BTED 281	Special Topics
BTED 293	Practicum: Comp & Info. Tech
BTED 309	Keyboarding for Educators
BTED 411/511	Methods in Business & Info Tech I
BTED 412/512	Methods in Business & Info Tech II
BTED 470/570	Tech App for Education
BTED 481	Special Topics
BTED 482	Independent Study
BTST 281	Special Topics
*BTST 401	Web Design
BTST 442/542	Training Methods in Business & Info. Tech

*The TST Department has proposed, and the Eberly College Curriculum Committee has approved, the revision of BTST 401 to be replaced by BTST 475 and a dual listing of BTST 575 at the graduate level.

Graduate Courses

BTED 411/511	Methods in Bus. & Info. Tech I
BTED 412/512	Methods in Bus. & Info. Tech II
BTED 470/570	Tech Apps for Education
BTED 581	Special Topics
BTED/VOED 600	Curriculum Development in Career & Tech. Ed.
BTED/VOED 601	Curric & Instr Lead in Career & Tech. Ed.
BTED/VOED 602	Conf Ld & Comm. Meth in Car & Tech. Ed.
BTED/VOED 603	Mgmt of Instr for Career & Tech. Ed.
BTED/VOED 604	Curric Supervision in Career & Tech. Ed.
BTED/VOED 605	Policy Administration
BTED/VOED 606	Leaderships for Career & Tech. Edu.
BTED/VOED 607	Org and Struc for Career & Tech. Ed.
BTED/VOED 608	Legal & Legis Iss in Career & Tech. Ed.
BTED/COMM 609	Innovations in E-Learning
BTED 690	Clinical Studies in Business Education
BTED 693	Seminar in Teaching Business Subjects
BTED 695	Professional Semester- Student Teaching
BTED 699	Independent Study in Business Education
BTST 442/542	Train Methods in Bus & Information Tech Support
BTST 581	Special Topics in Business Technology

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BTST 614	Instructional Computing Basics
BTST 631	Interactive Multimedia
BTST 642	Training with Technology
BTST 650	Issues & Trends in Business/Workforce Development
BTST 655	Emerging Information Technologies
BTST 656	Applied Research in Business/Workforce Development
*BTST 675	Web Design Theory and Application
BTST 680	Technical Update
BTST 681	Special Topics
BTST 699	Independent Study in Business
BTST 795	Thesis

***The TST Department has proposed, and the Eberly College Curriculum Committee has approved, the revision of BTST 675 to be replaced by BTST 475 and a dual listing of BTST 575 at the graduate level.**

Subject: Fwd: Re: Business Ed Transfer Update and Request
From: Lara Luetkehans <lluetke@iup.edu>
Date: 11/21/2013 4:07 PM
To: Gary Dean <gjdean@iup.edu>

Gary,

I think this spells out the commitment to resources to accompany the transfer in a straight forward manner. You may attach it to the curricular proposal.

Lara

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

Subject: Re: Business Ed Transfer Update and Request
Date: Thu, 21 Nov 2013 15:49:32 -0500
From: Timothy Moerland <moerland@iup.edu>
To: Lara Luetkehans <lluetke@iup.edu>
CC: Kilmarx, John <jkilly@iup.edu>, Camp, Robert C <Robert.Camp@iup.edu>

Lara,

Below is an email from March that covers the faculty component.

Operating and ESF funds logically should be a part of the package -- that is, unless there is a prior agreement between Bob and Ed that has precedence (I don't know, and it may be that this was worked out before I joined IUP). Assuming no overriding priors, I would prefer that you and Bob (copied on this email) see if you can work out the details, rather than this be something that is driven from my office. We can help by providing, for example, enrollment data and amounts that are pro-rated to Business Ed enrollment and we can do so in a number of ways, such as most recent year, three-year averages, and so on. Let me know how you would like to proceed on this aspect.

Similarly, it makes sense that vehicle fleet supplements would be a part of the transfer. And again, we can provide data.

I hope this provides what you need to help move this forward. Please let me know if you have any questions or concerns.

Tim

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

Subject: Understanding on faculty lines: Reorganization of Eberly and program transfer to CoEET
Date: Wed, 13 Mar 2013 23:24:09 -0400
From: Timothy Moerland <moerland@iup.edu>
To: Edward Nardi <ewnardi@iup.edu>, "Camp, Robert C" <Robert.Camp@iup.edu>
CC: John Kilmarx <john.kilmarx@iup.edu>

Dear Bob and Ed,

This note summarizes my understanding of -- and agreement to -- personnel arrangements that will happen with the transfer of the M.Ed and B. Ed programs from Eberly to CoEET.

1. One FTE (full-time tenure-track) will be transferred from Eberly to CoEET.
2. One FET (full-time tenure-track) will be made available through Academic Affairs to CoEET to support the Department of Adult and Community Education

We also agreed that Eberly would fill an upcoming retirement vacancy with a temp, rather than search for a regular member of the faculty. Since that discussion, however, the new CBA has been ratified and the VRIP provision in it specifically requires that if a retirement line is to be filled, it must be filled by a regular (full time tenure track) appointment - not a temp. We did not know of that provision at the time we discussed the arrangement, but it goes without saying that we will adhere to the letter and spirit of the new CBA.

Please understand, however, that the savings this arrangement would have brought are a necessary part of my being able to agree to item 2, above. In the interest of moving ahead, and given that this part is, in effect a side arrangement between Eberly and AA, I suggest the following:

3. Bob and I agree that this is a ledger entry to be reconciled between us later. Bob, if you agree here, then
4. Ed, you have your second position and the remainder of the plan goes forward.

Tim

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Timothy S. Moerland, Ph.D.
Provost & Vice President for Academic Affairs
Indiana University of Pennsylvania
Sutton Hall, Room 205
1011 South Drive
Indiana, PA 15705
[tel:\(724\)357-2219](tel:(724)357-2219)
[fax:\(724\)357-2498](tel:(724)357-2498)

On 11/20/13 2:34 PM, Lara Luetkehans wrote:

Tim and John,

The Business Education curricular proposals are making their way through the levels of approval. Graduate curriculum will likely hit the university level approval body first. The University Committee has given Gary Dean some preliminary feedback to facilitate the proposal adoption, including requesting documentation that the curricular transfer will come to the COEET with two faculty lines. One position is filled with Lucinda Willis and another will be approved for a faculty search.

Can you please provide an email or memorandum indicating commitment for a faculty search that can be attached to the curricular proposal?

Also, I understand that there are supposed to be operating and ESF funds transferred as well. For planning purposes, can you give me a sense of the allocations for each? I also wanted to add that student teaching supervision will be a significant part of the program costs. Will the mileage calculations used to make base allocations for Fleet Reimbursement be adjusted as well?

Thank you.

Lara

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Timothy S. Moerland, Ph.D.
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Indiana, PA 15705
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fax: (724)357-2498