

Graduate Certificate in Academic Advising-PrgRvs-2019-11-09

- 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 bracketed text in the proposal name to match one of the following naming formats. **You should remove the brackets as you do so.**

- For a full program revision, start with the abbreviation for the award: **B.S. in Sidewalk Studies-PrgRvs-2019-09-02**
- If you are revising only a track or concentration, use parentheses after the degree: **B.S. in Sidewalk Studies (Computer-Aided Design Track)-PrgRvs-2019-09-02**
- If you are deleting only a track or concentration, you may modify the page code: **B.S. in Sidewalk Studies (Cobblestone and Brick Track)-TrkDel-2019-09-02**
- If you are requesting a program be put into or taken out of moratorium, please note that in parenthesis: **B.S.Ed. in Sidewalk Education (enter moratorium *or* exit moratorium)-PrgRvs-2019-09-02**

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**” (*not Save Draft*) on bottom right

When ready to submit click on the **Page Status** link beside the orange circle icon and hit approve. It will then move to the chair as the next step in the workflow.

**Indicates a required field*

Proposer*	Kristen Lawson	Proposer Email*	klawson@iup.edu
Contact Person*	Kristen Lawson	Contact Email*	klawson@iup.edu
Proposing Department /Unit*	Developmental Studies	Contact Phone*	724-357-2729

<p>Program Revision Options (Check all that apply)</p> <p>Program Revision</p> <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>

Program Level:*	graduate-level
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Rationale for Proposed Changes	
(A) Why is the program being revised?*	Course name change within the certificate: DVST 731 -- name change from "practicum" to "capstone"

<p>(B) Program Student Learning Outcomes*</p> <p>Indicate any PSLOs that have been changed by highlighting them in red.*</p> <ul style="list-style-type: none"> • Outcomes must be measurable • 4-6 outcomes recommended for degree programs • Tracks and concentrations must have at least one distinctive outcome that differentiates them from other tracks or concentrations • Outcomes will be evaluated regularly as part of the program's outcome assessment plan • Outcomes should draw from different levels of Bloom's Taxonomy of Learning. For more guidance, consult the A3T program outcome rubric in the I-Wiki Documents section. 	<p><i>All outcomes implicitly begin with the statement "Students will be able to:"</i></p> <table border="1"> <thead> <tr> <th>#</th> <th>Outcome</th> <th>How outcome measured</th> <th>Course Alignment</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>A- Knowledge B-Skills C- Capabilities</td> </tr> <tr> <td>1</td> <td>Integrate the history and evolution of academic advising in terms of practice, context, and philosophies</td> <td>writing assignment and discussion</td> <td>DVST 605</td> <td>A</td> </tr> <tr> <td>2</td> <td>Compile theoretical approaches and strategies for implementing successful academic advising theory to practice</td> <td>writing assignment and project</td> <td>SAHE 631 and DVST 731/SAHE 731</td> <td>A, B</td> </tr> <tr> <td>3</td> <td>Develop advising techniques that would promote inclusive and accepting advising environments and ensure relationship building between advisors and students</td> <td>writing assignment and project presentation</td> <td>SAHE 625, SAHE 631 and DVST 731 /SAHE 731</td> <td>A, C</td> </tr> <tr> <td>4</td> <td>Build an understanding of the curricula, degree programs, academic requirements, and institutional procedures to become effective advisors</td> <td>writing assignment and project</td> <td>DVST 605 and DVST 731/SAHE 731</td> <td>A, B, C</td> </tr> <tr> <td>5</td> <td>Construct a personal philosophy of academic advising encompassing NACADA's Core Values of Academic Advising (caring, commitment, empowerment, inclusivity, integrity, professionalism, and respect)</td> <td>writing assignment and discussion</td> <td>DVST 605 and SAHE 625</td> <td>A, B, C</td> </tr> </tbody> </table> <p><i>Add more rows if needed, but do not exceed 6 outcomes.</i></p>	#	Outcome	How outcome measured	Course Alignment	Category					A- Knowledge B-Skills C- Capabilities	1	Integrate the history and evolution of academic advising in terms of practice, context, and philosophies	writing assignment and discussion	DVST 605	A	2	Compile theoretical approaches and strategies for implementing successful academic advising theory to practice	writing assignment and project	SAHE 631 and DVST 731/SAHE 731	A, B	3	Develop advising techniques that would promote inclusive and accepting advising environments and ensure relationship building between advisors and students	writing assignment and project presentation	SAHE 625, SAHE 631 and DVST 731 /SAHE 731	A, C	4	Build an understanding of the curricula, degree programs, academic requirements, and institutional procedures to become effective advisors	writing assignment and project	DVST 605 and DVST 731/SAHE 731	A, B, C	5	Construct a personal philosophy of academic advising encompassing NACADA's Core Values of Academic Advising (caring, commitment, empowerment, inclusivity, integrity, professionalism, and respect)	writing assignment and discussion	DVST 605 and SAHE 625	A, B, C
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<p>(C) Implications of the change on the program, other programs and the Students:*</p>	<p>None</p>																																			

Program Information	
<p>(D) Current Program Title*</p>	<p>Graduate Certificate in Academic Advising</p>
<p>Proposed Program Title</p> <p><i>(if changing)</i></p>	
<p>(E) Current Narrative</p> <p>Catalog Description</p> <p><i>If copying pasting from current catalog entry, please paste into Word or Notepad first to eliminate potential issues with formatting or special characters in the text.</i></p>	<p>UG Course Catalog: http://www.iup.edu/registrar/catalog/</p> <p>Grad Course Catalog: http://www.iup.edu/graduatestudies/catalog/</p> <p>The Graduate Certificate in Academic Advising is designed for individuals interested in working in academic advising in higher education institutions. The certificate provides specialized, hands-on training and specific strategies in academic advising for college students. The certificate requires 12 hours of graduate credit.</p>

Proposed Narrative					
Catalog Description <i>(if changing)</i>					
(F) Current and Proposed Program Requirements	<p>Attach a Word document showing a side-by-side comparison of the current and proposed program requirements. Please clearly label the attachment as Program Requirements.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">File</th> <th style="width: 50%; text-align: left;">Modified</th> </tr> </thead> <tbody> <tr> <td>Microsoft Word Document Graduate Certificate Change.docx</td> <td>Sep 16, 2019 by Kristen Lawson</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Drag and drop to upload or browse for files 	File	Modified	Microsoft Word Document Graduate Certificate Change.docx	Sep 16, 2019 by Kristen Lawson
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(G) Supporting Documents*	<p>Are you making a major change? NO</p> <p>If making a major change, please attach a document with a summary of any/all changes. Please clearly label the attachment as Supporting Documentation.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">File</th> <th style="width: 50%; text-align: left;">Modified</th> </tr> </thead> <tbody> <tr> <td>Microsoft Word Document Graduate Certificate Change.docx</td> <td>Sep 16, 2019 by Kristen Lawson</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Drag and drop to upload or browse for files 	File	Modified	Microsoft Word Document Graduate Certificate Change.docx	Sep 16, 2019 by Kristen Lawson
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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:	NOTE: you must check this box if the Course/Program has previously been approved for Liberal Studies
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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)	<p><i>Describe how each Student Learning Outcome in the course enables students to become Informed Learners, Empowered Learners and/or Responsible Learners</i></p> <p>See http://www.iup.edu/WorkArea/DownloadAsset.aspx?id=181694</p>
Description of the Required Content for this Category	<i>Narrative on how the course will address the Selected Category Content</i>


All Liberal Studies courses are required to include perspectives on cultures and have a supplemental reading.

Please answer the following questions.

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

Teacher Education Section

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

<p>If Completing this Section, Check the Box to the Right:</p>	<p>NOTE: you must check this box if the Course/Program has previously been approved for Teacher Education related items</p>				
<p>Course Designations:</p>					
<p>Key Assessments</p>					
	<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" data-bbox="397 1633 1307 1728"> <thead> <tr> <th data-bbox="397 1633 1003 1675">File</th> <th data-bbox="1003 1633 1307 1675">Modified</th> </tr> </thead> <tbody> <tr> <td data-bbox="397 1675 1003 1728">Microsoft Word Document Graduate Certificate Change.docx</td> <td data-bbox="1003 1675 1307 1728">Sep 16, 2019 by Kristen Lawson</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Drag and drop to upload or browse for files  	File	Modified	Microsoft Word Document Graduate Certificate Change.docx	Sep 16, 2019 by Kristen Lawson
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<p>Narrative Description of the Required Content</p>	<p><i>How the proposal relates to the Education Major</i></p>				

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>