

ATTACHMENT A

PROPOSAL FOR COURSE CHANGE

To: Curriculum Committee
From: Professional Studies Department; School of Community Education

Date submitted: August 28, 2008

Request for: Course change _____ Course deletion _____ Course addition X PS 4201-12
(Excluding course credit hour changes)

Submitted by: Annette Stuckey, Instructor

Annette Stuckey

Approved by: Department Head: N/A

Dean of School: Dr. Mary Ann Rollans

Mary Ann Rollans

Reviewed by: Registrar:

Jammy Rhodes

Vice President:

If this is a deletion or other minor change, describe and give rationale.

If this is an addition of a new course, fill in the following and attach a syllabus (syllabus should include course objectives, and outline of the course with sufficient details to illuminate course content, and a bibliography. The Curriculum Committee/Graduate Council does not need evaluation and testing procedural information nor does it need excessively long bibliographies).

I. Catalog description: (AS IT WILL APPEAR IN THE CATALOG).

Prerequisite: PS 3001. Based on a recommendation from the BPS Director/instructor and reviewed by the dean of Community Education and the Registrar, the portfolio assessment completed in PS 3001 will determine the number of hours that can be awarded for prior learning. This variable-credit course provides the opportunity for the student to enroll in the number of hours that were approved through the portfolio up to a maximum of 12 hours. Regular tuition charges will be applied. Credit for PS 4201-12 applies only to the Bachelor of Professional Studies degree and cannot be applied toward any other program. Grading is on a Pass/Fail basis.

(Syllabus provided as ATTACHMENT B)

Number: PS 4201-12

Title for Catalog:

PRIOR LEARNING ASSESSMENT CREDIT

app CC 9/19/08
app FS 10/8/08

✓ 10-24-08
PR

*Title for Course Inventory (24 characters): PLA CREDIT

Description:

The portfolio process completed by the student in PS 3001 will utilize standardized assessment programs for determining equivalent credit toward a bachelor's degree. The number of hours recommended through the portfolio assessment will be the number of hours in which the student will enroll for a maximum of 12 hours of eligible credit in PS 4201-12. The same ADP guidelines for assessing prior learning as described in the proposal for PS 3001 will apply to the administration of PS 4201-12.

Effective date or term: Spring 2009

*Course fees: No additional fee will be assessed. Regular tuition will apply.

II. Justification and feasibility of course:

Same justification as provided in the proposal for PS 3001 applies to PS 4201-12. The particular focus of PS 4201-12 is to provide a means for placing the hours of credit assessed in PS 3001 for prior learning on the students' transcripts and having a basis for determining the rate of tuition to be charged. The students will enroll in the number of hours assessed and pay the regular in-state or out-of-state tuition per credit hour.

A. What is the need for this course? Who will take it?

The same statement of need applies to PS 4201-12 as described in the proposal for PS 3001. By providing a means to award credit for prior learning, students enrolled in this course may receive up to 12 hours of credit toward degree completion. No more than 12 hours of credit for prior learning can be applied toward the degree.

B. How does it relate to other work being offered by your department? Is there an overlap with other courses in the department?

The Bachelor of Professional Studies Degree is well-suited to serve as a capstone program for students who have completed a minimum of 60 transferable credits in that the degree is designed to enhance workplace skills such as planning, organizational behavior, ethics, needs assessment, problem solving, communications, human resources, and technology applications. Enrollment in this course enables the student to receive credit for the number of hours recommended through the portfolio process completed in PS 3001, up to a maximum of 12 hours. The hours in this course will be counted as 12 hours of the 40 hours of upper division coursework required for a bachelor's degree (Curriculum Summary: ATTACHMENT A).

C. Is this course part of any general plan of development within your department? Explain.

Yes. This course fits well into the mission of the School: "The School of Community Education and Professional Development offers a broad range of credit, non-credit, special interest, professional development, management, leadership, and leisure-learning courses. The School is responsive to the needs of the area and strives to offer programs

and services which support a diverse target audience including business and industry, educational and government agencies, professional groups and associations, and the general community.”

D. How often will the course be offered?

The course will be offered as an independent study course on an as-needed basis.

E. How will the course be staffed?

Annette Stuckey is the instructor for all PS courses and this course will be part of her instructional load.

F. When applicable, state with which departments you have specifically coordinated this change? (If unable to identify coordinating departments that change affects, Academic Affairs can offer assistance in identifying course use.)

This course should not affect any other department in that the credit awarded applies only to the Bachelor of Professional Studies degree and cannot be accepted toward any other degree. Each dean was consulted with a request to share the proposal with their department heads as deemed feasible. The deans were provided a copy of this proposal to ensure that this understanding regarding the application of credit was clearly understood by every department. In addition to the deans, the proposal was reviewed by Shauna Donnell and Linda Clarke who have documented their support.

If no, please attach explanation from responding Department Head indicating why they do not support the proposal.

No comments were received indicating lack of support for the proposal since no other departments would be affected by the addition of these two courses which apply only to the BPS degree.

***Note: Each new course proposal must include a short explanation describing how the new course integrates with the assessment process of the department in which the course will be taught.**

Assessment Plan:

One of the outcomes for assessing this course will be the total number of hours actually awarded for prior learning for each student with a second outcome being the cumulative total number of hours awarded for prior learning by all students completing the degree. The eight-semester guaranteed degree plan will not apply to this program since the student must have 60 hours of credit prior to enrollment in this program.

*Updated 8/1/04

**Updated 9/1/05

Attachment A: Curriculum Summary

Bachelor of Professional Studies Degree Accelerated Degree Program (proposed changes underlined)

Transfer Courses and ATU coursework accepted toward the degree 37 hours of General Education courses or enrollment in courses as needed	Up to 60 hours (no change)
Recommended Professional Core PS 3001 Portfolio Development for PLA (proposed) PS 3023 Professional Communications PS 3003 Capstone PS 4006 Capstone EAM 3133 Applied Principles of Personnel Management COMS 1003 Intro to Computer-Based Systems ENGL 2053 Technical Writing SPH 2003 Public Speaking JOUR 4033 Community Journalism (Substitutions may be recommended by the advisor.)	<u>28 hours (Proposed change)</u> <u>(Currently 27 hours)</u>
Courses recommended in the Individual Plan of Study (Courses meeting interests/career needs of students (footnoted as Specialty Course in Degree Completion Plan))	18 hours (no change)
<u>PS 4201-12 Prior Learning Assessment Credit (proposed)</u>	<u>12 hours maximum</u> <u>(counted toward 40</u> <u>hours of upper</u> <u>division credit</u> <u>required for</u> <u>bachelor's degree)</u>
Balance of electives needed to meet upper division total	Hours needed to meet 40-hour requirement (no change)
TOTAL HOURS	124 hours

ATTACHMENT B: SYLLABUS: PS 4201-12

PRIOR LEARNING ASSESSMENT CREDIT

Bachelor of Professional Studies Degree

COURSE NUMBER: PS 4201-12 (01)
(variable credit with maximum of 12 hours allowed)

COURSE TITLE: Prior Learning Assessment Credit

INSTRUCTOR: Annette Stuckey, M.Ed.
61 Lake Point Conference Center
Office Hours: Tuesday, Wednesday, Thursday
2:00 p.m. – 5:30 p.m.
Office Phone: (479) 356-2095
Office FAX: (479) 968-0205
Email: astuckey@atu.edu

BLACKBOARD TECHNICAL:

Blackboard will be used in this course to facilitate student participation, communication, and collaboration.

Blackboard Help Desk – RPL 328
479-964-0577 or 1-866-400-8022
Elearning: <http://etech.atu.edu/student.html>
Email: bbsystem@atu.edu or astuckey@atu.edu

COURSE TIME: Independent Study using Blackboard

CATALOG DESCRIPTION:

Prerequisite: PS 3001. Based on a recommendation from the BPS advisor and approved by the dean of Community Education, the portfolio assessment completed in PS 3001 will determine the number of hours that can be awarded for prior learning. This variable-credit course provides the opportunity for the student to enroll in the number of hours that were approved through the portfolio up to a maximum of 12 hours. Regular tuition charges will be applied. Credit for PS 4201-12 applies only to the Bachelor of Professional Studies degree and cannot be applied toward any other program. Grading is on a Pass/Fail basis.

REQUIRED TEXT:

No text is required. The advisor will enroll the student in the number of hours of credit assessed for the portfolio which was completed in PS 3001 based on standardized

assessment programs for determining equivalent credit toward a bachelor's degree. These will include the following:

ACE (American Council on Education/National Program on Noncollegiate Sponsored Instruction),

PONSI (Recommendations on Corporate Education and Training Programs)

CLEP (College-Level Examination Program),

DANTES (Defense Activity for Non-Traditional Education Support),

CAEL (Council for Adult and Experiential Learning),

SOCAT (Student Occupational Competency Achievement Test)

JUSTIFICATION:

By providing a means to award credit for prior learning experiences, students enrolled in this degree program may receive up to 12 hours of credit toward degree completion. The Accelerated Degree Program (ADP) approach for the Bachelor of Professional Studies will target primarily adult students who wish to complete a degree while working in their careers or raising a family. The typical student enrolling in this program is generally 25 years or older with at least five years of work experience and meet the general admission requirements of the University. Students, who enter the program with 60 earned credit hours and have completed all of the general education requirements, should be able to complete the remainder of the degree requirements within an 18-month period.

COURSE OBJECTIVE/GOAL:

Most of the students who enroll in this degree already possess workplace skills such as planning, organizational behavior, ethics, needs assessment, problem solving, communications, human resources, and technology applications. The goal of this course is to award credit for documented competencies and learning outcomes which have been assessed for college credit based on standards established by agencies which provide equivalencies for prior learning.

HOW COURSE MEETS GENERAL EDUCATION REQUIREMENTS:

This course addresses the following Arkansas Tech University general education requirements:

- Communicate effectively
- Think critically
- Develop ethical perspectives

COURSE POLICIES:

Students are responsible for paying the regular tuition charges based on the number of hours in which they are enrolled. Failure to submit payment according to established guidelines will result in the student being administratively withdrawn for lack of payment. Grading will be on a Pass/Fail basis. See the Recommended Procedures for Awarding Credit for Prior Learning Assessment (attached and posted on Blackboard).

COURSE CONTENT:

Course Credit Requirements

This course is treated as an independent study course under the instructor's direction and is not considered a web course even though it is on the Blackboard system and the Instructor may communicate with students via Blackboard. This course can only be taken after completing PS 3001.

COURSE ASSESSMENT:

Grading System: Pass/Fail

Critical Dates: You must confirm that you are enrolled in the course prior to the eleventh class day or you will be asked to withdraw from the course.

BLACKBOARD TECHNICAL ASSISTANCE:

For help using Blackboard go to <http://etech.atu.edu/> and click on "Help Desk" then "FAQs – Students" or go to <http://elearn.atu.edu/> for further information call 479-964-0546 or toll free at 866-400-8022.

Or email astuckey@atu.edu for help with Blackboard issues.