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| --- | --- |
| For Academic Affairs and Research Use Only | |
| CIP Code: |  |
| Degree Code: |  |

**Letter of Notifications**

**[ ] Undergraduate Curriculum Council**

**[x ] Graduate Council**

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

Email completed proposals to [curriculum@astate.edu](mailto:curriculum@astate.edu) for inclusion in curriculum committee agenda.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Gwendolyn L. Neal | 2/27/2018 |   **Department Curriculum Committee Chair** | |  |  | | --- | --- | | Rob Williams | 3/8/2018 |   **COPE Chair (if applicable)** |
| |  |  | | --- | --- | | Joan G. Henley | 2/27/2018 |   **Department Chair:** | |  |  | | --- | --- | | Mary Jane Bradley | 3/9/2018 |   **Head of Unit (If applicable)** |
| |  |  | | --- | --- | | Wayne W. Wilkinson | 2/28/2018 |   **College Curriculum Committee Chair** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Undergraduate Curriculum Council Chair** |
| |  |  | | --- | --- | | Mary Jane Bradley | 3/1/2018 |   **College Dean** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Graduate Curriculum Committee Chair** |
| |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **General Education Committee Chair (If applicable)** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Vice Chancellor for Academic Affairs** |

**If you require to fill out a Letter of Notification, please email** [**curriculum@astate.edu**](mailto:curriculum@astate.edu) **or contact Academic Affairs and Research at (870) 972-2030 for guidance PRIOR TO submitting these through the curricular process.**

**1.Contact Person** (Name, Email Address, Phone Number)

Joan Henley, [jhenley@astate.edu](mailto:jhenley@astate.edu), 870-972-3062

**Guide to ADHE Letter of Notifications**

All documentation to be sent to ADHE must be submitted by the Office of Academic Affairs and Research (AAR), and must go through regular curriculum process. Please see the following specific curriculum forms created for changes requiring:

|  |  |
| --- | --- |
|  | Established form |
| LON 3 - NEW OPTION, CONCENTRATION, EMPHASIS | New\_Emphasis\_Concentration\_or\_Option\_Proposal\_Form |
| LON 5 - DELETION  (Certificate, Degree, Option/Emphasis/Concentration, Organizational Unit) | Program\_Emphasis\_or\_Minor\_Deletion\_Proposal\_Form |
| LON 11 - RECONFIGURATION OF EXISTING DEGREE PROGRAMS  (Consolidation or Separation of Degrees to Create New Degree) | Reconfig\_Program\_Proposal\_Form |
| For all other LONs, please utilize this form. All other LONs are included in the following pages. A guide for LON selection is available below. Please select the one you require and delete the others, and submit this form through the regular curriculum process. | |

|  |  |  |
| --- | --- | --- |
|  | **Guide to LON Selection** | IMPORTANT NOTES |
| LON 6 | Inactive/Reactivate Program | Contact AAR prior to completing this paperwork. |

**Bulletin Changes**

|  |
| --- |
| **Instructions** |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Follow the following guidelines for indicating necessary changes.**  **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.**  - Deleted courses/credit hours should be marked with a red strike-through (~~red strikethrough~~)  - New credit hours and text changes should be listed in blue using enlarged font (blue using enlarged font).  - Any new courses should be listed in blue bold italics using enlarged font (***blue bold italics using enlarged font***)  *You can easily apply any of these changes by selecting the example text in the instructions above, double-clicking the ‘format painter’ icon 🡪 , and selecting the text you would like to apply the change to.*  *Please visit* [*https://youtu.be/yjdL2n4lZm4*](https://youtu.be/yjdL2n4lZm4) *for more detailed instructions.* |

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Enrollment in 7000-level courses with COUN and PSY prefixes requires (1) Admission to the Ed.S. in Psychology and Counseling; (2) Unconditional admission to another university's accredited post-master degree program with a major in psychology or counseling; or (3) Admission to the Ed.S. in Educational Administration~~, the Specialist in Community College Education Program,~~ or the Ed.D. in Educational Leadership (permission must be granted).

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**~~Specialist in Community College Education (S.C.C.E)~~**

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**DEGREES OFFERED**

The College of Business offers work leading to the Master of Business Administration degree and~~,~~ the Master of Accountancy degree~~, and the Specialist in Community College Education degree in the field of Business Administration~~.

All general Graduate Admissions requirements listed elsewhere in the bulletin are applicable to these degree programs in addition to the specific program requirements.

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A. Doctor of Education Degree in Educational Leadership

~~B. Specialist in Community College Education Degree~~

C. Specialist in Education Degree

1. Educational Leadership

2. Psychology and Counseling

3. Reading

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**GRADUATE COURSES AND CREDIT**

Graduate students enrolled in courses numbered 5000 through 5999 must do special work in addition to that required of undergraduates in the courses numbered 4000 through 4999. Courses numbered 6000 or above are open to fully qualified graduate students only. Except for ~~the introductory courses in Community College Teaching (CCED 7003 and CCED 7013), and~~ the foundation courses in Educational Administration (EDFN 7773 and EDFN 7783), enrollment in 7000 level courses is restricted to those students who have been officially admitted to pursue the Specialist in Education ~~or the Special­ist in Community College Education~~ degree and will not count toward the master’s degree. Exceptions may be made for those holding an appropriate master’s degree in a relevant field as accepted by the Department of Educational Leadership, Curriculum and Special Education. Enrollment in 7000-level courses with COUN and PSY prefixes requires admission to the Ed.S in Psychology and Counseling, unconditional admission to another university’s accredited post-master degree program with a major in psychology or counseling, or (with permission) admission to the Ed.S in Educational Leadership~~, the Specialist in Community College Education Program,~~ or the Ed.D in Educational Leadership. Enroll­ment in 8000 level courses is restricted to those who have been admitted to pursue doctoral degrees.

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~~Program of Study for the Specialist~~

~~in Community College Education Degree~~

**~~PURPOSE OF THE DEGREE~~**

~~The Specialist in Community College Education Program provides a sixth-year intermediate degree to prepare teachers and administrators for the Community College. Because the enrollee in a community college tends to be somewhat different from typical college, university, or trade school students, specialized personnel are needed to ensure that the investments made by students and insti­tutions are maximally and mutually beneficial.~~

~~The teaching emphasis program of study will focus mainly upon the major field of specialization with adequate opportunities for breadth of preparation in the specialty area and cognate areas, and a background in research methods. Major fields of specialization are presented under degrees offered in the General Information section of the Bulletin. The administration-emphasis program of study will focus on a combination of generic higher education administration courses and specialized community college courses.~~

**~~ADMISSION REQUIREMENTS~~**

~~Admission requirements for the Specialist in Community College Education are those required by Graduate Admissions. Admission to the Specialist level will require admission to Graduate Programs, a master’s degree from an accredited institution, and a satisfactory score on the analytical writing section of the GRE.~~

**~~ADMISSION TO THE SPECIALIST DEGREE PROGRAMS~~**

~~Applicants to the Specialist in Community College Education and the Specialist in Education degree program in Educational Leadership must hold an earned master’s degree from an accredited institution. Applicants to the Specialist in Education in Psychology and Counseling must hold either an earned bachelor’s or an earned master’s degree from an accredited institution. Applicants must submit the following to Graduate Admissions:~~

~~1. A completed application for admission. Applicants are encouraged to submit the ap­plication before May 1 to be eligible for the following summer; before August 1 to be eligible to enter the following fall semester; and before December 1 to be eligible to enter the following spring semester.~~

~~2. A $30 nonrefundable application fee. Checks must be made payable to Arkansas State University. If applications are received without payment, Graduate Admissions will hold all application materials and notify the applicants that no action will be taken until payment is received.~~

~~3. One copy of official transcripts of all previous undergraduate and graduate coursework attempted to be sent directly from the institution(s) previously attended.~~

~~4. Official report of a score, obtained within the last five years, on the Graduate Record Examination (Ed.S. in Psychology and Counseling only). The SCCE program will ac­cept either the Graduate Record Examination or the Miller Analogies Test.~~

~~5. Please see program sections under the College of Education and Behavioral Science portion of this Bulletin for specific requirements or online at http://www.astate.edu/ education.~~

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**~~STEPS TO COMPLETING THE SPECIALIST IN COMMUNITY COLLEGE EDUCATION DEGREE~~**

~~• File an application for admission and official transcripts from all colleges and universities attended.~~

~~• Obtain an official statement of admission to graduate study.~~

~~• Familiarize yourself with the Graduate Bulletin, its general requirements, and the specific regulations pertaining to your particular program.~~

~~• Complete CCED 7003, The Community College, and CCED 7013, Learner-Centered~~

~~Education during the first 48 hours of graduate work leading to the program. NOTE: During these courses the student will have initial contact with the community college coordinator. The courses will enable students to grasp the philosophy of the community college, and through the processes of counseling and primary experiences, make a decision concerning continuance in the program.~~

~~• Proceed with coursework at any registration period.~~

~~• Complete the required standardized examinations during your first enrollment period.~~

~~• Apply for Admission to Candidacy for the degree when you have satisfied any provisions attached to your admission and have completed 42 hours of graduate work with a 3.00 grade point average. The application for admission to candidacy must be filed no later than the completion of 48 semester hours of graduate credit. Failure to gain admission to candidacy at the time that no more than 48 hours have been accumulated may result in additional enrollment and will cause a delay in your graduation. Students accumulating 48 hours of graduate credit with less than a 3.00 grade point average will be dropped from Graduate Programs.~~

~~• Complete the coursework required for the degree~~

~~• File an Intent to Graduate Form at the registration period when you enroll for your last graduate coursework except that a student who expects to complete the requirements for the degree during the second summer term must make application for the degree not later than the registration date for the first summer term.~~

~~• Successfully complete the comprehensive examination at the scheduled time during your last enrollment period.~~

~~• Complete all requirements for the degree within six years exclusive of any time spent in the armed forces of the United States.~~

**~~EMPHASIS AREAS~~**

~~• Agricultural Education~~

~~• Biology~~

~~• Chemistry~~

~~• English~~

~~• History~~

~~• Music Education~~

~~• Physical Education~~

~~• Political Science~~

~~• Reading~~

~~• Sociology~~

~~• Communication Studies and Theatre~~

~~• Vocational-Technical Administration~~

~~• Community College Administration~~

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**~~Community College Education~~**

**~~Specialist in Community College Education~~**

|  |  |
| --- | --- |
| **~~University Requirements:~~** | |
| ~~See Graduate Degree Policies for additional information (p. 35)~~ | |
| **~~Previous Master’s Degree:~~** | **~~Sem. Hrs.~~** |
| ~~Previous Master’s Degree~~ | **~~-~~** |
| **~~Community College Core (12 hours):~~** | **~~Sem. Hrs.~~** |
| ~~CCED 7003, The Community College~~ | ~~3~~ |
| ~~CCED 7013, Community College Teaching~~ | ~~3~~ |
| ~~Community College Core Courses~~ | ~~6~~ |
| **~~Sub-total~~** | **~~12~~** |
| **~~Teaching Core (9 hours):~~** | **~~Sem. Hrs.~~** |
| ~~Teaching Core Courses~~ | **~~9~~** |
| **~~Teaching Fields (9 hours):~~** | **~~Sem. Hrs.~~** |
| ~~Teaching Fields Courses~~ | **~~9~~** |
| **~~Total Required Hours:~~** | **~~30~~** |

***~~NOTE:~~*** *~~See College of Education and Behavioral Science for additional information about this degree program.~~*

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**ADMISSION TO THE SPECIALIST DEGREE PROGRAMS**

Applicants to the ~~Specialist in Community College Education and the~~ Specialist in Education degree program in Educational Leadership must hold an earned master’s degree from an accredited institution. Applicants to the Specialist in Education in Psychology and Counseling must hold either an earned bachelor’s or an earned master’s degree from an accredited institution. Applicants must submit the following to Graduate Admissions:

1. A completed application for admission. Applicants are encouraged to submit the ap­plication before May 1 to be eligible for the following summer; before August 1 to be eligible to enter the following fall semester; and before December 1 to be eligible to enter the following spring semester.

2. A $30 nonrefundable application fee. Checks must be made payable to Arkansas State University. If applications are received without payment, Graduate Admissions will hold all application materials and notify the applicants that no action will be taken until payment is received.

3. One copy of official transcripts of all previous undergraduate and graduate coursework attempted to be sent directly from the institution(s) previously attended.

4. Official report of a score, obtained within the last five years, on the Graduate Record Examination (Ed.S. in Psychology and Counseling only). ~~The SCCT program will accept either the Graduate Record Examination or the Miller Analogies Test.~~

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**NOTE:** Enrollment in 7000-level courses with **COUN** and **PSY** prefixes requires admission to the Ed.S. in Psychology and Counseling, unconditional admission to another university’s ac­credited post-master degree program with a major in psychology or counseling, or (with permission) admission to the Ed.S. in Educational Leadership~~, the Specialist in Community College Education Program,~~ or the Ed.D. in Educational Leadership.

**ADMISSION TO THE SPECIALIST DEGREE PROGRAMS**

Applicants to ~~the Specialist in Community College Education and~~ the Specialist in Education degree program in Educational Leadership must hold an earned master’s degree from an accredited institution. Applicants to the Specialist in Education in Psychology and Counseling must hold either an earned bachelor’s or an earned master’s degree from an accredited institution. Applicants must submit the following to Graduate Admissions:

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**Community College Education (CCED)**

**CCED 7003. The Community College** A study of the history, philosophy, nature, and functions of the community college movement

**~~CCED 7013. Learner-Centered Education~~** ~~A study of the nature of the teaching learning pro­cess including emphases on community college curriculum planning, educational technology, and evaluation procedures.~~

**~~CCED 7023. Field Study~~** ~~An intensive study of a selected and approved problem in community college teaching. Prerequisite, screening into SCCT degree program.~~

**~~CCED 7033. Special Problems in Community College Education~~** ~~Prerequisite, screening into SCCT degree program Curriculum and Instruction.~~

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~~Specialist in Community College Education....................................................................................88, 90~~

**LETTER OF NOTIFICATION – 6**

**Inactive/Reactivate Program**

1. Institution submitting request: Arkansas State University
2. Contact person/title: Dr. Joan Henley, Interim Chair ELCSE

1. Phone number/e-mail address: 870-680-8061, [jhenley@astate.edu](mailto:jhenley@astate.edu)
2. Proposed effective date (last date for new student enrollments): Fall 2017
3. Title of degree program: Specialist in Community College Education
4. CIP Code: 13.1299
5. Degree Code: 7420
6. Reason for proposed action:

\_\_x\_\_\_ **Inactive status – No new students can be admitted to the program after the effective date.** (Program on inactive status for 5 years will be removed from the AHECB approved program inventory.)

Provide the following information:

* + 1. Reason for proposed action - placing program on inactive status.

Enrollment in the Specialist program has dropped significantly since the implementation of the MSE in College Student Personnel Services online program which duplicates many of the courses.

* + 1. Number of students enrolled in program.

Four students are currently at various stages of completion of their degree program (with two scheduled to graduate in Spring 2018).

* + 1. How will students in the inactive program be accommodated?

Student currently in the program will be accommodated to complete the degree requirements for the next two years.

* + 1. Projected program completion date.

August 2019

* + 1. Provide documentation of written notification to students currently enrolled in the program.

Dr. Steve Bounds provided notification to all students that are currently enrolled in the program in a letter (See below)

\_\_\_\_\_\_ **Reactivate program** (Program on inactive status less than 5 years):

Provide the following information:

* + - 1. Justification for program reactivation.
      2. Curriculum outline by semester including total semester credit hours required.
      3. List of new courses.
      4. New course descriptions.
      5. Program goals and objectives.
      6. Expected student learning outcomes.
      7. Program approval letter from licensure/certification entity, if required.
      8. Scheduled program review date (within 10 years of program implementation)
      9. Provide a copy of written notification to other institutions in the area of the proposed program offering.

1. Institutional curriculum committee review/approval date, if required:
2. Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date:

Letter of Notification

TO: SCCE degree-seeking students

RE: Last date to finish the degree requirements

DATE: June 23, 2016

This is to inform you that the Specialist in Community College Education program is being discontinued due to lack of enrollment. As a current student in the program you will have until August 2019 to complete the requirements for the degree. After that date we will no longer confer the degree. Please review your program of study to ensure that you will have met all the requirements no later than August 2019. Contact your advisor or the chair of the Department of Educational Leadership, Curriculum & Special Education if you have any questions.

Respectfully,



Steve Bounds, Interim Chair

Department of Educational Leadership, Curriculum & Special Education