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**Letter of Notifications**

**[X] Undergraduate Curriculum Council**

**[ ] 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 for inclusion in curriculum committee agenda.

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| Nikesha Nesbitt | 9/29/2016 |

**Department Curriculum Committee Chair** |

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**COPE Chair (if applicable)** |
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| Nikesha Nesbitt | 9/29/2016 |

**Department Chair:**  |

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**General Education Committee Chair (If applicable)**   |
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| Nikesha Nesbitt | 9/29/2016 |

**College Curriculum Committee Chair** |

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**Undergraduate Curriculum Council Chair** |
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| Jill Simons | 9/29/2016 |

**Undergraduate Studies** |

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**Graduate Curriculum Committee Chair** |
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**Vice Chancellor for Academic Affairs** |

**If you require to fill out a Letter of Notification, please email** **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)

Dr. Jill Simons, jsimons@astate.edu, 870-972-3574

**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:

|  |  |
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|  | 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.  |

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|  | **Guide to LON Selection** | IMPORTANT NOTES |
| LON 1 | NAME CHANGE OF EXISTING CERTIFICATE, DEGREE, MAJOR, OPTIONOR ORGANIZATIONAL UNIT(No change in program curriculum, option/emphasis/concentration or organizational structure) |  |
| LON 1-C | CIP CODE CHANGE REQUEST(No change in program curriculum) | Contact AAR prior to completing this paperwork. |
| LON 2 | ESTABLISHMENT OF ADMINISTRATIVE UNIT(Center, Division or Institute not offering primary faculty appointments or certificate/degree programs) | Contact AAR prior to completing this paperwork. |
| LON 3 | NEW OPTION, EMPHASIS or CONCENTRATION | Please fill out the appropriate Curriculum Proposal Form as outlined above. The LON is attached to this form. |
| LON 4 | ESTABLISHMENT OF NEW ADMINISTRATIVE UNIT(Instruction, Research or Service Institute/Center fully supported by non-state funds) | Contact AAR prior to completing this paperwork. |
| LON 5 | DELETION(Certificate, Degree, Option/Emphasis/Concentration, Organizational Unit) | Please fill out the appropriate Curriculum Proposal Form as outlined above. The LON is attached to this form. |
| LON 6 | Inactive/Reactivate Program | Contact AAR prior to completing this paperwork. |
| LON 7 | REORGANIZATION OF EXISTING ORGANIZATIONAL UNITS | Contact AAR prior to completing this paperwork. |
| LON 8 | UNDERGRADUATE CERTIFICATE PROGRAM (6-21 semester credit hours) |  |
| LON 9 | UNDERGRADUATE CERTIFICATE PROGRAM (21-45 semester credit hours)(75 percent of the coursework currently offered in existing associate or bachelor’s degree program) |  |
| LON 10 | GRADUATE CERTIFICATE PROGRAM (12-21 semester credit hours) |  |
| LON 11 | RECONFIGURATION OF EXISTING DEGREE PROGRAMS(Consolidation or Separation of Degrees to Create New Degree) | Please fill out the appropriate Curriculum Proposal Form as outlined above. The LON is attached to this form. |
| LON 11A | RECONFIGURATION OF EXISTING ASSOCIATE DEGREE PROGRAM(Associate of Arts/Associate of Science changed to Associate of Applied Science)[separate form required for each degree reconfiguration] | Contact AAR prior to completing this paperwork. |
| LON 11C | CURRICULUM REVISION OF EXISTING CERTIFICATE OR DEGREE PROGRAM |  |
| LON 11D | PROGRAM RECONFIGURATION Existing Certificate/Degree Reconfigured To Create New Certificate/Degree Offered on Campus and/or by Distance Technology |  |
| LON 11M | RECONFIGURATION OF EXISTING DEGREE PROGRAMSModification to Create New Degree(75% of coursework from existing degree) |  |
| LON 11R | REVISION OF EXISTING CERTIFICATE OR DEGREE PROGRAM(Act 747) |  |
| LON 11T | RECONFIGURATION OF EXISTING DEGREE PROGRAMS FOR TRANSFER PURPOSESAssociate of Arts (AA) or Associate of Applied Science (AAS) Reconfigured to create Associate of Science (AS) in designated field of study [A separate form is required for each degree reconfiguration] | Contact AAR prior to completing this paperwork. |
| LON 12 | EXISTING CERTIFICATE or DEGREE PROGRAM OFFERED AT OFF-CAMPUS LOCATION |  |
| LON 13 | EXISTING CERTIFICATE or DEGREE OFFERED via DISTANCE TECHNOLOGY |  |

**Bulletin Changes**

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| **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.* |

Insert on Page 75 of Bulletin with other Certificates

A Certificate in Leadership Studies is awarded upon successful completion of 12 hours of specific coursework. This program requires admission. For more information, see the University College section of this bulletin.

Insert on Page 92 of Bulletin

FLEXIBLE DEGREE OPPORTUNITIES:

University College offers students who are seeking innovative custom degrees or degree completion alternatives several options. These include the En Route Associate of Arts or Associate of Science degrees, the Associate of General Studies degree, the Bachelor of General Studies degree, ~~and~~ the Bachelor of Science in Interdisciplinary Studies degree, and a Certificate in Leadership Studies. A Minor in Leadership Studies is also offered. See University College Degree Options

Insert on Page 102 of Bulletin before Minors

Certificate in Leadership Studies

The Program will prepare students to develop community and global perspectives in managing positive workforce and social change and to make ethical decisions that impact organizations and communities as part or whole. Based on the Social Change Model of Leadership Development.

Requirements:

Sem. Hrs.

UC 1103, Introduction to Leadership Development 3

UC 3023, Seminar in Advanced Leadership Development 3

IDS 2023, Introduction to Service Learning 3

IDS 3023, Advanced Service Learning 3

Total Required Hours: 12

**LETTER OF NOTIFICATION – 8**

**UNDERGRADUATE CERTIFICATE PROGRAM**

(6-21 SEMESTER CREDIT HOURS)

1. Institution submitting request: Arkansas State University

1. Contact person/title: Dr. Jill Simons, Dean of University College
2. Phone number/e-mail address: 870-972-3574, jsimons@astate.edu
3. Proposed effective date: Spring II 2017
4. Name of proposed Undergraduate Certificate Program (Program must consist of 6-21 semester credit hours): Leadership Studies
5. Proposed CIP Code: 52.0213
6. Reason for proposed program implementation:

There is a rising demand for students who have expertise in leadership for corporations, nonprofit companies, and agencies. These companies are particularly interested in students who can develop and deploy leadership skills in a rapidly changing environment.

1. Provide the following:
	* 1. Curriculum outline - List of courses in new program – Underline required courses

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| Course Number | Course Title | Credit Hours |
| UC 1103\* | Introduction to Leadership Development | 3 |
| UC 3023\* | Seminar in Advanced Leadership Development | 3 |
| IDS 2023\* | Introduction to Service Learning | 3 |
| IDS 3023\* | Advanced Service Learning | 3 |

* + 1. Total semester credit hours required for proposed program (Program range: 6-21 semester credit hours)

		12
		2. New courses and new course descriptions

		No New courses

d. Program goals and objectives

The Program will prepare students to develop community and global perspectives in managing positive workforce and social change and to make ethical decisions that impact organizations and communities as part or whole. *Based on the Social Change Model of Leadership Development*.

* + 1. Expected student learning outcomes.
* Students will know the basic principles and theories of leadership development
* Students will be able to apply the Social Change Model of Leadership development.
* Students are able to think critically, creatively, and independently on workplace and social issues

	+ 1. Documentation that program meets employer needs

		<http://www.collegeadviceblog.com/2012/06/what-is-job-forecast-for-2013-in.html>

		<http://work.chron.com/jobs-can-organizational-leadership-degree-6405.html>

		*Simply put, job prospects in organizational leadership are good. Employers of all sizes seek employees who have demonstrable leadership skills and with a degree in leadership, you automatically stand above other applicants who may have skills that are less immediately evident.*
		2. Student demand (projected enrollment) for proposed program

		40
		3. Program approval letter from licensure/certification entity, if required

		N/A
		4. Name of institutions offering similar programs and the institution(s) used as model to develop proposed program

		University of Arkansas at Little Rock
		University of Iowa
		Florida State University

		Modeled using courses from Arkansas State University Leadership Minor
		5. Scheduled program review date (within 10 years of program implementation)

		Summer 2027
1. Institutional curriculum committee review/approval date:

October 14, 2016
2. Will this program be offered on-campus, off-campus, or via distance delivery? If yes, indicate mode of distance delivery. Mark \*distance technology courses.

Distance Delivery – Distance Technology (Blackboard Learn)
3. Identify off-campus location. Provide a copy of email notification to other institutions in the area of the proposed off-campus program offering.

N/A
4. Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date: