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

**NEW OR MODIFIED COURSE PROPOSAL FORM**

**[ ] Undergraduate Curriculum Council**

**[X] Graduate Council**

|  |
| --- |
| **[ ]New Course, [ ]Experimental Course (1-time offering), or [X]Modified Course (Check one box)** |

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

|  |  |
| --- | --- |
| Christine E Wright 3/28/2021**Department Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**COPE Chair (if applicable)** |
| Christine E Wright 3/28/2021**Department Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Head of Unit (if applicable)**   |
| Shanon Brantley 3/30/2021**College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Undergraduate Curriculum Council Chair** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Director of Assessment (new courses only)** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Graduate Curriculum Committee Chair** |
| \_\_Susan Hanrahan, 3/30/21\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**College Dean** | \_\_Alan Utter\_\_\_\_\_ 4/28/21**Vice Chancellor for Academic Affairs** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**General Education Committee Chair (if applicable)**   |  |

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

Christine Wright, cwright@astate.edu, 870-972-2274

1. **Proposed starting term and Bulletin year for new course or modification to take effect**

Fall 2021

**Instructions:**

*Please complete all sections unless otherwise noted. For course modifications, sections with a “Modification requested?” prompt need not be completed if the answer is “No.”*

|  |  |  |
| --- | --- | --- |
|  | **Current (Course Modifications Only)** | **Proposed (New or Modified)** *(Indicate “N/A” if no modification)* |
| **Prefix** | **OTD**  | **N/A** |
| **Number\*** | **7373** | **7333** |
| **Title** | **Business Principles in Occupational Therapy** | **OT Business Principles** |
| **Description\*\*** | **The purpose of this course is to****introduce business principles including but not limited to business plan development, marketing,****personnel management and quality improvement. Prerequisite, Admission to the OTD Program.** | **N/A** |

 ***\**** (Confirm with the Registrar’s Office that number chosen has not been used before and is available for use. For variable credit courses, indicate variable range. *Proposed number for experimental course is 9*. )

\*\*Forty words or fewer as it should appear in the Bulletin.

1. **Proposed prerequisites and major restrictions** **[Modification requested? No]**

(Indicate all prerequisites. If this course is restricted to a specific major, which major. If a student does not have the prerequisites or does not have the appropriate major, the student will not be allowed to register).

1. Yes Are there any prerequisites?
	1. If yes, which ones?

Admission to the OTD program.

* 1. Why or why not?

Only taught in OT program

1. Yes Is this course restricted to a specific major?
	1. If yes, which major? Occupational Therapy Doctorate
2. **Proposed course frequency [Modification requested? No]**

(e.g. Fall, Spring, Summer; if irregularly offered, please indicate, “irregular.”) *Not applicable to Graduate courses.*

1. **Proposed course type [Modification requested? No]**

Will this course be lecture only, lab only, lecture and lab, activity (e.g., physical education), dissertation/thesis, capstone, independent study, internship/practicum, seminar, special topics, or studio? Please choose one.

Lecture only

1. **Proposed grade type [Modification requested? No]**

What is the grade type (i.e. standard letter, credit/no credit, pass/fail, no grade, developmental, or other [please elaborate])

Standard letter

1. No Is this course dual-listed (undergraduate/graduate)?
2. No Is this course cross-listed?

*(If it is, all course entries must be identical including course descriptions. Submit appropriate documentation for requested changes. It is important to check the course description of an existing course when adding a new cross-listed course.)*

**a.** – If yes, please list the prefix and course number of the cross-listed course.

 Enter text...

 **b.** – **No** Can the cross-listed course be used to satisfy the prerequisite or degree requirements this course satisfies?

 Enter text...

1. No Is this course in support of a new program?

a. If yes, what program?

 Enter text...

1. No Will this course be a one-to-one equivalent to a deleted course or previous version of this course (please check with the Registrar if unsure)?

a. If yes, which course?

Enter text...

**Course Details**

1. **Proposed outline** **[Modification requested? No]**

(The course outline should be topical by weeks and should be sufficient in detail to allow for judgment of the content of the course.)

1. **Proposed special features** **[Modification requested? No]**

(e.g. labs, exhibits, site visitations, etc.)

Enter text...

1. **Department staffing and classroom/lab resources**

1:30 Classroom big enough for 30 students

1. Will this require additional faculty, supplies, etc.?

 No

1. Yes Does this course require course fees?

 *If yes: please attach the New Program Tuition and Fees form, which is available from the UCC website.*

COLLEGE SUPPORT ASSESSMENT FEE PER CREDIT HOUR

*Additional cost per credit hour for non-general education courses.*

|  |  |
| --- | --- |
|  | **Graduate** |
| **College of Business** | $57.00 |
| **College of Engineering & Computer Science** | $57.00 |
| **College of Nursing & Health Professions** | $57.00 |
| **College of Sciences & Mathematics** | $57.00 |

**Justification**

**Modification Justification (Course Modifications Only)**

1. Justification for Modification(s)

Title had too many characters. Shortened to meet the 30 character maximum limit.

**New Course Justification (New Courses Only)**

1. Justification for course. Must include:

 a. Academic rationale and goals for the course (skills or level of knowledge students can be expected to attain)

 Enter text...

b. How does the course fit with the mission of the department? If course is mandated by an accrediting or certifying agency, include the directive.

 Enter text...

c. Student population served.

Enter text...

d. Rationale for the level of the course (lower, upper, or graduate).

Enter text...

**Assessment**

**Assessment Plan Modifications (Course Modifications Only)**

1. No Do the proposed modifications result in a change to the assessment plan?

 *If yes, please complete the Assessment section of the proposal*

**Relationship with Current Program-Level Assessment Process (Course modifications skip this section unless the answer to #18 is “Yes”)**

1. What is/are the intended program-level learning outcome/s for students enrolled in this course? Where will this course fit into an already existing program assessment process?

Enter text...

1. Considering the indicated program-level learning outcome/s (from question #19), please fill out the following table to show how and where this course fits into the program’s continuous improvement assessment process.

*For further assistance, please see the ‘Expanded Instructions’ document available on the UCC - Forms website for guidance, or contact the Office of Assessment at 870-972-2989.*

|  |  |
| --- | --- |
| **Program-Level Outcome 1 (from question #19)** | Type outcome here. What do you want students to think, know, or do when they have completed the course? |
| Assessment Measure | Please include direct and indirect assessment measure for outcome.  |
| Assessment Timetable | What semesters, and how often, is the outcome assessed? |
| Who is responsible for assessing and reporting on the results? | Who (person, position title, or internal committee) is responsible for assessing, evaluating, and analyzing results, and developing action plans? |

 *(Repeat if this new course will support additional program-level outcomes)*

 **Course-Level Outcomes**

1. What are the course-level outcomes for students enrolled in this course and the associated assessment measures?

|  |  |
| --- | --- |
| **Outcome 1** | Type outcome here. What do you want students to think, know, or do when they have completed the course? |
| Which learning activities are responsible for this outcome? | List learning activities. |
| Assessment Measure  | What will be your assessment measure for this outcome?  |

*(Repeat if needed for additional outcomes)*

**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. Please include a before (with changed areas highlighted) and after of all affected sections.** **\*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.**  |

**From 2020–2021 Graduate Bulletin: Page 252**

 **(BEFORE)**

**Occupational Therapy**

**Doctor of Occupational Therapy**

|  |  |
| --- | --- |
| **Summer Year 2** | **Sem Hrs.** |
| OTD 625V, Level II Fieldwork | **12** |
| **Fall Year 3** | **Sem Hrs.** |
| OTD 720V, Level II Fieldwork | **12** |
| **Spring Year 3** | **Sem Hrs.** |
| OTD 7102, Culturally Competent Practice | 2 |
| OTD 7232, Advocacy and Leadership | 2 |
| OTD 7242, Program Development & Assessment | 2 |
| OTD 7312, Scholarly Inquiry V | 2 |
| ~~OTD 7373 Business Principles in Occupational Therapy~~ OTD 7333 OT Business Principles | 3 |
| **Sub-total** | **11** |
| **Maymester** |  |
| OTD 726VA, Capstone  | 4 |
| **Sub-total** | **4** |
| **Summer, Year 3** | **Sem Hrs.** |
| OTD 726VB, Capstone (Full summer 10-week schedule) | 10 |
| **Total Credit Hours** | **120** |

**From 2020–2021 Graduate Bulletin: Page 252**

 **(After)**

|  |  |
| --- | --- |
| **Summer Year 2** | **Sem Hrs.** |
| OTD 625V, Level II Fieldwork | **12** |
| **Fall Year 3** | **Sem Hrs.** |
| OTD 720V, Level II Fieldwork | **12** |
| **Spring Year 3** | **Sem Hrs.** |
| OTD 7102, Culturally Competent Practice | 2 |
| OTD 7232, Advocacy and Leadership | 2 |
| OTD 7242, Program Development & Assessment | 2 |
| OTD 7312, Scholarly Inquiry V | 2 |
| OTD 7333 OT Business Principles  | 3 |
| **Sub-total** | **11** |
| **Maymester** |  |
| OTD 726VA, Capstone  | 4 |
| **Sub-total** | **4** |
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| OTD 726VB, Capstone (Full summer 10-week schedule) | 10 |
| **Total Credit Hours** | **120** |

**From 2020–2021 Graduate Bulletin: Page 385**

 **(BEFORE)**

**OTD 7271. Capstone Preparation I: Introduction to the Doctoral Capstone Experience.**

 Provides an overview of the Doctoral Capstone experiences. This course assists the learner

 with developing individual capstone experience objectives. Prerequisite, admission to the OTD

 program.

**OTD 7281. Capstone Preparation II: Development of the Doctoral Capstone Experience.**

 This course assists the learner in identifying a mentor and placement to implement final capstone

 project in the areas of, but not limited to, research, theory, leadership, program development,

 policy development, advocacy and or education. Prerequisite, Admission to the OTD program.

**OTD 7323. Process to Practice: Scope of Occupational Therapy** Development of

 knowledge and skills in the application of the OT process across clinical practice settings.

 Prerequisite, Admission to the OTD program.

**OTD 7353. Implementing Behavioral Strategies** Provides foundational knowledge and

 evidence-based application of behavioral psychology theory and related assessment, treatment

 and educational strategies for use with individuals with autism and other disorders in educational,

 health care, and community settings. Prerequisite, Admission to the OTD Program.

**OTD 7363. Concepts of Occupational Therapy Instructional Design** The purpose of this course
 is to prepare learners for work in an academic setting. Prerequisite, Admission to the OTD Program.

**OTD 7333 . OT Business Principles** The purpose of this course is to

 introduce business principles including but not limited to business plan development, marketing,

 personnel management and quality improvement. Prerequisite, Admission to the OTD Program.

~~O~~**~~TD 7373. Business Principles in Occupational Therapy~~**  The purpose of this course is to

 introduce business principles including but not limited to business plan development, marketing,

 personnel management and quality improvement. Prerequisite, Admission to the OTD Program.

The bulletin can be accessed at <https://www.astate.edu/a/registrar/students/bulletins>
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**From 2020–2021 Graduate Bulletin: Page 385**

 **(After)**

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**OTD 7323. Process to Practice: Scope of Occupational Therapy** Development of

 knowledge and skills in the application of the OT process across clinical practice settings.

 Prerequisite, Admission to the OTD program.

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