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

**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](mailto:curriculum@astate.edu) for inclusion in curriculum committee agenda.

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| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Wayne W. Wilkinson | 2/26/2018 |   **Department Curriculum Committee Chair** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **COPE Chair (if applicable)** |
| |  |  | | --- | --- | | Kris Biondolillo | 2/26/2018 |   **Department Chair:** | |  |  | | --- | --- | | Mary Jane Bradley | 3/1/2018 |   **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)

Christopher Peters, PhD, [cpeters@astate.edu](mailto:cpeters@astate.edu), 870-972-2282

**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. | |

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|  | **Guide to LON Selection** | IMPORTANT NOTES |
| LON 1 | NAME CHANGE OF EXISTING CERTIFICATE, DEGREE, MAJOR, OPTION  OR 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 PROGRAMS  Modification 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 PURPOSES  Associate 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.* |

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**Department of Psychology and Counseling**

*Professor Kris Biondolillo, Chair*

**Professors:** *Hall, Jones, McGregor, Pearce, Saarnio, Yanowitz*

**Associate Professors:** *Davis, Khramtsova, Pimpleton-Gray*

**Assistant Professors:** *Campos, Curtis, Lee, Overley, Peters, Wilkinson*

**Instructors:** *Roland*

The Department of Psychology and Counseling is committed to serving the university, the profes­sion, and the public by contributing to excellence in education, high professional standards for service delivery, and consumer advocacy. The department is also committed to research and scholarly activities to expand the academic knowledge base and to improve the quality of professional services.

The primary mission of the department is to teach basic principles underlying psychology as a behavioral science and to prepare graduate-level students to become psychological-counseling profes­sional service providers. At the baccalaureate level, there is a major and a minor in psychology, a Certificate in Neuropsychological Testing, service courses for Professionally Emerging Teachers and other programs including general education. At the graduate level, the program prepares professional service personnel at the master and specialist de­gree levels as community and rehabilitation counselors, and educational and psychological examiners. The department also provides advanced educational psychology as a core course for MSE majors as Emerging Professionals.

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Department of Psychology and Counseling Minors and Certificates

Minor in Psychology

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| **Required Courses:** | **Sem. Hrs.** |
| PSY 2013, Introduction to Psychology | 3 |
| Psychology elective | 3 |
| Upper-level Psychology electives | 15 |
| **Total Required Hours:** | **21** |

Certificate in Neuropsychological Testing

This certificate, along with training by a supervising licensed psychologist, will prepare students to administer and score standardized psychological tests. Neuropsychology Technicians are supervised by a doctoral level psychologist who is licensed by the Arkansas Psychology Board to practice in the area of neuropsychology and has Board approved supervision privileges. A bachelor’s degree from a regionally accredited institution, preferably with a major in psychology, is required. Passing grades of “C” in college courses in abnormal psychology, personality, psychological statistics, and psychological testing/tests and measurement are required by the Arkansas Psychology Board to become a technician.

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| Required Courses: | Sem. Hrs. |
| PSY 3103 Quantitative Methods for Behavioral Sciences | 3 |
| PSY 3101 Quantitative Methods Laboratory | 1 |
| PSY 4173 Psychometrics | 3 |
| PSY 4533 Abnormal Psychology | 3 |
| PSY 4553 Personality Theory | 3 |
| Total Required Hours: | 13 |

**LETTER OF NOTIFICATION – 8**

**UNDERGRADUATE CERTIFICATE PROGRAM**

(6-21 SEMESTER CREDIT HOURS)

1. Institution submitting request: Arkansas State University, Jonesboro

1. Contact person/title: Christopher Peters, Ph.D.; Assistant Professor of Psychology
2. Phone number/e-mail address: 870-972-2282/[cpeters@astate.edu](mailto:cpeters@astate.edu)
3. Proposed effective date: Fall 2018
4. Name of proposed Undergraduate Certificate Program (Program must consist of 6-21 semester credit hours): Certificate in Neuropsychological Testing
5. Proposed CIP Code:
6. Reason for proposed program implementation:

Neuropsychology technicians administer and score standardized psychological tests that they have been trained to conduct. Such technicians are formally trained and supervised by a qualified psychologist who is a doctoral level psychologist licensed by the Arkansas Psychology Board to practice in the area of neuropsychology having supervision privileges also approved by the Board. In Arkansas, these technicians must be registered with the Arkansas Psychology Board. A bachelor’s degree from a regionally accredited institution, preferably with a major in psychology, is required. Passing grades of “C” in college courses in abnormal psychology, personality, psychological statistics, and psychological testing/tests and measurement are required by the Arkansas Psychology Board to become a technician.

Nondoctoral-level technicians are commonly employed under proper supervision as testing assistants with individuals possessing baccalaureate degrees being the standard for Arkansas. Job growth in this field has increased steadily since the 1960s when clinical neuropsychology became a separate subfield of clinical psychology. Use of neuropsychology technicians by clinical psychology service providers is projected to continue to rise, along with the essential trainings, duties, and responsibilities for technicians (for a review see Malek-Ahmadi, Erickson, Puente, Pliskin, & Rock, 2012). Employment prospects within Jonesboro and the State of Arkansas are strong. A Certificate in Neuropsychological Testing will educate students about this undergraduate degree-level career option. This certificate will also serve as a pipeline to employment for current psychology majors and nonmajors, as well as post-graduates, as the formal courses comprising this certificate are those required by the Arkansas Psychology Board.

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

* PSY 3103. Quantitative Methods for Behavioral Sciences or equivalent psychological statistics course Introduction to basic statistical techniques and methodology applicable to research problems in the behavioral sciences. Prereq­uisite, MATH 1023 or a more advanced mathematics course. Prerequisite, MATH 1023 or MATH course that requires MATH 1023 as a prerequisite. Corequisite, PSY 3101.
* PSY 3101. Quantitative Methods Laboratory or equivalent psychological statistics course associated with PSY 3103 Quantita­tive Methods for Behavioral Sciences. Two hours per week. Prerequisite, MATH 1023 or MATH course that requires MATH 1023 as a prerequisite. Corequisite, PSY 3103.
* PSY 4173. Psychometrics or equivalent psychological testing course Principles underlying psychological measurement, including reliability, validity, item analysis, test dimensionality, and threats to psychometric quality. Prerequisites, PSY 3113; or instructor permission.
* PSY 4533. Abnormal Psychology or equivalent abnormal psychology course An introduction to various psychological disorders, including their diagnostic criteria, risk factors, and characteristics according to the current Diagnostic and Statistical Manual of Mental Disorders. Prerequisites, PSY 2013; or instructor permission.
* PSY 4553. Personality Theory or equivalent personality course Overview of the major theoretical models of personality forma­tion and expression, including psychodynamic, humanistic, and trait perspectives. Prerequisites, PSY 2013; or instructor permission.
  + 1. Total semester credit hours required for proposed program (Program range: 6-21 semester credit hours)
* 13 semester credit hours
  + 1. New courses and new course descriptions
       - All courses are currently offered within the Bachelor of Science Degree in Psychology at Arkansas State University-Jonesboro.
    2. Program goals and objectives
* The program’s goal is for students to attain adequate knowledge of psychology specific to abnormal psychology, personality, statistics, and psychological testing. This would be demonstrated through passing grades (“C” or above) in the courses listed under 8.a., as required by the Arkansas Psychology Board.
* In line with the Bachelor of Science in Psychology Program Level Student Learning Outcomes, the objective of this program is: Successful students will be able to apply psychological knowledge.
  + 1. Expected student learning outcomes

The expected student learning outcomes will occur at the course-level.

PSY 3103. Quantitative Methods for Behavioral Sciences or equivalent psychological statistics course

* + - * understand and explain to others the statistical analyses in reports of behavioral and social science research
      * identify the appropriate statistical procedure for many basic research situations and to carry out the necessary computations

PSY 3101. Quantitative Methods Laboratory or equivalent psychological statistics course

* enter data and conduct basic statistical operations and analyses with SPSS
* understand and interpret basic statistical analyses

PSY 4173. Psychometrics or equivalent psychological testing course

* explain and interpret major psychometric concepts including reliability, validity, and dimensionality
* appraise and evaluate the published psychometric quality of psychological measures in research and applied contexts
* analyze and inspect data from psychological measures for key indicators of psychometric quality

PSY 4533. Abnormal Psychology or equivalent abnormal psychology course

* describe the role of psychology in addressing human problems, both individually and collectively
* demonstrate knowledge and understanding of perspectives on the origin and treatment of abnormal behavior

PSY 4553. Personality Theory or equivalent personality course

* explain, as well as compare and contrast, the major historical and psychological content of Freudian theory and the subsequent modifications made by later psychodynamic theorists
* utilize and make use of the results of personality assessments and behavioral observations to create personality analyses of themselves and others
  + 1. Documentation that program meets employer needs
       - Refer to the Arkansas Psychology Board’s Rules & Regulations (Effective October 31, 2009), Subchapter 4—Regulation of Neuropsychology Technicians, 17-97-401. Technicians employed by psychologists—Supervision. <http://www.psychologyboard.arkansas.gov/law-and-regulations/> Regulations require:
         1. a bachelor’s degree from a regionally accredited institution, preferably with a major in psychology;
         2. passing grades from instruction in Abnormal psychology, Personality, Psychological statistics, and Psychological testing;
         3. passing grades of “C” in the letter grading system used for the courses listed in 8a.
         4. nonpsychology majors have passing grades of “C” in the courses listed in 8a.
    2. Student demand (projected enrollment) for proposed program
       - The Bachelor of Science Degree in psychology at Arkansas State University-Jonesboro serves over 250 majors and several hundred non-majors. The courses comprising this certificate are already popular among psychology majors and students seeking to enter occupational therapy, physical therapy, counseling and other related medical and mental health fields. At least four students within recent years have entered the local workforce as Neuropsychological Technicians. With the promotion of this new certificate program through academic advising and other avenues, the number of students selecting these course options is expected to increase.
    3. Program approval letter from licensure/certification entity, if required
* Not applicable
  + 1. Name of institutions offering similar programs and the institution(s) used as model to develop proposed program
* None known
  + 1. Scheduled program review date (within 10 years of program implementation)
       - The next date of our B.S. in Psychology Program Review in 2025

1. Institutional curriculum committee review/approval date:
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.

* On-campus

1. Identify off-campus location. Provide a copy of email notification to other institutions in the area of the proposed off-campus program offering.
2. Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date: