2014-2015 LONG SIGNATURE SHEET

UNC CHARLOTTE

Proposal Number:　　　EIST 10-21-2014 d

Proposal Title:　　　Renaming Community Training and Development concentration to Training and Development and modifying program requirements for the Training and Development Concentration of M.Ed. in Instructional Systems Technology

Originating Department:　Department of Educational Leadership

TYPE OF PROPOSAL: UNDERGRADUATE_____　　　GRADUATE___X___　　UNDERGRADUATE & GRADUATE____
(Separate proposals sent to UCCC and Grad. Council)

DATE RECEIVED	DATE CONSIDERED	DATE FORWARDED	ACTION	SIGNATURES
9/16/14	10/21/14	10/22/14	Approved	**DEPARTMENT CHAIR** _Jim Bird_ DR. JIM BIRD
10/27/14	10/27/14	11/4/14	Approved	**COLLEGE CURRICULUM COMMITTEE CHAIR** _Kelly Anderson_ DR. KELLY ANDERSON
			Approved	**COLLEGE FACULTY CHAIR (if applicable)** N/A [print name here:]
11/11/14	11/11/14	11/11/14	Approved	**COLLEGE DEAN** DR. ELLEN McINTYRE
			Approved	**GENERAL EDUCATION** (if applicable; for General Education courses) [print name here:]
			Approved	**HONORS COLLEGE** (if applicable; for Honors courses & programs)
			Approved	**UNDERGRADUATE COURSE & CURRICULUM COMMITTEE CHAIR (for undergraduate content)**
11-12-14	12-2-14	1-8-15	Approved	**GRADUATE COUNCIL CHAIR** (for graduate content) _Alan R Freitag_ ALAN R. FREITAG
				FACULTY GOVERNANCE ASSISTANT (Faculty Council approval on Consent Calendar)
				FACULTY EXECUTIVE COMMITTEE (if decision is appealed)

UNC CHARLOTTE

LONG FORM
COURSE AND CURRICULUM PROPOSAL

*To: Graduate Council

From: Instructional Systems Technology Program

Date: 8/26/14

Re: Renaming Community Training and Development concentration to Training and Development and modifying program requirements for the Training and Development Concentration of M.Ed. in Instructional Systems Technology

The Long Form is used for major curriculum changes. Examples of major changes can include: creation of a new major, creation of a new minor, creation of a new area of concentration, or significant changes (more than 50%) to an existing program (Note: changing the name of an academic department does not automatically change the name(s) of the degree(s). The requests must be underline approved separately by the Board of Governors.)

Submission of this Long Form indicates review and assessment of the proposed curriculum changes at the department and collegiate level either separately or as part of ongoing assessment efforts.

*Proposals for undergraduate courses should be sent to the Undergraduate Course and Curriculum Committee Chair. Proposals related to both undergraduate and graduate courses, (e.g., courses co-listed at both levels) must be sent to both the Undergraduate Course and Curriculum Committee and the Graduate Council.

I.   HEADING AND PROPOSAL NUMBER

University of North Carolina at Charlotte

Renaming Community Training and Development concentration to Training and Development and modifying program requirements for the Training and Development Concentration of M.Ed. in Instructional Systems Technology

Instructional Systems Technology (IST), Department of Educational Leadership, College of Education

A. Proposal Number:

B. Title: *Renaming Community Training and Development concentration to Training and Development and modifying program requirements for the Training and Development Concentration of M.Ed. in Instructional Systems Technology*

II. CONTENT OF PROPOSALS

A. PROPOSAL SUMMARY

Renaming Community Training and Development concentration to Training and Development and modifying program requirements for the Training and Development Concentration of M.Ed. in Instructional Systems Technology

B. JUSTIFICATION

We now have concentrations in School specialist and Community Training and Development within the M.Ed. in Instructional Systems Technology. We like to delete the word "Community" in the Community Training and Development concentration to make it broader "Training and Development" This will serve the needs of those in corporate, higher education, government and military settings.

The required foundation courses are updated and aligned based on the needs of the Training and Development concentration. Though there were two concentrations in place, there were only one set of course requirements for both the concentrations. Through this curriculum update process we hope to have different course requirement for the training and development concentration so that it meets the needs of those doing training and development.

C. IMPACT

Group of students benefitted: Graduate students in the Training and Development concentration of M.Ed. in Instructional Systems Technology will benefit from the proposed changes because they currently take the required courses for the School Specialist concentration.

With new course requirements, they will now learn the skills that they need in training and development.

Effect of this proposal on existing courses and curricula:

We have updated the required courses and hours for the M.Ed. program from 39 to 36 hours and have updated program overview and objectives. The concentration has specific set of required foundation courses. The IST catalog for M.Ed. gets affected by these proposed changes. Updated version of catalog is included in this proposal. See catalog copy section.

III. RESOURCES REQUIRED TO SUPPORT PROPOSAL.
We do not need any additional resources for these proposed changes.

- **A. PERSONNEL**. There will be no change to the personnel based on the new requirements.

- **B. PHYSICAL FACILITY.** This is an entirely online program and we already have all the technology resources needed.

- **C. EQUIPMENT AND SUPPLIES:** No special equipment is needed for these proposed changes.

- **D. COMPUTER.** We will be using the Moodle Learning Management System and the Saba Synchronous tool already supported by UNC Charlotte

- **E. AUDIO-VISUAL**. There are no requirements for audio-visual facilities as this is an entirely online program.

- **F. OTHER RESOURCES**. There is no need for any other resources.

- **G. SOURCE OF FUNDING**. There are no additional sources of funding available for these proposed changes.

IV. CONSULTATION WITH THE LIBRARY AND OTHER DEPARTMENTS OR UNITS
- **A. LIBRARY CONSULTATION**. Indicate written consultation with the Library Reference Staff at the departmental level to ensure that library holdings are adequate to support the proposal prior to its leaving the department. (Attach copy of *__Consultation on Library Holdings__*).

  See attached.

- **B. CONSULTATION WITH OTHER DEPARTMENTS OR UNITS**. List departments/units consulted in writing regarding all elements outlined in IIC: Impact Statement, including dates consulted. Summarize results of

consultation and attach correspondence. Provide information on voting and dissenting opinions (if applicable).

Not Applicable

C. HONORS COUNCIL CONSULTATION. In the case of Honors courses or Honors programs indicate written consultation with the Honors Council (if applicable).

NOT APPLICABLE

V. INITIATION, ATTACHMENTS AND CONSIDERATION OF THE PROPOSAL

A. ORIGINATING UNIT. Briefly summarize action on the proposal in the originating unit including information on voting and dissenting opinions.

At the Education Leadership department meeting on 10/21/14, we received a 15-0 vote supporting the curriculum change proposed.

B. CREDIT HOUR. **(Mandatory if new and/or revised course in proposal)**
Review statement and check box once completed:
☐ The appropriate faculty committee has reviewed the course outline/syllabus and has determined that the assignments are sufficient to meet the University definition of a credit hour.

C. ATTACHMENTS.

1. CONSULTATION: Attach relevant documentation of consultations with other units.

   Library Consultation (Attached).

2. COURSE OUTLINE/SYLLABUS: For undergraduate courses attach course outline(s) including basic topics to be covered and suggested textbooks and reference materials with dates of publication. For Graduate Courses attach a course syllabus. Please see Boiler Plate for Syllabi for New/Revised Graduate Courses.

3. PROPOSED CATALOG COPY: Copy should be provided for all courses in the proposal. Include current subject prefixes and course numbers, full titles, credit hours, prerequisites and/or corequisites, concise descriptions, and an indication of when the courses are to be offered as to semesters and day/evening/weekend.

Copy and paste the current catalog copy and use the Microsoft Word "track changes" feature (or use red text with "~~strikethrough~~" formatting for text to be deleted, and adding blue text with "underline" formatting for text to be added).

    a. For a new course or revisions to an existing course, check all the statements that apply:

____ This course will be cross listed with another course.

____ There are prerequisites for this course.

____ There are corequisites for this course.

____ This course is repeatable for credit.

____ This course will increase/decrease the number of credits hours currently offered by its program.

____This proposal results in the deletion of an existing course(s) from the degree program and/or catalog.

For all items checked above, applicable statements and content must be reflected in the proposed catalog copy.

Foundation Courses (18 hours)

Training and Development Concentration

- EIST 6100 Foundations in Instructional Systems Technology (3)
- EIST 6101 Learning Principles in Instructional Systems Technology (3)
- EIST 6110 Instructional Design (3)
- EIST 6130 Instructional Multimedia Development (3)
- EIST 6170 Human Performance Technology **(pending approval)**
- RSCH 6101 Research Methods (3)

Recommended electives (12 hours)

- EIST 6121 Advanced Instructional Design (3)
- EIST 6130 Current Trends in Instructional Systems Technology (3)
- EIST 6140 Instructional Video Development (3)
- EIST 6150 Design, Development, and Evaluation of Online Learning Systems (3)
- EIST 6160 Designing Learning Systems with Simulation and Game Technology (3)
- EIST 6000 Topics in Instructional Systems Technology (3)
- EIST 6135 Learning, Resources and Technology (3)
- RSCH 7196 Program Evaluation Methods (3)

Internship and IST Capstone Project (6 hours)

Students must complete an internship and a Capstone Project as part of the Capstone experience. For more specific information regarding the Master's Capstone Project, please contact your advisor.

- EIST 6491 Internship in Instructional Systems Technology (3)
- EIST 6492 Capstone Project in Instructional Systems Technology (3)

   b. If overall proposal is for a new degree program that requires approval from General Administration, please contact the facultygovernance@uncc.edu for consultation on catalog copy.

4. ACADEMIC PLAN OF STUDY (**UNDERGRADUATE ONLY**): Does the proposed change impact an existing Academic Plan of Study?
   ☐ Yes. If yes, please provide updated Academic Plan of Study in template format.
   ☐ No.

   Not applicable

5. STUDENT LEARNING OUTCOMES (UNDERGRADUATE & GRADUATE): Does this course or curricular change require a change in Student Learning Outcomes (SLOs) or assessment for the degree program?
   ☐ Yes. If yes, please provide updated SLOs in template format.
   ☒ No.

6. TEXTBOOK COSTS: It is the policy of the Board of Governors to reduce textbook costs for students whenever possible. Have electronic textbooks, textbook rentals, or the buyback program been considered and adopted?
   ☒ Yes. Briefly explain below.
   ☐ No. Briefly explain below.

   Effort will be made by the IST faculty to provide students the option to buy electronic books instead of hardcopy textbooks. Electronic textbooks are usually less expensive than hardcopy textbooks

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FACULTY RESPONSIBLE FOR DEVELOPING THIS PROPOSAL

Florence Martin, Associate Professor of Educational Leadership

APPROVAL BY THE APPROPRIATE COLLEGE OF EDUCATION CURRICULUM COMMITTEE

Approved on _____ by the College Graduate Curriculum Committee
              Date   Chair:_____

IMPORTANT NOTE: A Microsoft Word version of the final course and curriculum proposal should be sent to facultygovernance@uncc.edu upon approval by the Undergraduate Course and Curriculum Committee and/or Graduate Council chair.

UNC CHARLOTTE
J. Murrey Atkins Library

Consultation on Library Holdings

To: Florence Martin, Program Director IST

From: Judy Walker, Education/ Psychology Librarian

Date: September 9, 2014

Subject: Revision of the Instructional Systems Technology Masters/Graduate Certificate Program

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Summary of Librarian's Evaluation of Holdings:

Evaluator: Judy Walker   Date: September 9, 2014

Please Check One:
    Holdings are superior
    Holdings are adequate   X
    Holdings are adequate only if Dept. purchases additional items.
    Holdings are inadequate

Comments:
Since the majority of this proposal is basically a reworking of courses already being taught which the library is already supporting, the print and electronic collection is adequate to support the changes. And students can easily get those items we do not own through our interlibrary loan service.

Judy Walker

Evaluator's Signature

September 9, 2014
Date