

Memo

TO: Kim Kidwell, Associate Dean, Academic Programs
FROM: Tom Power, Chair, Human Development
DATE: August 24, 2009



Attached is the proposal for a new graduate certificate proposed by the Department of Human Development. The proposal addresses all of the requirements you requested for a new program proposal. A summary of how we addressed these requirements follows.

Requirements for New Course/Major Program Adjustment Requests. Please include the following in your request packet:

1. Syllabus for the proposed course (or the courses in the degree program) in the Catalog Sub-Committee approved format (see attached template). This syllabus should be approved by faculty in the department in which the course will be housed prior to submitting it to Academic Programs for approval. Course requirements of programs of study for degree programs should have faculty approval before being submitted to this committee for review.

The syllabi for each course that makes up the certificate are included in the proposal. All of the courses are already approved and offered on campus. These syllabi represent slight modifications to better address the needs of the population to whom the certificate is directed. The syllabi have been reviewed and approved by the Early Childhood committee members. Attached is a grid showing how each of the four course syllabi include the Catalog Sub-Committee approved components.

2. Justification of how the proposed course or degree program aligns with the intentions of the academic program for the department in which it is housed, and how it aligns with the strategic plan for CAHNRS.

Supporting the professional development of early childhood caregivers across the state is an important goal for the Department of Human Development. How this certificate addresses this goal, along with the CAHNRS strategic plan, is explained on the first page of the attached proposal.

3. A management plan, including name of the program manager, must be provided for degree programs.

Dr. Brenda Boyd will be the lead manager of this certificate. She will work with the members of department's Early Childhood Care and Education Committee in admitting and advising students and addressing program issues. The management plan is addressed on page 4 of the proposal.