

Educational Leadership and Policy Studies

College of Education
PARTNERS for the
FUTURE



**EDAD 6392-009: Planning Programs in Higher Education
Institutions**

Spring 2016

Instructor Information:

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Course Information:

Course Title:	Planning Programs in Higher Education Institutions
Course Number:	EDAD 6392-009
Semester:	Spring 2016
Course Location and Time:	TH 212/120; Wednesdays 5:30-8:20pm (selected dates)

This is an elective course focused on higher education program planning, development, implementation and administration. The class will be organized around a practical aspect confronting higher education institutions: designing graduate programs that meet the needs of career enhancement for higher education practitioners and researchers. The scope of this class is to prepare a *planning proposal* focused on the **design of a combined Masters' to PhD program in higher education** to be offered by the ELPS department. Graduate students and the instructor will work as a team to research the need for the program and existing programs with similar structure, discuss content and forms of delivery, estimate costs and benefits, in order to develop a proposal that outlines the step-by-step process from idea to implementation. The team will invite UTA administrators and faculty to share their expertise and strategies related to the design and implementation of higher education programs.

Catalog Description

Topics will vary by semester, and may afford students the opportunity for choice within the cohort design. Selected topics courses will provide opportunities for faculty to teach courses in their area of expertise that meet students' needs, aptitudes, and aspirations. Examples of selected topics that may be offered in leadership research include: K-16 governance, IDEA & ADA, and K-16 articulation. May be repeated for credit with permission of instructor.

Course Prerequisites:

No prerequisites. Students must be formally admitted into the ELPS PhD or Masters' programs.

Student Learning Outcomes:

The course will provide students with an overview of the research and administrative practices related to planning, development, implementation and administration of graduate courses and programs. This is a student-centered class in which the instructor will take a facilitator role by providing general guidance about the course objectives, and will help coordinate the group activities as to achieve the final course objective: development of a graduate program proposal. Student learning outcomes are mainly in the area of higher education research, planning and administration.

Textbook(s) and Materials:

Preliminary Texts and Materials:

Lattuca, L. R. & Stark, J. S. (2009, 2nd edition). Shaping the college curriculum: Academic plans in context. San Francisco: Jossey-Bass.

Sylvia, R. D. & Sylvia, K, M. (2012, 4th edition). Program planning and evaluation for the public manager. Long Grove, IL: Waveland Press Inc.

Examples of internet search (joint, dual, combined programs, etc):

<http://www.vanderbilt.edu/gradschool/bridge/>

<http://socialwelfare.berkeley.edu/combined-masters-and-phd-social-welfare>

<http://www.drew.edu/graduate/academics/maphd>

<http://nursing.jhu.edu/academics/programs/masters/msn-phd/>

http://www.gs.emory.edu/academics/dual_joint.htmlv

<http://www.bc.edu/schools/gssw/academics/phd/phd-social-work/msw-phd.html>

<http://www.gradsch.osu.edu/dual-degrees.html>

<http://www.graddiv.ucsb.edu/departments>

<http://www.gradschool.cornell.edu/academics/graduate-degrees>

<http://gradschool.fsu.edu/Academics-Research/Degree-Programs/Combined-Degree-Programs>

Grade Calculation:

<u>Activity</u>	<u>% of final grade</u>
Complete assigned tasks (internet research, documents, readings) (January-April)	60%
Contribute to writing the final proposal (March 1-April 15)	20%
Participate and contribute to the discussion of the proposal with ELPS faculty	20%

Ongoing online communication: BlackBoard, skype, emails.

At the end of the semester you will be given an opportunity to evaluate course contents and the quality of instruction provided.

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

Attendance Policy: As graduate students, you understand the importance of participation in class discussion through Blackboard activities. Regular and prompt participation is expected. When you miss taking part in these discussions, we miss out your ideas and you miss out hearing ours.

Course Late-Work Policy: If you are unable to submit a paper the evening it is due, your paper will receive a 1-point deduction every day it is late (e.g., assignment 1 will receive maximum 9 points if received next day). Please contact the instructor to discuss any issue related to your assignment's submission.

Grading Policy:

- A = 90-100**
- B = 80-89**
- C = 70-79**
- D = 60-69**
- F = 0-59**

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao/>).

Disability Accommodations: UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for

providing the instructor with official notification in the form of a letter certified by the **Office for Students with Disabilities (OSD)**. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364.
Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671.

Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Title IX: *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos. For information regarding Title IX, visit www.uta.edu/titleIX.*

Academic Integrity: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

Student Feedback Survey: At the end of each term, students enrolled in classes categorized as "lecture," "seminar," or "laboratory" shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Student Support Services: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at <http://www.uta.edu/universitycollege/resources/index.php>

The English Writing Center (411LIBR): Hours are 9 am to 8 pm Mondays-Thursdays, 9 am to 3 pm Fridays and Noon to 5 pm Saturdays and Sundays. Walk In **Quick Hits** sessions during all open hours Mon-Thurs. Register and make appointments online at <http://uta.mywconline.com>. Classroom Visits, Workshops, and advanced services for graduate students and faculty are also available. Please see www.uta.edu/owl for detailed information.

Librarian to Contact: Our research librarian is Gretchen Trkay (<http://library.uta.edu/staff/gretchen-trkay>)

Reference/Instruction Librarian
Central Library, Rm. 516, University of Texas at Arlington
gtrkay@uta.edu [817-272-7434](tel:817-272-7434)

Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381

University Mission:

The mission of The University of Texas at Arlington is to pursue knowledge, truth and excellence in a student-centered academic community characterized by shared values, unity of purpose, diversity of opinion, mutual respect and social responsibility. The University is committed to lifelong learning through its academic and continuing education programs, to discovering new knowledge through research and to enhancing its position as a comprehensive educational institution with bachelor's, master's, doctoral and non-degree continuing education programs.

College Mission:

The mission of the UTA College of Education is to develop and deliver educational programs that ensure the highest levels of teacher, administrator, and allied health science practitioner preparation and performance. As a recognized contributor to the fields of education and allied health science, the College engages in effective teaching, quality research, and meaningful service. The College is committed to diversity and to the advancement of active teaching and learning in all educational environments and at all levels.

Core Values:

Excellence	Student-Centered Environments,
Research	Collaboration
Diversity	Technology
Field Experiences	Life-Long Learning

Conceptual Framework:

The work of the College of Education is grounded in constructivism as a theory of teaching and learning and is done in a spirit of expectation that all involved in the College of Education, whether candidate, faculty or administrator, will hold the following as important: **Excellence, Student-Centered Environments, Research, Collaboration, Diversity, Technology, Field Experiences and Life-Long Learning.**

Partners for the Future serves as the theme of the College of Education and epitomizes the understanding that it takes a village of partners to insure the future of education for all.

In 2011, the Library migrated its website to the University's content management system. As a result the Library's website address changed from <http://library.uta.edu> to <http://www.uta.edu/library>. Although the library staff instituted a series of automatic redirects, many syllabuses and online courses have deep links into the Library's website that will no longer work.

Unfortunately a simple "find & replace" function won't solve the problem of updating these links. Instructors will need to manually locate the places in each syllabus and course webpage where they link to the Library and update the URLs (as they appear on the new site). If you need help doing this, both [Center for Distance Education](#) staff and the [Subject Librarian](#) for your area can help you.

This is a page where we have gathered many commonly used resources needed by students in online courses: <http://www.uta.edu/library/services/distance.php>

The following is a list of commonly used library resources:

Library Home Page..... <http://www.uta.edu/library>
Subject Guides <http://libguides.uta.edu>
Subject Librarians..... <http://www-test.uta.edu/library/help/subject-librarians.php>
Database List <http://www-test.uta.edu/library/databases/index.php>
Course Reserves..... <http://pulse.uta.edu/vwebv/enterCourseReserve.do>
Library Catalog <http://discover.uta.edu/>
E-Journals <http://utalink.uta.edu:9003/UTAlink/az>
Library Tutorials <http://www.uta.edu/library/help/tutorials.php>
Connecting from Off- Campus <http://libguides.uta.edu/offcampus>
Ask A Librarian <http://ask.uta.edu>

Finally, the subject librarian for your area can work with you to build a customized course page to support your class if you wish. For examples, visit <http://libguides.uta.edu/os> and <http://libguides.uta.edu/policyissues>. If you have any questions, please feel free to contact the Coordinator for Information Services, Suzanne Beckett, at sbeckett@uta.edu or at 817.272.0923.