

# Texas A&M University

## New Certificate, Bachelors, Masters, or Doctoral Program

### Undergraduate ♦ Graduate ♦ Professional

### ♦ Proposal Checklist ♦

Program request type:  Undergraduate  Graduate  First Professional (ex., DVM, JD, MD, etc.)

Requested by the Department or Unit of : Agricultural Leadership, Education, and Communications

#### Program Type, Level, Designation, Title, Description, Hours

Program Type:  Certificate Program  Degree Program

Program Level:  UG Certificate  Grad Certificate  Bachelor  Master  Doctoral  Professional

Degree Designation (i.e., BS, BA, MA, MS, MAgr, MEd, PhD, EdD, etc.) MS, MEd, MAgr, PhD, EdD

Title of proposed program: Certificate in Extension Education

Proposed CIP Code (if known): 01.0801

Brief program description (provide a catalog description for undergraduate and graduate certificates):

The Certificate in Extension Education is an innovative program designed to prepare students with the unique knowledge and skills required to apply Extension education theory and put into practice these theories at any level in an organization. Students will gain a substantive foundation of Extension education theory, with the instructional focus on community situations and how to apply theories to all community situations.

*Minimum program semester credit hours (SCH)*      Certificates - 12 hours\*      Bachelors - 120 hours      Masters - 30 hours

Proposed program hours: 14      \_\_\_\_\_      \_\_\_\_\_

*\*12 hours minimum to appear on transcript*

Certificate Programs  Embedded  Standalone

*Students take coursework that will result in a degree and certificate being earned at the same time.*

*Non-degree seeking students take coursework to earn a certificate only (no degrees are awarded).*

#### Off-Campus or Distance Delivery

% of Program a student can take off-campus or through

Distance Education	Program Start Date	SACSCOC Approval**	When Provost needs to inform SACSCOC
<input type="checkbox"/> 25%	_____	Notification Only	-----
<input type="checkbox"/> 50%	_____	Approval Required	6 months before first day of program
<input checked="" type="checkbox"/> 80%	<u>Fall 2017</u>	Approval Required	6 months before first day of program
<input type="checkbox"/> 100%	_____	Approval Required	6 months before first day of program

\*\*Notification letter arranged through the Vice Provost for Academic Affairs and sent by TAMU President.

#### Program Delivery Mode

Location

On-campus Texas A&M University, College Station Campus

Broadcast / TTVN \_\_\_\_\_

Specific off-campus location\*\*\* \_\_\_\_\_

Distance Education / Internet  In-State  Out-of-State      Start Date Fall 2017

Out-of-Country      Will this program be offered with another institution?  Yes  No  
If yes, contact the Vice Provost for Academic Affairs for additional reporting requirements.

\*\*\*Is this an approved SACSCOC location?  Yes  No      If no, a program prospectus must be sent to SACSCOC. Approved locations as of March 2012: TAMU-Galveston, TAMU-Qatar, University Center-The Woodlands, CityCentre-Houston, Dubai and Saudi Arabia.

# Texas A&M University

## New Certificate, Bachelors, Masters, or Doctoral Program

### Undergraduate ♦ Graduate ♦ Professional

### ♦ Proposal Checklist ♦

Program request type:                               Undergraduate     Graduate             First Professional (ex., DVM, JD, MD, etc.)  
Requested by the Department or Unit of :      Agricultural Leadership, Education, and Communications

#### **Program Type, Level, Designation, Title, Description, Hours**

Program Type:             Certificate Program                               Degree Program  
Program Level:         UG Certificate     Grad Certificate     Bachelor     Master     Doctoral     Professional  
Degree Designation (i.e., BS, BA, MA, MS, MAgr, MEd, PhD, EdD, etc.)                              MS, MEd, MAgr, PhD, EdD  
Title of proposed program:                              Certificate in Extension Education  
Proposed CIP Code (if known):                              01.0801

Brief program description (provide a catalog description for undergraduate and graduate certificates):  
The Certificate in Extension Education is an innovative program designed to prepare students with the unique knowledge and skills required to apply Extension education theory and put into practice these theories at any level in an organization. Students will gain a substantive foundation of Extension education theory, with the instructional focus on community situations and how to apply theories to all community situations.

<i>Minimum program semester credit hours (SCH)</i>	<u>Certificates - 12 hours*</u>	<u>Bachelors - 120 hours</u>	<u>Masters - 30 hours</u>
Proposed program hours:	<u>14</u>	_____	_____

\*12 hours minimum to appear on transcript

Certificate Programs	<input checked="" type="checkbox"/> Embedded	<input checked="" type="checkbox"/> Standalone
	<i>Students take coursework that will result in a degree and certificate being earned at the same time.</i>	<i>Non-degree seeking students take coursework to earn a certificate only (no degrees are awarded).</i>

#### **Off-Campus or Distance Delivery**

% of Program a student can take off-campus or through Distance Education

	<u>Program Start Date</u>	<u>SACSCOC Approval**</u>	<u>When Provost needs to inform SACSCOC</u>
<input type="checkbox"/> 25%	_____	Notification Only	-----
<input type="checkbox"/> 50%	_____	Approval Required	6 months before first day of program
<input checked="" type="checkbox"/> 80%	<u>Fall 2017</u>	Approval Required	6 months before first day of program
<input type="checkbox"/> 100%	_____	Approval Required	6 months before first day of program

\*\*Notification letter arranged through the Vice Provost for Academic Affairs and sent by TAMU President.

#### **Program Delivery Mode**

Location

<input checked="" type="checkbox"/> On-campus	<u>Texas A&amp;M University, College Station Campus</u>
<input type="checkbox"/> Broadcast / TTVN	_____
<input type="checkbox"/> Specific off-campus location***	_____

  

<input checked="" type="checkbox"/> Distance Education / Internet	<input checked="" type="checkbox"/> In-State	<input checked="" type="checkbox"/> Out-of-State	Start Date	<u>Fall 2017</u>
<input type="checkbox"/> Out-of-Country	Will this program be offered with another institution?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

If yes, contact the Vice Provost for Academic Affairs for additional reporting requirements.

\*\*\*Is this an approved SACSCOC location?     Yes     No    If no, a program prospectus must be sent to SACSCOC.  
Approved locations as of March 2012: TAMU-Galveston, TAMU-Qatar, University Center-The Woodlands, CityCentre-Houston, Dubai and Saudi Arabia.

## New Program Request Form for Certificate Programs

**Directions:** An institution shall use this form to propose a new bachelor's or master's degree program. In completing the form, the institution should refer to the document *Standards for Bachelor's and Master's Programs*, which prescribes specific requirements for new degree programs. Note: This form requires signatures of (1) the Chief Executive Officer, certifying adequacy of funding for the new program; (2) a member of the Board of Regents (or designee), certifying Board approval, and (3) if applicable, a member of the Board of Regents or (designee), certifying that criteria have been met for staff-level approval. NOTE: Preliminary authority is required for all engineering programs. An institution that does not have preliminary authority for a proposed engineering program shall submit a separate request for preliminary authority prior to submitting the degree program request form. That request shall address criteria set in Coordinating Board rules Section 5.24 (a).

### Administrative Information

1. Institution: *Texas A&M University*
  2. Program Name – Show how the program would appear on the Coordinating Board's program inventory (e.g., *Bachelor of Business Administration degree with a major in Accounting*):  
*Certificate in Extension Education*
  3. Proposed CIP Code: 01.0801
  4. Brief Program Description – Describe the program and the educational objectives:  
*The Certificate in Extension Education is an innovative program designed to prepare students with the unique knowledge and skills required to apply Extension education theory and put into practice these theories at any level in an organization. Students will gain a substantive foundation of Extension education theory, with the instructional focus on community situations and how to apply theories to all community situations. This program is offered using asynchronous delivery methods, students may complete courses from their own computer, providing flexibility for students to take courses in the manner that best fits their schedule. The courses are also offered face to face on campus, providing students with additional options, and a comparison group for programmatic assessment.*
- Number of Semester Credit Hours Required: *14 hours*
5. Administrative Unit – Identify where the program would fit within the organizational structure of the university (e.g., *The Department of Electrical Engineering within the College of Engineering*):  
*Department of Agricultural Leadership, Education, and Communications*
  6. Proposed Implementation Date – Report the first semester and year that students would enter the program:  
*Fall semester of academic year 2016-2017*
  7. Contact Person – Provide contact information for the person who can answer specific questions about the program:

*Name: Scott Cummings*  
*Title: Professor and Extension Specialist*  
*E-mail: s-cummings@tamu.edu*  
*Phone: 979-847-9388*

## Program Information

### I. Need

*Note: Complete I.A and I.B only if preliminary authority for the program was granted more than four years ago. This includes programs for which the institution was granted broad preliminary authority for the discipline.*

- A. **Job Market Need** – Provide short- and long-term evidence of the need for graduates in the job market. ***All new county extension faculty members in Texas are required to earn a master's degree within seven years of their employment. Extension is a constantly changing field, so it is imperative that the individual continue to learn and devote time to personal and professional development.***
- B. **Student Demand** – Provide short- and long-term evidence of demand for the program. ***Providing an opportunity for those seeking graduate degrees to complete courses in a certificate will allow them to gain substantive foundation of Extension education theory, with the instructional focus on community situations.***
- C. **Enrollment Projections** – Use this table to show the estimated cumulative headcount and full-time student equivalent (FTSE) enrollment for the first five years of the program. *(Include majors only and consider attrition and graduation.)*

YEAR	1	2	3	4	5
<b>Headcount</b>	3	5	8	10	12
<b>FTSE</b>	2	3	5	7	8

### II. Quality

- A. **Certificate and Degree Requirements** – Use this table to show the certificate and degree requirements of the program. *(Modify the table as needed; if necessary, replicate the table for more than one option.)*

Category	Semester Credit Hours
General Education Core Curriculum <i>(bachelor's degree only)</i>	
Required Courses	11
Prescribed Electives	3
Free Electives	0
Other <i>(Specify, e.g., internships, clinical work)</i>	(if not included above)
<b>TOTAL</b>	<b>14</b>

- B. **Curriculum** – Use these tables to identify the required courses and prescribed electives of the program, and curriculum as it will appear in the undergraduate and graduate catalog. Note with an asterisk (\*) courses that would be added if the program is approved. *(Add and delete rows as needed. If applicable, replicate the tables for different tracks/options as shown in the undergraduate catalog.)*

*Courses Required for Certificate – 11 hours (9 hours coursework, plus capstone course)*

3	ALEC 610 – Principles of Adult Education
3	ALEC 623 or ALEC 625 – Program Evaluation and Organizational Accountability
3	ALEC 631 – Development and Planning of Community Education Programs
2	ALEC 685 – Directed Studies (Capstone Experience)

*Prescribed Elective Courses – Choose 3 hours from the following*

3	ALEC 603 – Experiential Learning
3	ALEC 608 – Leadership of Volunteers
3	ALEC 609 – Learning Organizations
3	*ALEC 623 or ALEC 625 – Program Evaluation and Organizational Accountability
3	ALEC 630 – Guidance and Counseling for Rural Youth
3	ALEC 640 – Methods of Technological Change

\*Whichever is not taken above as required

- C. **Faculty** – Use these tables to provide information about Core and Support faculty. Add an asterisk (\*) before the name of the individual who will have direct administrative responsibilities for the program. *(Add and delete rows as needed.)*

<b>Name of <u>Core</u> Faculty and Faculty Rank</b>	<b>Highest Degree and Awarding Institution</b>	<b>Courses Assigned in Program</b>	<b>% Time Assigned To Program</b>
e.g.: Robertson, David Asst. Professor	PhD. in Molecular Genetics Univ. of Texas at Dallas	MG200, MG285 MG824 (Lab Only)	50%
*Scott Cummings	DrPH in Public Health at University of Texas School of Public Health	ALEC 631	1.25%
Gary Wingenbach	PhD in Agricultural Education at Iowa State University	ALEC 610	1.25%
Theresa Murphrey	PhD in Agricultural Education at Texas A&M University	ALEC 623 and ALEC 640	1.25%
Chanda Elbert	PhD in Agricultural and Extension Education at The Pennsylvania State University	ALEC 625	1.25%

Name of <u>Support Faculty</u> and Faculty Rank	Highest Degree and Awarding Institution	Courses Assigned in Program	% Time Assigned To Program
Tim Murphy	PhD in Agricultural Education at Texas A&M University	ALEC 603	1.25%
Barry Boyd	PhD in Agricultural Education at Texas A&M University	ALEC 608	1.25%
Lori Moore	PhD in Agricultural Education at University of Florida	ALEC 609	1.25%
Julie Harlin	PhD in Agricultural Education at Oklahoma State University	ALEC 630	1.25%

- D. Students – Describe general recruitment efforts and admission requirements. How will students be accepted into the program? In accordance with the institution's Uniform Recruitment and Retention Strategy, describe plans to recruit, retain, and graduate students from underrepresented groups for the program.

*Students will be recruited through faculty engagement at conferences, mailouts, emails, and extension events/conventions.*

- E. Library – Provide the library director's assessment of library resources necessary for the program. Describe plans to build the library holdings to support the program.

*Because all these courses are currently taught, there should be no additional library resources required for the certificate program.*

- F. Facilities and Equipment – Describe the availability and adequacy of facilities and equipment to support the program. Describe plans for facility and equipment improvements/additions.

*Because all these courses are currently taught, there should be no additional facility or equipment improvements/additions needed for the certificate program.*

- G. Accreditation – If the discipline has a national accrediting body, describe plans to obtain accreditation or provide a rationale for not pursuing accreditation.  
 N/A

- H. Evaluation – Describe the evaluation process that will be used to assess the quality and effectiveness of the new degree program.

*Graduates obtaining the certificate will be asked to participate in qualitative and quantitative assessments to determine the effectiveness of the certificate program. These include follow up interviews, online surveys, and student evaluations of the courses in the program.*

- I. Administration of Program – Describe how the program will be administered. Where will the program be administered (i.e., department, college)?

*The program will be administered out of the Department of Agricultural Leadership, Education, and Communications.*

### III. Costs and Funding

Five-Year Costs and Funding Sources - Use this table to show five-year costs and sources of funding for the program.

*Because the courses are currently taught, there is no additional cost or funding associated to offer this certificate.*

Five-Year Costs		Five-Year Funding	
Personnel <sup>1</sup>	\$0	Reallocated Funds	\$0
Facilities and Equipment	\$0	Anticipated New Formula Funding <sup>3</sup>	\$0
Library, Supplies, and Materials	\$0	Special Item Funding	\$0
Other <sup>2</sup>	\$0	Other <sup>4</sup>	\$0
<b>Total Costs</b>	<b>\$0</b>	<b>Total Funding</b>	<b>\$0</b>

1. Report costs for new faculty hires, graduate assistants, and technical support personnel. For new faculty, prorate individual salaries as a percentage of the time assigned to the program. If existing faculty will contribute to program, include costs necessary to maintain existing programs (e.g., cost of adjunct to cover courses previously taught by faculty who would teach in new program).
2. Specify other costs here (e.g., administrative costs, travel).
3. Indicate formula funding for students new to the institution because of the program; formula funding should be included only for years three through five of the program and should reflect enrollment projections for years three through five.
4. Report other sources of funding here. In-hand grants, "likely" future grants, and designated tuition and fees can be included.

## Signature Page

1. Adequacy of Funding – The chief executive officer shall sign the following statement:

*I certify that the institution has adequate funds to cover the costs of the new program. Furthermore, the new program will not reduce the effectiveness or quality of existing programs at the institution.*

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

2. Board of Regents or Designee Approval – A member of the Board of Regents or designee shall sign the following statement:

*On behalf of the Board of Regents, I approve the program.*

\_\_\_\_\_  
Board of Regents (Designee)

\_\_\_\_\_  
Date of Approval

3. Board of Regents Certification of Criteria for Commissioner of Assistant Commissioner Approval – For a program to be approved by the Commissioner or the Assistant Commissioner for Academic Affairs and Research, the Board of Regents or designee must certify that the new program meets the eight criteria under TAC Section 5.50 (b): The criteria stipulate that the program shall:

- (1) be within the institution's current Table of Programs;
- (2) have a curriculum, faculty, resources, support services, and other components of a degree program that are comparable to those of high quality programs in the same or similar disciplines at other institutions;
- (3) have sufficient clinical or in-service sites, if applicable, to support the program;
- (4) be consistent with the standards of the Commission of Colleges of the Southern Association of Colleges and Schools and, if applicable, with the standards or discipline-specific accrediting agencies and licensing agencies;
- (5) attract students on a long-term basis and produce graduates who would have opportunities for employment; or the program is appropriate for the development of a well-rounded array of basic baccalaureate degree programs at the institution;
- (6) not unnecessarily duplicate existing programs at other institutions;
- (7) not be dependent on future Special Item funding
- (8) have new five-year costs that would not exceed \$2 million.

*On behalf of the Board of Regents, I certify that the new program meets the criteria specified under TAC Section 5.50 (b).*

\_\_\_\_\_  
Board of Regents (Designee)

\_\_\_\_\_  
Date