

Approval Chart for Curriculum Changes

A = Approve I = Information Item¹ R = Advise & Respond²

Course Number BMFT 690 or Degree Plan(s) _____

State the requested change and reason. A memo may be attached if more space is necessary.

1 New course application and course fee. See attached forms.

Circle the number that corresponds to the requested change. Degree plan changes are on the second page.

		COUNCIL ³						
Change to a Course		Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD
								Provost
								President
1.	Title (description unchanged)	A	A	A		I		I
2.	Description (not affecting content)	A	A	A		I		I
3.	Content (substantive change)	A	A	A		I		A
4.	Number of hours (lecture, lab, contact)	A	A	A		A		A
5.	Course number within the hundred	A	A	I		I		I
6.	Course number beyond the hundred	A	A	A		A		A
7.	Prerequisites	A	A	A		I		I
8.	Course fee(s)	A	--	A		--		A
9.	From U to G or G to U	A	A	A		A		A
10.	Cross list with another department: U or G level	A	A	A		A		A
11.	Department of record	A	A	A		A		A
12.	Open or close a course	A	A	A		A		A
13.	New course — See website for application and process. This change includes combining or splitting a course(s).	A	A	A		A		A

Note: When an academic unit does not have a council, the UGEC and/or UUAC will serve as its academic council, depending on the nature of the issue.

Approval Chart for Curriculum Changes

A = Approve I= Information Item¹ R= Advise & Respond²

		COUNCIL ³										
	Change to a Degree Plan	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	Provost	Faculty	President	Board of Trustees
1.	University Requirements — Change in approved course content ⁶	A	A	A	A				A	--	A	--
2.	University Requirements — Add or drop a required course from the University Requirements chart ⁶	A	A	A	A				A	A	A	--
3.	University Requirements — Add or drop a course from a menu within the University Requirements ⁶	A	A	A	A				A	--	A	--
4.	University Requirements — Change hours within a menu on the University Requirements chart ⁶	A	A	A	A				A	A	A	--
5.	Major — Revision of major ^{4,5}	A	A	A	A				A	--	A	--
6.	Major — Adopt or change admission requirements	A	A	A	A				A	--	A	--
7.	Major — Add ^{4,5}	A	A	A	A				A	A	A	I
8.	Major – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
9.	Major – Discontinue (proposed by the Provost)	See below.										
10.	GPA — Revise major or cumulative requirement	A	A	A	A				A	A	A	--
11.	Minor — Revise course selection	A	A	A	I				I	--	I	--
12.	Minor — Add	A	A	A	A				A	--	A	--
13.	Minor – Discontinue (proposed by the department or college)	A	A	A	A				A	--	A	--
14.	Minor – Discontinue (proposed by the Provost)	See below.										
15.	Degree — Add	A	A	A	A				A	A	A	I
16.	Degree – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
17.	Degree – Discontinue (proposed by the Provost)	See below.										
18.	Any change to a graduate degree program	A	A	A	A				A	--	A	--

COUNCIL ³										
	Provost-Proposed Change	Provost	Department	Dean	TEC	UUAC	Graduate	Faculty	President	Board of Trustees
1.	Major/Graduate Program – Discontinue (proposed by the Provost)	A	R	R	A			A	A	I
2.	Minor – Discontinue (proposed by the Provost)	A	R	R	A			--	A	--
3.	Degree – Discontinue (proposed by the Provost)	A	R	R	A			A	A	I

Approval Chart for Curriculum Changes

A = Approve I= Information Item¹ R= Advise & Respond²

COUNCIL³

	Change to the Catalog Information	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	Provost	Faculty	President
1.	General requirements for graduation including course requirements that are common to all majors for all degrees ⁷	--	--	--		A		A	A	A
2.	Admission requirements	--	--	--		A		A	A	A
3.	Policies governing academic probation and suspension	--	--	--		A		A	A	A
4.	Requirements for graduating with honors	--	--	--		A		A	A	A
5.	Other academic policy changes	--	--	--		A		A	--	A

¹ Councils may request additional information about "Information" items. These items are approved as "Consent Agenda."

² The Dean and Department should respond to the Provost's recommendation to close a program in writing. Advise & Respond (R) requires that the voting body should receive the written responses at least one week prior to the vote.

³ All courses that meet University Requirements for general education must go through UGEC. Courses or degrees offered only to students seeking teacher certification must go through the Teacher Education Council. All undergraduate changes must go before the UUAC. All graduate degree plan changes must go through the Graduate Council.

⁴ A minimum of 30 hours is required for a major. A maximum is specified for each degree (e.g., BA, BS). The university minimum for elective hours is 6, unless the requirements of external accrediting bodies make it impossible.

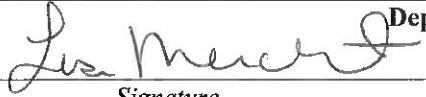
⁵ Program or course changes that apply to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

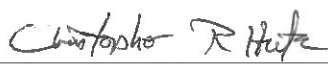
⁶ Courses that satisfy ACU's University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and "not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession" (SACS 2.7.3). Departments may request exceptions to the first three criteria.

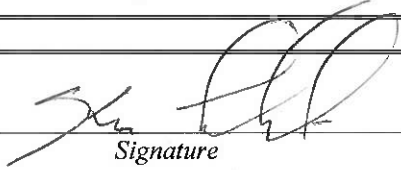
⁷ The UUAC approved the clarification that "general requirements for graduation" means the enumerated items in the "General Requirements for Bachelor's Degrees" section of the catalog.

Revised 10-16-13

Curriculum/Catalog Changes Signature Page

Department/School Chair(s)	
 Signature	4/5/22 Approval date
_____ Signature	_____ Approval date

College Academic Council(s)	
 Signature	4-27-22 Approval date
_____ Signature	_____ Approval date

Dean(s)	
 Signature	4-27-22 Approval date
_____ Signature	_____ Approval date

Teacher Education Council	
_____ Chair's signature	_____ Approval date

General Education Council	
_____ Chair's signature	_____ Approval date

Undergraduate Academic Council	
_____ Chair's signature	_____ Approval date

Graduate Council	
_____ Chair's signature	_____ Approval date

Provost	
_____ Signature	_____ Approval date

Faculty	
_____ Chair of faculty senate	_____ Approval date

President	
_____ Signature	_____ Approval date

Application for a New Course v10.7

Discard instructional pages A-C before submitting application

Course ID (<i>Subject and Number</i>)	BMFT 690
---	----------

I. Systems and Catalog Information Complete each item.

1	Course Developer	Lisa Merchant
2	Course Instructor	Compassion Works or other EMDR provider
3	Course Title	EMDR Training
4	Course Abbreviation for Banner if title is more than 30 characters	EMDR Training
5	College	Biblical Studies
6	Department or School	Marriage and Family Studies
7	Number of Credit Hours	0
8a.	Number of contact hours – lecture	40
8b.	Number of contact hours – lab/activity	5
9	Is the course for a fixed or variable number of credit hours?	Fixed
10	Explanation for variable credit	
11	Is the course repeatable for additional credit?	No
12	Maximum total number of credit hours a student can earn for this course	0
13	What type of course is this? (Select one option. Please see Schedule Type definitions on Page C.)	☐ Traditional lecture ☐ Traditional lab ☐ Traditional lecture/lab ☐ Experiential Learning ☒ Seminar ☐ Studio ☐ Thesis ☐ Dissertation
14	Number of faculty workload hours	0

15	Grade Mode	☐ Standard ☐ Credit/No Credit (undergrad only) No grade assigned
16	Maximum Enrollment	40
17	Catalog Description (50 words or less)	This zero-credit hour seminar fulfills the EMDRIA requirements for EMDR training and includes instruction in the current explanatory model, methodology, and underlying mechanisms of EMDR through lecture, practice, and consultation. Course is open to MFT, psychology, and social work graduate students that are enrolled in a practicum course and actively seeing clients.
18	List any prerequisites (course/s, test scores, class standing, major, etc.)	Graduate Student
19	List any corequisites (these <i>must</i> be taken at the same time; note that a single requirement cannot be both a prerequisite <i>and</i> a corequisite)	None
20	If the course is cross-listed, specify the Course ID(s)	
21	Does this course require any additional student course fees?	☐ No ☒ Yes If yes, attach a completed "Request to Add or Change Course Fees" form. Describe in section IV-8.
22a	Will the course be offered in fall terms?	☒ No ☐ Yes If yes: all, even, or odd years?
22b	Will the course be offered in spring terms?	☐ No ☒ Yes If yes: all years
22c	Will the course be offered in summer terms?	☒ No ☐ Yes If yes: all, even, or odd years?
23	First semester this course will be offered under new Course ID. <i>May not be earlier than the coming fall semester.</i>	Spring 2023
24	Is this course required for a degree/s?	☒ No ☐ Yes

		If yes, attach a revised degree plan(s) reflecting the placement of the new course.
25	Should the addition of this course be retroactively applied to the degree plan it supports? <i>This is rare, and rationale should explain compelling extenuating circumstances.</i>	☒ No ☐ Yes If yes, provide rationale:
26	Has this course been offered as a Special Topics course? <i>New courses are not required to be taught as Special Topics courses prior to approval.</i>	☒ No ☐ Yes If yes, provide course ID, term, and enrollment:
27	List any courses in which the content overlaps the proposed course. (Course ID and Name) <i>Attach a statement from the instructor/dept chair of the existing course justifying the new offering in Section IV-D.</i>	N/A

II. Curriculum

- A. Explain effect on degree plans. If the addition of the course alters degree requirements, submit a separate Approval Chart for Curriculum Change to update the degree plan.

It should not have any effect on degree plans. This training grants students a marketable credential and skill.

- B. Justify the addition of this course to the current curriculum, explaining the gap it meets.

Our accrediting body (COAMFTE) requires programs to include curriculum related to contemporary issues. To meet this demand, we began offering a Contemporary Issues course that includes a module on trauma and trauma treatment. Eye Movement Desensitization and Reprocessing (EMDR) is one of five Veteran Affairs approved treatments for trauma. After learning about EMDR, the students requested formal training in EMDR. To meet this request, I contracted with Compassion Works to provide this training to students and the greater mental health community. I also saw this as an opportunity to serve the Abilene community as while there are a handful of EMDR trained and certified therapists in the Big Country, most are expensive and have waiting lists. Training students enables us to provide this service for \$7-\$30 per hour without a waiting list. Unfortunately, while seven MFT and two psychology students were able to be trained, several students were unable to attend because of finances as the training was \$995 with a discount. By creating a course, students will be able to use their scholarships and loans to pay for the training instead of having to pay out-of-pocket. Students were favorable to this arrangement. If a student does not want to use their scholarships and loans, they still have the option of paying out-of-pocket.

III. Course Design

A. Audience and Course Goal

1. Describe the intended audience, including prerequisite skills.
2. State the overarching course goal(s) in performance terms.

B. Student Learning Outcomes and Measurements

	Student Learning Outcome	Measurement
1	Students will be able to provide EMDR therapy.	Receipt of the training certificate that certifies they have completed the 40 hour course and 10 hours of consultation.
2		
3		
4		
5		

3. Text and Resources

Give the full publication information of the textbook/s and other required resources and outside readings.
For **combined undergraduate/graduate** courses, make two lists:

- A. full publication information; label **Undergraduate**.
- B. full publication information; label **Graduate**.

Shapiro, F. (1995). *Eye Movement Desensitization and Processing*. Guilford.

IV. Supporting Documentation

Required of all applications	
1	Approval Chart for Curriculum Changes
2	Syllabus — Attach the syllabus for the course based upon the anticipated first-semester offering.
3	Instructional Design — The syllabus must be reviewed by the Adams Center. Attach a copy of the Adams Center letter.
4	Library — Submit new course application and syllabus to the Library dean's office.

	Attach the Library's memo.
Attach if applicable	
5	Content Overlap — Include one document for each course you listed in Section I-27. Attach statement from instructor/dept chair of existing course justifying the new offering.
6	Departmental Resources — List the resources that support the course and are available only through the department, if applicable. Attach the list of the holdings and the location/s.
7	Resources — List resources (other than library or departmental resources) that are needed to support this course (computers, lab equipment, other technology, etc.). Attach a complete list of all items and indicate possible sources or estimated cost of each. List the sources of any needed funds.
8	Expenses — List additional expenses needed to implement this course (full-time or part-time faculty, graduate or lab assistants, student employees, travel, special student costs, room renovation, storage facility, etc.). Attach a complete list of all items, the estimated cost of each and the source of the funds.
9	Justification — Attach any documents to which you refer in Section II-B.

Abilene Christian University
 College of Biblical Studies, Room 114
 February 3-5 and 17-19 + Consultation TBD

Spring 2023
 0 credit hours
 Course Fee \$995

BMFT 690: EMDR Training

Lisa V. Merchant, Ph.D., LMFT
 CBS 270, Box 29444
 Cell: 325-665-7480
 Email: lisa.merchant@acu.edu

Office Hours:
 Monday 4:00 – 9:00 PM
 Tuesdays 2:00 – 5:00 PM
 Or by appointment

Mission

The mission of Abilene Christian University is to educate men and women for Christian service and leadership around the world. The mission of the Department of Marriage and Family Studies is to equip students to strengthen family relationships and solve personal and relational problems through child and family services or therapeutic intervention while cultivating Christian leadership and character in each student. The graduate program in Marriage and Family Therapy accomplishes this mission through:

- Introducing students to a broad range of therapeutic models;
- Providing an exceptional clinical training experience;
- Exploring Christian principles related to the practice of Marriage and Family Therapy;
- Encouraging students to cultivate their own spiritual beliefs and worldviews;
- Equipping students to work with diverse and marginalized communities;
- Encouraging development of professional identity and leadership; and
- Creating a culture of research.

Course Description

This zero-credit hour seminar fulfills the EMDRIA requirements for EMDR training and includes instruction in the current explanatory model, methodology, and underlying mechanisms of EMDR through lecture, practice, and consultation. Course is open to MFT, psychology, and social work graduate students that are enrolled in a practicum course and actively seeing clients.

Unique Christian Perspective

As Christians we are called to love our neighbor. As therapists we love our neighbors through learning techniques that bring healing. EMDR is one such technique. When you learn EMDR and provide it in your internships, you will be proving a much-needed service to the Abilene community. You will be loving your neighbor and living out the second Great Commandment.

Student Learning Objectives & Outcomes

The faculty of the MFT program have identified Student Learning Outcomes (SLOs) that will be accomplished by graduates of the program. In addition to the SLOs identified by the department, the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) has identified nine Foundational Curriculum Areas (FCAs) to be included in graduate MFT study. **The content of this course addresses FCA 8: Contemporary Issues and FCA 9: Community Intersections & Collaborations.** The

SLOs that are addressed by this course, along with the corresponding outcome measures are listed in the table below.

Competency	COAMFTE Developmental Competency Component	Measure
Students will be able to provide EMDR therapy.	Knowledge of MFT profession	Training Certificate

Required Texts/Readings

Shapiro, F. (1995). *Eye Movement Desensitization and Reprocessing*. Gilford.

Course Requirements

Students are required to attend the entire 40-hour Compassion Works training and complete 10 hours of consultation. Consultation will be scheduled during the training and provided in five 2-hour sessions virtually with the trainers every three weeks throughout the rest of the semester. Between consultations, students should practice the standard protocol with clients. Students must provide 5 hours of EMDR therapy using the standard protocol during the consultation period. Students should visit the Compassion Works website for more information about the training: www.compassionworks.com

Course Policies

Attendance and Refunds

Once the training is paid for, students may not withdraw from this course. To earn a completion certificate, students must attend all 40 hours of training and ten hours of consultation. Students must also implement the standard procedure at least five times during the consultation period. Students who miss or are late to the training or consultation will work with Compassion Works to find another time to complete the requirements. Students unable to complete the requirements will not get a training certificate. Students need to review the Compassion Works website for details about refunds and rainchecks.

Grading

There are no grades for this course and it will not count towards students GPA. Consultants will assess your implementation of the standard procedure and provide feedback.

Academic Dishonesty

ACU expects its students to practice absolute academic integrity. Plagiarism, cheating and other forms of academic dishonesty are not acceptable at ACU. Students should consult the university's Academic Integrity Policy found at acu.edu/academic-integrity for a fuller description of the expectations of students and procedures for dealing with violations of the policy.

Students with Disabilities

Abilene Christian University is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. The Alpha Scholars Program facilitates disability accommodations in cooperation with instructors. In order to receive accommodations, you must be registered with Alpha Scholars Program, and you must complete a specific request for each class in which you need accommodations. If you have a documented disability and wish to discuss academic accommodations, please email alpha@acu.edu call their office directly at

325-674-2667.

Title IX

Abilene Christian's policy requires faculty and staff to report instances of sexual misconduct (including harassment, assault, dating violence or stalking) involving university students or employees. Under state law that became effective Sept. 1, 2019, employees are legally required to "promptly report" (preferably within 24 hours) any behavior they reasonably believe constitutes sexual misconduct if (1) learned in the course and scope of their employment and (2) alleged to have been committed by or against a person who was a student enrolled at or an employee of the institution at the time of the incident. View Title IX resources here: <https://www.acu.edu/human-resources/title-ix-and-sexual-misconduct-information/>

Use of Technology/E-Communication

Students are encouraged to take notes by hand, as this has been found to increase retention over typed notes. However, students may use their laptops and other devices for class purposes. It is disrespectful to check email, chat, and send text messages during class lectures and discussions. If you are caught engaging in these activities, your privilege to use your computer will be removed. It is also expected that the ringers on cell phones, iPhones, and other mobile devices will be turned off/silenced during class time.

Course Outline and Schedule

Students should refer to the Compassion Works website for

Date	Activity	Readings
February 3 8:30 AM to 5:00 PM	EMDR Training & Practice	Shapiro 1-2
February 4 8:30 AM to 5:00 PM	EMDR Training & Practice	Shapiro 3
February 5 8:30 AM to 3:00 PM	EMDR Training & Practice	
February 17 8:30 AM to 5:00 PM	EMDR Training & Practice	Shapiro 4-9
February 18 8:30 AM to 5:00 PM	EMDR Training & Practice	Shapiro 10
February 19 8:30 AM to 3:00 PM	EMDR Training & Practice	Shapiro 11-12
February-May TBD	Online Consultations	

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: April 27, 2022
TO: Dr. Lisa Merchant
FROM: Mark McCallon, Associate Dean for Library Services
RE: Course Application for BMFT 690 – EMDR Training

After reviewing the course application and syllabus, the library is able to support the proposed course. Thank you for the opportunity to evaluate the syllabus and course proposal.

Lisa V. Merchant, Ph.D., LMFT
CBS270
lisa.merchant@acu.edu

April 1, 2022

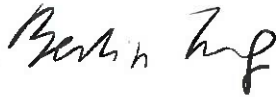
Re: Review of BMFT690

Dear Dr. Merchant,

Thank you for submitting the application for course BMFT690: EMDR Training for review. I have reviewed it based on the [ACU New Course Application Guidelines](#). I find the syllabus to be meeting all the requirements. Thanks for responding to the questions that I brought up and for making the necessary changes.

Please note that this letter is not meant to be a final approval in the course application process. Members of the council may have questions or comments of their own.

If you have any questions, please feel free to let me know. Please also let me know if we can be of any help in the design and facilitation of this course.



Director of Instructional Design
Adams Center



Request to Add or Change Course Fees

Course fees or changes to existing course fees must be approved and published in the ACU Catalog for the following year in order for them to be assessed on a student's account. Course fees which are not processed by February 1st will not be included in the fall catalog.

Request Date 4/4/2022

Amount of Fee \$995

Department Making Request MFS

Contact Person Lisa Merchant

Semester and year for fee to begin Spring 2023

FOAP: 100000-21050-4026-10

Check the appropriate fee category below:

☒ Fee is the same for every section and every student

☐ Fee applies to certain sections only

If fee applies to certain sections only, please specify below if it is a one-time fee for a single section or a repeating fee that will be applied on a regular schedule (e.g., a fee charged each time the course is taken in a summer session but not in the fall or spring).

This request applies to the following course (one per form):

Course Number/Section

BMFT 690

Course Title

EMDR Training

State the justification for your request below. You will be notified of final approval or denial.

Course fee covers the cost of the EMDR training. Having the cost as a course fee allows students to use their loans and scholarships to pay for the course. The course is an elective.

The following signatures must be obtained before any request is approved.

Approved

Declined

Lisa Merchant
Department Chair

4/4/2022
Date



[Signature]
College Dean

4-27-22
Date



Provost

Date



Vice President for Finance

Date



If approved by all above, route to:

Controller

FOAP

Date Completed

Finance

Fee Code for use on course

Date Completed

Registrar's Office

Date Completed

2/9/2021 KMW