

Approval Chart for Curriculum Changes

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

Course Number FAM 495 or Degree Plan(s) _____

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

Change title of FAM 495 to "Practicum in Child and Family Services"
Change course description of FAM 495 to the following:

"Supervised experience in a community based family life education or service program. Students in the course will complete a minimum of 120 clock hours service-learning in the community program. For majors only. Prerequisites: Junior standing; instructor and department chair approval; and acceptance of the student by a community program."

See attached memo for rationale, page 5 of this document.

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

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

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		COUNCIL ³							Provost	Faculty	President	Board of Trustees
	Change to a Degree Plan	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD				
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	--
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

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COUNCIL ¹										
	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.

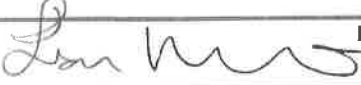
⁵ Program or course changes that apply to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

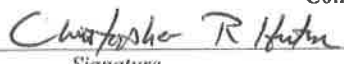
⁶ Courses that satisfy ACU's University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and "not narrowly focus on those skills, techniques, and procedures specific to a particular occupation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

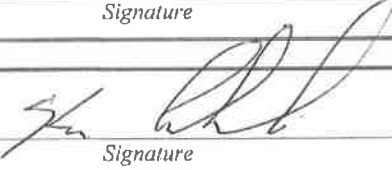
⁷ The UUAC approved the clarification that "general requirements for graduation" means the enumerated items in the "General Requirements for Bachelor's Degrees" section of the catalog.

Revised 3-8-17

Curriculum/Catalog Changes Signature Page

Department/School Chair(s)	
	1/28/19
Signature	Approval date
Signature	Approval date

College Academic Council(s)	
	2-4-19
Signature	Approval date
Signature	Approval date

Dean(s)	
	2-4-19
Signature	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

Rationale memo

FAM 495 catalog description change, 2019

Description from 2018-19 catalog:

Course title: Practicum in Family Studies

Supervised experience in a community setting having an identified family life education or service program. Minimum of 125 clock hours service-learning in the community program, plus one hour seminar per week to integrate the field experience with the family studies curriculum and to engage in reflective assessment of skill and knowledge in personal development as a family service practitioner. This course is available for variable credit. Please see your advisor for more information. Prerequisite: Senior standing; advisor and department chair approval; and acceptance of the student by a community program.

Proposed new catalog language, for council review in 2019 and inclusion in 2019-20 catalog (changes in **bold**):

New course title: **Practicum in Child and Family Services**

Supervised experience in a **community based family life education or service program**. Minimum of **120** clock hours service-learning in the community program. **For majors only. Prerequisite: 2.75 overall GPA; Junior standing; instructor** and department chair approval; and acceptance of the student by a community program.

Key changes:

- Change “family studies” to “child and family services”
 - Reflects 2013 re-branding of the major to Child and Family Services
- Change of language to “community based family life education or service program.”
 - The new language is more concise.
- Change minimum hours of service learning to 120
 - Reflects most current requirements for the Certified Family Life Educator credential
- Remove weekly 1-hour seminar
 - Many students complete their practicum off campus and out of town, making 1-hour weekly meetings impractical. Instead, students are required to write weekly reflections on their practicum work which include statements of connection between their work and their knowledge of the child and family services curriculum. Students are also required to write a summative paper which includes a review of scholarly literature on a topic related to the work of their community program as well as reflection on their work during the practicum. When possible, students meet with the instructor during the Practicum. This kind of information should be in the syllabus instead of the course description.
- Remove variable credit option
 - Reflects the course’s standing as a required 3-credit hour course in the CFS degree plan
- Add “For majors only”
- Change “Senior standing” to “Junior standing”
 - Placing the course in the Spring or Summer of the student’s Junior year allows the student to draw upon their supervised Practicum experience during FAM 470, Family Life Education Methodology, and FAM 485, Ethics and Professional Issues, which will strengthen the scaffolding that takes place in the CFS program
- Change “advisor” approval to “instructor” approval
 - Reflects change to centralized advising; previously, the instructor and the advisor were the same person