

Approval Chart for Curriculum Changes

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

Course Number _____ or Degree Plan(s) Child & Family Studies

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

Add a Child Life Track to the Bachelor of Science in Child and Family Studies degree. See attached proposal.

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

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

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										
	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	--
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 ¹										
	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 ³										
	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)	
<u>Lea Menhart</u>	<u>1/28/2020</u>
Signature	Approval date
_____	_____
Signature	Approval date

College Academic Council(s)	
<u>Christopher R. Hester</u>	<u>1-30-20</u>
Signature	Approval date
_____	_____
Signature	Approval date

Dean(s)	
<u>For [Signature]</u>	<u>2-3-2020</u>
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

New Track, Minor, or Certificate Application

I. Program Identification

- A. Title: Child Life track of B.S. in Child and Family Services
- B. Identify as track, certificate, or minor: Track
- C. Home department: Marriage and Family Studies
- D. Developer and credentials: Heidi Morris, Ph.D., LPC, CFLE
- E. Where program will be offered and delivery method: ACU residential face to face program
- F. Proposed date of implementation: Fall 2020

II. Program Details

- A. Description:

The Child Life Track will consist of 10 courses that are current course offerings within the Child and Family Services degree plan, either as core degree requirements or electives (see Part V). These courses meet the Association of Child Life Professionals (ACLP) required course requirements that went into effect January 2019. ACU's program is a pre-approved program by ACLP, and offering a Child Life Track specifically identifies the academic path that child life students need to pursue to meet the academic requirements by ACLP.
- B. Description of target audience: Undergraduate students seeking a career as a child life specialist
- C. Projected total enrollment for each of the first five years: 15-17 students per year.

III. Rationale and Need for Program

- A. Mission fit:

A Child Life Track at ACU is mission centric. ACU's desire to create Christian leaders who serve others with competency and compassion connects with the mission of Child Life that seeks to serve pediatric patients and families during critical healthcare experiences.
- B. Societal need:

As the healthcare industry expands to serve patients and families, educating future child life specialists contributes to the growing base of healthcare professionals. According to the U.S. Bureau of Labor and Statistics (BLS), employment of Child Life Specialists is projected to grow 15% from 2012-2022. This is due to the need to assist parents to maximize the well-being of their children. In 2008, A U.S. News and World Report article referred to a child life specialist as a "best-kept-secret career."
- C. Prospective student interest:

Students majoring in Child and Family Services are interested in pursuing

helping professions that work with children and families. A child life specialist is one of the topic careers that our majors are pursuing. Child life students comprise about ¼ of the total number of Child and Family Service majors. Over the past few years we have seen child life students coming in as freshmen, as well as changing majors from other disciplines at ACU and deciding to pursue child life. It is recommended that recruitment efforts should target any student expressing interest in becoming a child life specialist, or who has a career interest in working with and helping children.

D. Disciplinary benchmarking:

ACU's Child Life Program is the only program in the state of Texas that ACLP lists on their website as having all of the 10 required courses needed to fulfill the academic requirements to become a child life specialist. The only other Texas school even listed that has some course offerings is Texas Christian University. ACLP does not list any other schools affiliated with Churches of Christ as having course pre-approval classification. This distinctive standing of ACU's Child Life Program classifies us a leading Christian institution educating future child life specialists.

IV. Curriculum

- A. Course of study. For tracks, this will include the list of courses required in addition to the existing degree core.

Child and Family Services, BS (CFS-CL)

University Requirements

Please see the [University Requirements](#) section of this catalog.

Major Requirements

[BIBL 413 - Seminar in Adolescent Moral/Sexual Issues](#) Credit Hours: 3 *

[COMM 376 - Family Communication](#) Credit Hours: 3

[FAM 232 - Family Finances](#) Credit Hours: 3

[FAM 251 - Introduction to Family Studies](#) Credit Hours: 3 *

[FAM 262 - Intimate Relationships and Marriage](#) Credit Hours: 3

[FAM 275 - Child Development Ages 0-11](#) Credit Hours: 3

[FAM 280 - Child Development Ages 12-18](#) Credit Hours: 3

FAM 356 - Human Intimacy Credit Hours: 3
FAM 362 - Families in Society Credit Hours: 3
FAM 365 - Research Methods in Child and Family Services Credit Hours: 3
FAM 385 - Family Theories: An Introduction Credit Hours: 3
FAM 452 - Parenting and Family Skills Credit Hours: 3
FAM 453 - Family Crises and Resiliency Credit Hours: 3
FAM 470 - Family Life Education Methodology Credit Hours: 3
FAM 485 - Ethics and Professional Development Credit Hours: 3
(capstone and writing intensive course)
FAM 495 - Practicum in Child and Family Services Credit Hours: 3
GERO 352 - Adult Development and Aging Credit Hours: 3

*Hours may also fulfill university requirements and are not included in total major hours

Total: 45 Credit Hours

Child Life Track

FAM 325 - Child Life Credit Hours: 3
FAM 335 - Therapeutic Play Credit Hours: 3
FAM 443 - Death and Bereavement Credit Hours: 3
BIOL 291 - Anatomy and Physiology I Credit Hours: 3
KINE 302 - Medical Terminology Credit Hours: 3
BIBP 352 - Biomedical Ethics Credit Hours: 3

Total: 18 Credit Hours

Electives

Minimum - 9 Credit Hours

Total Major Hours: 72

Other Graduation Requirements

Minimum grade for each course in major: C
Minimum GPA in major: 2.25
Minimum GPA for graduation: 2.00
Minimum advanced hours: 33
Minimum total hours: 128

*Courses numbered 0** do not count in minimum hours required for degree.*

B. Courses:

Course	Rotation/ Frequency	Required or Menu Option	Track	Program outcomes served	Teaching Faculty
FAM 325: Child Life	Fall odd years	Required	Child Life	Outcome 2.4	Adjunct, Child Life Specialist
FAM 335: Therapeutic Play	Fall	Required	Child Life	Outcome 2.4	Adjunct
FAM 443: Death and Bereavement	Summer	Required	Child Life	Outcome 2.4	Adjunct
BIOL 291: Anatomy and Physiology I*	Fall	Required	Child Life	Outcome 4.1	Biology Faculty
KINE 302: Medical Terminology*	Fall/Spring	Required	Child Life	Outcome 5.4	Kinesiology Faculty
BIBP 352: Biomedical Ethics*	Fall	Required	Child Life	Outcome 9.1	Bible/Biology Faculty

*All of the above courses, except BIOL 291, KINE 291, and BIBP 352, are required courses by the Association of Child Life Professionals (ACLP). ACLP requires 3 additional courses in child life or related content areas, and these 3 courses are “strongly recommended” by ACLP and have been pre-approved by ACLP. Agreements have been made with the identified departments to allow child life students to take these “strongly recommended” courses. If a student chooses to deviate from the 3 “strongly recommended” courses, then the student will need to gain approval from ACLP in addition to ACU approval for a substitution in a degree plan since ACLP determines the curriculum standards to become a certified child life specialist.

- C. New courses: All of the 10 courses for the Child Life Track are currently taught and are offered within the Child and Family Services degree plan as part of the degree core or as elective offerings for child life students. No additional new courses are being added for the Child Life Track.

V. Required Institutional Support

- A. Faculty requirements and availability: Presently the track courses are covered by a combination of tenured-track and adjunct faculty. Although the current arrangement is sustainable, the department does plan to request funding for a full-time college faculty to teach four track courses and four non-track courses. We will be making this request regardless of whether the track is approved. Expected salary range for a college faculty is \$35,000 to \$45,000. Presently the department spends

\$8400 on adjunct faculty and \$1600 in overload pay for track courses.

- B. Show instructors for a full cycle of curriculum delivery using current faculty members, new faculty members, and anticipated use of part-time faculty: See section IV, part B (Courses) for table.
- C. Impact on existing programs. Identify any existing programs/majors from which the new program would draw students and estimate enrollment effects on existing programs in the home department or other departments: An estimated 15-17 fewer CFS majors will be in the general track, but this will be net neutral to the major since those students will be in the new Child Life Track. To our knowledge, most ACU students who plan to pursue a career as a child life specialist are CFS majors or minors, so we are not aware of any notable concentration of child life students in other majors. It is possible, however, that a Child Life Track might draw students from psychology, social work, education, and nursing, as students in these disciplines who are interested in working with children may be attracted to the Child Life Track.
- D. *For certificates only:* Not applicable
- E. Staff requirements. Indicate need for new staff: No additional staff will be needed.
- F. Library resources: Pediatric journals, Journal of Child and Family Studies, Children's Healthcare, nursing journals, and other applicable medical/healthcare journals.
 - 1. Describe how faculty and students will access information electronically and on site, and explain how they will receive instruction about how to do this: Faculty and students will be able to log in to the ACU Brown Library and access needed journals through online databases. On site they can visit the ACU Brown Library and even schedule appointments with research librarians for research assistance. Accessing library resources can be communicated to faculty in departmental meetings and through email. For students, in-class library instruction can be given, and added to syllabi and Canvas.
 - 2. Describe requirements to support students in their access to and use of learning resources: Child Life Track syllabi and courses using Canvas modules will need to include instructions on how students can access and use library resources.
- G. Physical resources: No additional physical resources are needed.

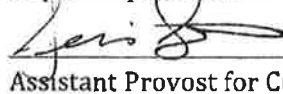
career field. Beyond general university recruiting efforts, it may be beneficial to advertise the Child Life Track at child life conferences and in the directory for the Association of Child Life Professionals. There is no associated cost to be listed in the ACLP directory. Added cost for conference travel and marketing at the conference is estimated to be \$2500 annually.

- J. Additional cost to deliver program: No additional costs.
Total annual expenses from sections A to H:
Long-term plan: \$35,000-45,000 (faculty hire) + \$2500 (recruiting/travel) = \$37,500-47,500
Short-term approach (already in place): \$10,000 (adjunct/overload) + \$2500 (recruiting/travel) = \$12,500

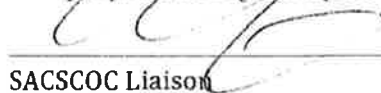
Initial Review and Required Signatures

When sections I-V are complete, please submit to the Office of the Provost for initial review and development. Section VI is not required for all applications; you will learn whether it's required for your program during initial review.

This proposal complies with curricular requirements of the university and addresses all required questions for institutional review.

 1.27.20
Assistant Provost for Curriculum and Assessment Date

This proposal does not require additional review for institutional accreditation purposes.

 1/21/20
SACSCOC Liaison Date

VI. Additional Information Required if Requested

A. Employment demand and career possibilities.

1. Identify jobs that graduates would be qualified to pursue.
2. Use official databases to establish the job market for graduates of the program. Use the U.S. Bureau of Labor Statistics and Texas Workforce Commission; other sources that may be helpful are authorities on regional labor markets (e.g., metropolitan Chambers of Commerce) and current industry reports.
3. Use the crosswalk document provided by IPEDS to take your previously identified CIP code and find the associated occupations in the Standard Occupational Classification system provided by the Bureau of Labor Statistics. Use the associated SOC number to find entry-level and mean wages in that field in Texas from the Texas

Workforce Commission (Texas Wages — Wages by Workforce Development Area).

- B. Student support services. Describe specific programs, services, and activities that will support students enrolled in the program. Some examples of academic support services are teaching and resource centers, tutoring, academic advising, counseling, disability services, diversity and inclusion offices, teaching laboratories, career services, testing centers, student life, and information technology.
- C. Describe financial resources available to support the new program, including a budget for the first year of the program; projected revenues, expenditures, and cash flow; amount of resources going to external institutions or organizations contracted to provide support services for the program; the operational, management, and physical resources available for the change.
- D. Provide contingency plans in the event required resources do not materialize.

All applications are required to include Section VII. Please compile this documentation after the initial review by the provost's office.

VII. Supporting Documentation

- A. Approval Chart for Curriculum Changes
- B. Memo of support from the department chair of each department outside the home department that will provide a course for the program.
- C. When the new program application is complete, provide the full proposal to the following individuals for review. Each will provide a memo to attach to the proposal.
 - 1. Dean of the library for library resources review.
 - 2. Dean of the college of the program for a statement of commitment to the items in Required Institutional Support.

Educating Students for Christian Service and Leadership Throughout the World

College of Biblical Studies

1850 Teague Blvd., ACU Box 29400, Abilene, Texas 79699-9400
325-674-3700 • Fax 325-674-3776 • acu.edu



January 28, 2020

Letter of Support

I am delighted to write on behalf of the Child Life track. In the College of Biblical Studies, we have been in conversation over several years about the opportunities that studies in Child Life provide, both to undergraduate and graduate students. Prompted by upcoming changes in ACLP requirements, our faculty have attempted to anticipate those changes and stay at the forefront of the discipline. Currently, ACU has the only program in Texas with all of the courses required by the ACLP, as well as the only program among colleges associated with the Churches of Christ.

This track in Child Life will allow the department to continue to offer our students the training that they need to compete for positions; this track will help in both retaining our majors and recruiting additional majors. Furthermore, this track positions our department well to offer graduate training in the discipline in the future.

I pleased to offer my strong support for this proposed track. As can be seen from the application, there are no additional expenses, and our college commits to the current level of financial support for the program. Please let me know should you have other questions.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Ken Cukrowski'.

Ken Cukrowski
Dean, College of Biblical Studies
Abilene Christian University
(325) 674-37000
cukrowskik@acu.edu

ABILENE CHRISTIAN UNIVERSITY LIBRARY

MEMORANDUM

DATE: February 4, 2020

TO: Dr. Heidi Morris

FROM: Mark McCallon, Associate Dean for Library Information Services

RE: Application for New Child Life Track in B.S. in Child and Family Services

Thank you for the opportunity to review the application for the Child Life track in the B.S. in Child and Family Services. Since there are no new courses planned for the track, the Library can support the proposed track with existing resources, including pediatric and nursing journals that support existing undergraduate and graduate programs. If additional resources are needed, please contact Craig Churchill, Theological Librarian, at churchillc@acu.edu.

Thank you for letting us review the application, and we look forward to working with you to make this new track a success.

ABILENE CHRISTIAN UNIVERSITY

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Abilene, Texas 79699 • www.acu.edu • 325-674-2000



MEMO

January 17, 2020

Dear Department of Marriage and Family Studies and University Councils:

This is a memo of support for having BIOL 291 Anatomy & Physiology included within the proposed Child Life Track that is offered in the Department of Marriage and Family Studies. Our department has been working for a few semesters with the Department of Marriage and Family Studies to offer this course to students pursuing a career as a Child Life Specialist, and we are supportive of this course being included in the Child Life Track.

Sincerely,

Tom Lee
Chair – ACU Biology Department

Jennifer Huddleston
Assistant Chair – ACU Biology Department

MEMORANDUM

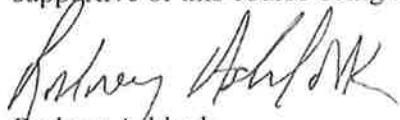
To: Heidi Morris

From: Sheila Jones
Chair Department of Kinesiology & Nutrition

Subject: KINE 302

I am writing this memo in support of having KINE 302 Medical Terminology included within the proposed Child Life Track that is offered in the Department of Marriage and Family Studies. Our department has been working for a few semesters with the Department of Marriage and Family Studies to offer this course to students pursuing a career as a Child Life Specialist. As chair of the Department of Kinesiology & Nutrition, I am willing to support and I attest that our department is able to support this course being included in the Child Life Track.

I am writing this memo in support of having BIBP 352: Biomedical Ethics included within the proposed Child Life Track that is offered in the Department of Marriage and Family Studies. Our department has been working for a few semesters with the Department of Marriage and Family Studies to offer this course to students pursuing a career as a Child Life Specialist, and we are supportive of this course being included in the Child Life Track.



Rodney Ashlock
Chair, DBMM