

Approval Chart for Curriculum Changes

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

Course Number SOCW 381 or Degree Plan(s) _____
 State the requested change and reason. A memo may be attached if more space is necessary.

Reduce course from 5 credit hours to 4 credit hours.

The School of Social Work recently aligned the minimum required field with the CSWE Requirements. Prior to 2020-2021, majors were required to complete 450 hours within a two-Semester sequence. This was reduced to 400 hours minimum. Additionally, benchmarking with other social work programs revealed that it is common to offer four credit hours per semester for the 400 hour field practicum. This change will allow us to be consistent with field norms.

Addendum: Revise hours to variable credit of "4 or 5 hours" to allow current students to receive the 5 hours they need to complete their existing degree requirements.

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

Change to a Course		COUNCIL ³								
		Dept./School	College Academic	Deans	TEC	UGEC	UAC	GRAD	Provost	President
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	I
5.	Number of hours (lecture, lab, contact)	A	A	A		A			A	I
6.	Course number within the hundred	A	A	I		I			I	I
7.	Course number beyond the hundred	A	A	A		A			A	I
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	I
11.	Cross list with another department: U or G level	A	A	A		A			A	I
12.	Department of record	A	A	A		A			A	I
13.	Open or close a course	A	A	A		A			A	I
14.	New course — See website for application and process. This change includes combining or splitting a course(s).	A	A	A		A			A	I

Banner 4/12/21
 Catalog 4/12/21 kmw

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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.

	Change to a Degree Plan	Dept./School	College Academic	Deans	COUNCIL ³				Provost	Faculty	President	Board of Trustees
					T	U	U	G				
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	--

	Provost-Proposed Change	Provost	Department	Dean	COUNCIL ³	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

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 8-26-19

Department/School Chair(s)	
 Tom Winter (Nov 4, 2020 07:58 CST)	Nov 4, 2020
Signature	Approval date
Signature	Approval date

College Academic Council(s)	
	11-4-2020
Signature	Approval date
Signature	Approval date

Dean(s)	
 Dana Kennamer (Nov 4, 2020 08:41 CST)	Nov 4, 2020
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	
	Apr 9, 2021
Chair's signature	Approval date

Graduate Council	
Chair's signature	Approval date

Provost	
 Robert Rhodes (Apr 9, 2021 13:38 CDT)	Apr 9, 2021
Signature	Approval date

Faculty	
Chair of faculty senate	Approval date

President	
 Suzanne Allmon (Apr 9, 2021 14:05 CDT)	Apr 9, 2021
Signature	Approval date

Curriculum/Catalog Changes Signature Page
For Revision to 4 or 5 Hours Variable Credit

Department/School Chair(s)	
_____ <i>Signature</i>	_____ <i>Approval date</i>
_____ <i>Signature</i>	_____ <i>Approval date</i>

College Academic Council(s)	
_____ <i>Signature</i>	_____ <i>Approval date</i>
_____ <i>Signature</i>	_____ <i>Approval date</i>

Dean(s)	
_____ <i>Signature</i>	_____ <i>Approval date</i>
_____ <i>Signature</i>	_____ <i>Approval date</i>

Teacher Education Council	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>

General Education Council	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>

Undergraduate Academic Council	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>

Graduate Council	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>

Provost	
_____ <i>Signature</i>	_____ <i>Approval date</i>

Faculty	
_____ <i>Chair of faculty senate</i>	_____ <i>Approval date</i>

President	
_____ <i>Signature</i>	_____ <i>Approval date</i>



Dana Kennamer <dk20b@acu.edu>

CEHS Council last minute request.

8 messages

Dana Kennamer <dana.kennamer@acu.edu>

Thu, Apr 22, 2021 at 11:59 AM

To: Terry Baggs <twb07c@acu.edu>, Lillie Thomas <lmb99a@acu.edu>, Kim Hardin <kam00e@acu.edu>, "Odies Wright Jr." <olw00a@acu.edu>, Alan Lipps <ajl07a@acu.edu>, Rachel Renee Slaymaker <rxw99a@acu.edu>, Stephanie Hamm <sjh05e@acu.edu>

Council,

Please read the correspondence below between Jessica and our colleagues in Social Work. As Jessica indicated, this is a simple adjustment to manage the transition of the change in hours of 381 and 481.

If you support moving forward with this adjustment, please respond to this email.

Dana

Dana Kennamer, Ph.D.
Associate Dean, College of Education and Human Services
Professor and Chair of Teacher Education
Abilene Christian University
Abilene, TX 79699
(325) 674-2112

----- Forwarded message -----

From: **Jessica Smith** <jes98k@acu.edu>

Date: Thu, Apr 22, 2021 at 9:42 AM

Subject: Re: SOCW 381/481

To: Karen Witemeyer <kmw03d@acu.edu>

Cc: Rachel Slaymaker <rxw99a@acu.edu>, Tiffani Corbett <tsc19b@acu.edu>, Stephanie Hamm <sjh05e@acu.edu>, Dana Kennamer <dana.kennamer@acu.edu>

In this situation, my advice would be to bring the 381/481 course update proposals back to UUAC and request a change to variable hours. This would allow you to continue to offer the course as 5 hours in the next two to three semesters and then begin offering it as 4 hours when the new cohort under the new degree plan advances far enough.

This will require extremely close communication with Advising. I would also encourage strongly advising current students under existing degree plans into the classes as soon as possible so that you can make the transition cleanly. It would be wise to look at this as a teach-out and serve the students who are currently in the pipeline. It will not hurt new students to take a version of the course that has one more hour (beyond decreasing their elective options), but you would put current students in the position of being unable to graduate, as Tiffani describes, if you make this transition too quickly.

Once you're able to complete the transition, my advice would be to bring the proposal back and adjust from variable to 4 hours.

We could add this to the agenda of the May 5 council meeting. Dana, it might be wise to circulate this for email consideration among the CEHS council, but I think this would be a pretty perfunctory update if Rachel and Stephanie

are satisfied with the solution. Let me know what you think. Thanks! -j

Jessica Smith, Ph.D.
Associate Provost for Curriculum and Assessment
Abilene Christian University
325-674-2024

On Wed, Apr 14, 2021 at 3:15 PM Karen Witemeyer <kmw03d@acu.edu> wrote:

Hi, Rachel.

I'm adding Jessica Smith to this discussion as well.

The degree plan changes will only affect students entering under the new catalog. However, the change to course hours goes into effect in fall 2021 as well. Therefore all sections of SOCW 381 and 481 built in the fall and forward will contain the new number of hours. So students taking the course will only earn the new 4 hours even if they are in older catalogs. If you want to change the hours to variable credit in the interim, that is an option, but I don't know if we can simply make an addendum to the proposal that already came through, or if we would need a new proposal. If you move to variable credit, you will need to communicate very closely with your dean's office and your advising team to make sure different sections are created with the correct number of hours. For the first year or two, you might need mostly 5-hour versions, but once the newer students advance, you might have a mix of students, some needing 4 hours, others needing 5. Sections will need to be separated, one for 4 hours, one for 5 hours. Students will need to be sure they enroll in the correct section for their degree plan.

I did notify Misty Tom, who manages the graduation audits, about this change. I assumed that the missing hours would just be covered by electives, but if we go in a different direction, we will need to have a plan in place.

Jessica - What do you advise?

~Karen

On Wed, Apr 14, 2021 at 2:59 PM Rachel Slaymaker <rxw99a@acu.edu> wrote:

Karen,

Can you help clarify this change for current students? We understood that the degree plan changes would not take into effect until 2021-22 and would only impact entering freshmen or transfers, but it appears those changes are impacting students under current catalog years. Is there a way to connect 4 hours to catalogs 2021+ and 5 hours to those in 2020-21 or earlier catalogs? Or should we request to make SOCW381/481 variable hours (4 or 5) during this transition and work with each student and advisor on what their field total credit hours should be given the catalog year they are in. Or is there another alternative that works best?

Any guidance is greatly appreciated, and if there is someone else who should be looped in on this conversation, please feel free to do so.

Thanks in advance,

Rachel

--

Rachel Slaymaker, LMSW, EdD
Associate Professor
Director of Field Education
Associate Director of the School of Social Work
Abilene Christian University
ACU Box 27866
Abilene, Texas 79699
325.674.2072 (main office)

325.674.2142 (direct ext)

www.acu.edu/socialwork

----- Forwarded message -----

From: **Tiffani Corbett** <tsc19b@acu.edu>

Date: Wed, Apr 14, 2021 at 10:38 AM

Subject: SOCW 381/481

To: Stephanie Hamm <sjh05e@acu.edu>, Rachel Renee Slaymaker <rxw99a@acu.edu>

Hi ladies,

All of our students were moved to section 1 of SOCW 381. In doing so, I noticed that class is now a 4 hour class. I double checked with Karen Witemeyer, because I thought that was just a mistake. She explained that the course was taken to council and changed to a 4 hour course. I'm afraid this is going to cause a problem for some of our seniors. The 5 hours in their degree plan were part of the 128 hours needed for graduation. Taking away one hour now causes them to be 1 hour short. I also have a few students who are not in full-time hours now since 1 hour was taken away. It seems unfair to ask them to take an additional class since the 5 hours was on their current catalog. Since 481 is also going to be changed, our students will be two hours short of the 128 they need. I am still a little new at this, but it is my understanding that changes in a catalog should only affect the new students moving forward and not students from a previous catalog.

As for the rest of our current Social Work students, all will be 2 hours short of the 128 needed for graduation.

I am concerned for our students. Please tell me your thoughts!

--

Karen Witemeyer
Student Services & Catalog Specialist
Abilene Christian University
Hardin Administration Bldg. Room 207
122 McGlothlin, ACU Box 29141
Abilene, Texas 79699
Phone: (325) 674-4913
karen.witemeyer@acu.edu

Terry Baggs <twb07c@acu.edu>

Thu, Apr 22, 2021 at 12:02 PM

To: Dana Kennamer <dana.kennamer@acu.edu>

Cc: Lillie Thomas <lmb99a@acu.edu>, Kim Hardin <kam00e@acu.edu>, "Odies Wright Jr." <olw00a@acu.edu>, Alan Lipps <ajl07a@acu.edu>, Rachel Renee Slaymaker <rxw99a@acu.edu>, Stephanie Hamm <sjh05e@acu.edu>

I support the change.

(Quoted text hidden)

Terry Baggs, Ph.D., CCC-SLP
Associate Chair and Associate Professor
Department of Communication Sciences and Disorders
Abilene Christian University
115 Don H. Morris Center

Odies Wright Jr. <olw00a@acu.edu>

Thu, Apr 22, 2021 at 12:25 PM

To: Dana Kennamer <dana.kennamer@acu.edu>

Cc: Alan Lipps <ajl07a@acu.edu>, Kim Hardin <kam00e@acu.edu>, Lillie Thomas <lmb99a@acu.edu>, Rachel Renee Slaymaker <rxw99a@acu.edu>, Stephanie Hamm <sjh05e@acu.edu>, Terry Baggs <twb07c@acu.edu>

I support this adjustment.

Odies

On Thu, Apr 22, 2021 at 11:59 AM Dana Kennamer <dana.kennamer@acu.edu> wrote:

[Quoted text hidden]

--

Odies L. Wright Jr., Ph.D.

Texas AHPERD President 2019-2021

Associate Professor

Abilene Christian University

College of Education and Human Services

Department of Kinesiology and Nutrition

Sport and Recreation Management Track

ajl07a <ajl07a@gmail.com>

Thu, Apr 22, 2021 at 1:42 PM

To: "Odies Wright Jr." <olw00a@acu.edu>

Cc: Dana Kennamer <dana.kennamer@acu.edu>, Alan Lipps <ajl07a@acu.edu>, Kim Hardin <kam00e@acu.edu>, Lillie Thomas <lmb99a@acu.edu>, Rachel Renee Slaymaker <rxw99a@acu.edu>, Stephanie Hamm <sjh05e@acu.edu>, Terry Baggs <twb07c@acu.edu>

I suppose I should support my social work colleagues----so I vote to support

[Quoted text hidden]

Dana Kennamer <dana.kennamer@acu.edu>

Thu, Apr 22, 2021 at 1:43 PM

To: ajl07a <ajl07a@gmail.com>

Cc: "Odies Wright Jr." <olw00a@acu.edu>, Alan Lipps <ajl07a@acu.edu>, Kim Hardin <kam00e@acu.edu>, Lillie Thomas <lmb99a@acu.edu>, Rachel Renee Slaymaker <rxw99a@acu.edu>, Stephanie Hamm <sjh05e@acu.edu>, Terry Baggs <twb07c@acu.edu>

That's funny Alan!

Dana Kennamer, Ph.D.

Associate Dean, College of Education and Human Services

Professor and Chair of Teacher Education

Abilene Christian University

Abilene, TX 79699

(325) 674-2112

[Quoted text hidden]

Kim Hardin <kam00e@acu.edu>

Thu, Apr 22, 2021 at 1:47 PM

To: Dana Kennamer <dana.kennamer@acu.edu>

Cc: ajl07a <ajl07a@gmail.com>, "Odies Wright Jr." <olw00a@acu.edu>, Alan Lipps <ajl07a@acu.edu>, Lillie Thomas <lmb99a@acu.edu>, Rachel Renee Slaymaker <rxw99a@acu.edu>, Stephanie Hamm <sjh05e@acu.edu>, Terry Baggs

<twb07c@acu.edu>

I'm glad this was caught! I appreciate the attention to detail as we're making these seemingly small changes and I'm learning a lot through this process.

I support the change to variable hours as well!

Kim

Kim Hardin, Ph.D.

Department of Teacher Education

Abilene Christian University

(325) 674-6317

kam00e@acu.edu

kam00e@acu.edu

tag The Association
for the Gifted

Council for Exceptional Children



Lillie Thomas <lmb99a@acu.edu>

Fri, Apr 23, 2021 at 9:43 AM

To: Dana Kennamer <dana.kennamer@acu.edu>

Cc: [ajl07a <ajl07a@gmail.com>](mailto:ajl07a@gmail.com), "Odies Wright Jr." <olw00a@acu.edu>, Alan Lipps <ajl07a@acu.edu>, Kim Hardin <kam00e@acu.edu>, Rachel Renee Slaymaker <rxw99a@acu.edu>, Stephanie Hamm <sjh05e@acu.edu>, Terry Baggs <twb07c@acu.edu>

I am good with the changes. I vote yes.

Lillie

On Thu, Apr 22, 2021 at 1:43 PM Dana Kennamer <dana.kennamer@acu.edu> wrote:

Dana Kennamer

Dana Kennamer <dana.kennamer@acu.edu>

Fri, Apr 23, 2021 at 9:44 AM

To: Lillie Thomas <lmb99a@acu.edu>

Cc: [ajl07a <ajl07a@gmail.com>](mailto:ajl07a@gmail.com), "Odies Wright Jr." <olw00a@acu.edu>, Alan Lipps <ajl07a@acu.edu>, Kim Hardin <kam00e@acu.edu>, Rachel Renee Slaymaker <rxw99a@acu.edu>, Stephanie Hamm <sjh05e@acu.edu>, Terry Baggs <twb07c@acu.edu>

And it passes!

Dana Kennamer, Ph.D.

Associate Dean, College of Education and Human Services

Professor and Chair of Teacher Education

Abilene Christian University

Abilene, TX 79699

(325) 674-2112