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| For Academic Affairs and Research Use Only |
| CIP Code:  | 13.1317 |
| Degree Code: | 6940 |

**Letter of Notifications**

**[ ] Undergraduate Curriculum Council**

**[X] Graduate Council**

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

Email completed proposals to curriculum@astate.edu for inclusion in curriculum committee agenda.

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| Gary Edwards | 9/23/2016 |

**Department Curriculum Committee Chair** |

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| Rob Williams | 12/5/2016 |

**COPE Chair (if applicable)** |
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| Joseph Key | 9/23/2016 |

**Department Chair:**  |

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**General Education Committee Chair (If applicable)**   |
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| Warren Johnson | 10/5/2016 |

**College Curriculum Committee Chair** |

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**Undergraduate Curriculum Council Chair** |
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| Deborah Chappel Traylor | 10/17/2016 |

**College Dean** |

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |

**Graduate Curriculum Committee Chair** |
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| Mary Jane Bradley | 12/7/2016 |

**Head of Unit (if applicable)** |

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**Vice Chancellor for Academic Affairs** |

**If you require to fill out a Letter of Notification, please email** **curriculum@astate.edu** **or contact Academic Affairs and Research at (870) 972-2030 for guidance PRIOR TO submitting these through the curricular process.**

**1.Contact Person** (Name, Email Address, Phone Number)

Dr. Kellie Buford, kbuford@astate.edu, 870-972-3388

**LETTER OF NOTIFICATION – 13**

**EXISTING CERTIFICATE or DEGREE OFFERED via DISTANCE TECHNOLOGY**

***Institutions with at least one certificate or degree program approved for distance technology by the Arkansas Higher Education Coordinating Board must submit Letter of Notification-13S to request approval to offer additional existing (on-campus) certificates or degrees via distance technology. The institution must submit to ADHE a copy of the e-mail notification to the Higher Learning Commission (HLC) about the proposed distance technology program. If HLC requires a focused visit for the proposed distance technology program, please submit the scheduled review date.***

**Definitions**

***Distance technology (e-learning) – When technology is the primary mode of instruction for the course (50% of the course content is delivered electronically).***

***Distance instruction – When a course does not have any significant site attendance, but less than 50% of the course is delivered electronically, e.g., correspondence courses.***

***Distance program – When at least 50% of the major courses are delivered via distance technology.***

1. **Institution submitting request:** Arkansas State University
2. **Contact person/title:** Dr. Kellie Buford, Assistant Professor of History, Director BSE Social Science Program
3. **Telephone number/e-mail address:** 972-3388; kbuford@astate.edu
4. **Name of Existing Certificate or Degree:** MSE Social Science/Master of Science in Social Studies Education
5. **Proposed Effective Date:** August 1, 2017
6. **CIP Code:** 13.1317
7. **Degree Code:** 6940

**PROGRAM INFORMATION**

1. **Program summary/justification for offering program by distance technology:**

The current program has suffered from years of chronic low enrollment because the students who need and want to complete this degree are licensed full-time social studies teachers whose job responsibilities prevent them from completing traditional face-to-face courses. By making this program accessible via distance technology year-round, we will enable current teachers across the state and nation to earn a terminal professional degree in their field during the regular school year.

1. **Provide the current certificate/degree plan. Mark\* courses that will be taught by adjunct faculty.**

Requirements: 33 total hours (6 of the total 33 hours may be earned in Independent Study; no more than 12 hours may be earned at the 5000 level)

\*Students may opt to substitute an additional HIST or Education course (see list below) for one social science elective

**HIST HOURS – 18 (students must complete at least one readings seminar (HIST 6253) and one research seminar (HIST 6263) in U.S. or World History)**

 **COURSE PREFIX/# TERM GRADE**

HIST 6003, Intro to Graduate Study of History \_\_\_\_\_\_\_ \_\_\_\_\_\_

U.S. HIST Elective 1 HIST \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_

U.S. HIST Elective 2 HIST \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_

WORLD HIST Elective 1 HIST \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_

WORLD HIST Elective 2 HIST \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_

U.S. or WORLD HIST Elective HIST \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_

**SOCIAL SCIENCE HOURS – 6 (select any two 5000 or 6000 level courses in POSC, SOC, PSYCH, ECON or GEOG)**

SOCIAL SCIENCE Elective 1 \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_

SOCIAL SCIENCE Elective 2 \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_

**SOCIAL STUDIES EDUCATION HOURS – 9 (select two of the following courses in addition to EDSS 6103)**

EDSS 6103, MSE Social Science Capstone Portfolio \_\_\_\_\_\_\_ \_\_\_\_\_\_

ELCI 5523, Middle School Curriculum \_\_\_\_\_\_\_ \_\_\_\_\_\_

ELCI 6523, Secondary School Curriculum \_\_\_\_\_\_\_ \_\_\_\_\_\_

ELFN 6763, Philosophies of Education \_\_\_\_\_\_\_ \_\_\_\_\_\_

ELSE 5733, Gifted Children in the Regular Classroom \_\_\_\_\_\_\_ \_\_\_\_\_\_

ELSE 6023, Characteristics of Individuals with Disabilities \_\_\_\_\_\_\_ \_\_\_\_\_\_

ELSE 6673, Children with Emotional and Behavioral Disorders \_\_\_\_\_\_\_ \_\_\_\_\_\_

MLED 5042, Theories and Strategies of Middle Grades

 Classroom Management \_\_\_\_\_\_\_ \_\_\_\_\_\_

MLED 6403, The World of the Mid-Level Child \_\_\_\_\_\_\_ \_\_\_\_\_\_

PSY 6513, Advanced Educational Psychology \_\_\_\_\_\_\_ \_\_\_\_\_\_

RDNG 6533, Literacy for Diverse Learners \_\_\_\_\_\_\_ \_\_\_\_\_\_

RDNG 6553, Adolescent Literacy \_\_\_\_\_\_\_ \_\_\_\_\_\_

TE 6223, Effective Teaching with Diverse Populations \_\_\_\_\_\_\_ \_\_\_\_\_\_

TE 6243, Technology as a Tool for Teaching \_\_\_\_\_\_\_ \_\_\_\_\_\_

 **TOTAL HOURS EARNED \_\_\_\_\_\_**

1. **Provide the list of courses, include course number/title, for the certificate/degree program currently offered by distance technology.**

HIST 5613 – SEMINAR IN GLOBAL HISTORY (may be repeated for credit with different subtitle)

HIST 5713 – COMPUTERS IN THE SOCIAL STUDIES CLASSROOM

HIST 6003 – INTRODUCTION TO GRADUATE STUDY OF HISTORY

HIST 6253 – GRAD READINGS SEMINAR (may be repeated for credit with different subtitle)

HIST 6263 – GRAD RESEARCH SEMINAR (may be repeated for credit with different subtitle)

HIST 6283 – SP T IN AMERICAN HISTORY (may be repeated for credit with different subtitle)

HIST 6623 – EUROPEAN HISTORY (may be repeated for credit with different subtitle)

HIST 6653 – ASIAN HISTORY (may be repeated for credit with different subtitle)

HIST 680V – INDEPENDENT STUDY

1. **If 100% of the program will not be offered by distance technology, list courses that will not be offered by distance technology.**

NA

1. **For existing courses that will be offered by distance technology (for the first time), provide the course syllabus for each of these courses for the certificate/degree program and indicate the maximum class size for each distance course.**

HIST 6003, Introduction to Graduate Study of History, maximum class size = 20 students

**HIST 6003**

**Introduction to Graduate Study of History**

**Arkansas State University**

**Course Information**

Instructor:

Class Place and Time: Online via Blackboard

**Textbooks and Materials**

Required Texts: 1. James M. Banner, Jr., *Being a Historian*

2. Eileen Ke-May Cheng, *Historiography*

 3. Eric Hobsbawm, *On History*

4. James C. Scott, *The Art of Not Being Governed*

5. Cynthia Stokes Brown, *Big History*

 6. Carlo Ginzburg, *The Cheese and the Worms*

 7. Erik Gilbert, *Dhows & the Colonial Economy of Zanzibar, 1860-1970*

 8. J. Justin Castro, *Radio in Revolution*

9. Beverly Bond and Sarah Wilkerson-Freeman, eds., *Tennessee Women*

 10. Cherisse Jones-Branch, *Crossing the Line*

**Purpose and Goals/Learning Outcomes**

**Course Description:** Introduction to graduate-level history, covering fundamental research skills needed for graduate work, and an overview of the study of historiography.

**Goals:** The goals of the course are clear in the description. To elaborate, the goals are to provide an introduction to the historic profession, the historic discipline, historiography, the graduate program of the Department of History, and to each other.

**Student Learning Outcomes:** The outcome is that you come out of this class better prepared for the remainder of your time at Arkansas State and to reach your professional goals. This will require your best efforts.

**Assessment of Learning Outcomes:** The outcome is assessed by grades on your assignments, your own reviews of the course, your personal assessment of what you learned, and, ultimately, your success in as a graduate student.

**Course Requirements:** Read the required works; complete the assignments; engage in the discussion forums with your fellow classmates and professor with an open mind

**Policies**

**Students with Disabilities:** If any student has a disability or problem requiring accommodation in order to succeed in the course, please contact me as soon as possible. Confidentiality will be maintained, and every reasonable effort will be made to meet your needs. Any student requiring accommodation must be registered with ASU’s Office of Disability Services, 972 3964.

**Inclement Weather Policy:** Information on campus closure can be found on the ASU web page, KASU, and local radio and television stations. If inclement weather prevents you from coming to campus and campus is not closed, please email me immediately.

**Attendance**: Although this is an online course, checking your emails regularly and participating in every weekly discussion constitutes good attendance. Students should contact the instructor immediately if they will not be able to contribute to the discussion forums by the due date.

**Academic Misconduct Policy:** Plagiarism (the act of taking and/or using the ideas, work, and/or writings of another person as one’s own) is a serious offense against academic integrity which could result in failure for the paper or assignment, failure for the course, and/or expulsion from Arkansas State University. Cheating is an act of dishonesty with the intention of obtaining and/or using information in a fraudulent manner.For further information, including specifics about what constitutes plagiarism or cheating, see ASU’s Academic Integrity Policy at <http://studentconduct.astate.edu/AcademicIntegrity.html>.

**Makeup Work**: Not really a thing in graduate school. If there is an emergency situation let me know.

**Grading and Grading Scale:**

There are **1100 points possible in this class**, 100 points per assignment.

**Additional policies:** Students are expected to post to book discussion forums by the deadlines in the course schedule and contribute to every forum. All discussion forum responses will be due by 5:00 p.m. every Wednesday. See course outline below for when specific books are due.

**Course Outline:**

1.

08/24 W Introductions

2.

08/31 W James M. Banner, Jr., *Being a Historian*

3.

09/07 W Talk with Ed Salo about public history and the program at A-State.

4.

09/14 W Eileen Ke-May Cheng, *Historiography*

5.

09/21 W Eric Hobsbawm, *On History*

6.

09/28 W James C. Scott, *The Art of Not Being Governed*.

7.

10/05 W Research digital collections

8.

10/12 W Discussion of journals, PhD programs, document from special collections/archives in Dean B. Ellis Library, and source from microfilm.

9.

10/19 W Cynthia Stokes Brown, *Big History*

10.

10/26 W Carlo Ginzburg, *The Cheese and the Worms*

11.

11/02 W Erik Gilbert, *Dhows & the Colonial Economy of Zanzibar, 1860-1970*

12.

11/09 W J. Justin Castro, *Radio in Revolution*

13.

11/16 W Beverly Bond and Sarah Wilkerson-Freeman, eds., *Tennessee Women*

14.

11/23 W Fall Break

15.

11/30 W Cherisse Jones-Branch, *Crossing the Line*

1. **If new courses will be added, provide the list of new courses (proposed course number/title) and the new course descriptions for the certificate/degree.**

EDSS 6103, MSE Social Science Capstone Portfolio

The Capstone Portfolio for MSE Social Science students featuring the creation of an advanced teaching and technology portfolio aligned with the National Council for the Social Studies pedagogical and thematic standards. Restricted to MSE Social Science students.

1. **Provide the course syllabus for each distance technology course for the program listed above and indicate the maximum class size for each distance course. Indicate the course delivery mode(s) and class interaction mode(s) for each distance technology course.**

**EDSS 6103**

**MSE Social Science Capstone Portfolio**

**Arkansas State University**

**Course Information**

Instructor: Dr. Kellie Buford

kbuford@astate.edu

Class Place and Time: Online via Blackboard and iTunesU

**Textbooks and Materials**

All required readings are uploaded in the iTunesU course book

**Purpose and Goals/Learning Outcomes**

**Course Description and Goals:** The purpose of this course is to provide MSE Social Science candidates with a capstone experience at the end of their program tailored specifically to their needs as graduate students of the social sciences and social studies teachers. The capstone experience is the equivalent of a traditional graduate thesis for students completing an M.A. in History. The course provides students the opportunity to synthesize the content knowledge they gained in their graduate coursework and apply it in their own social studies classrooms through the creation of an advanced teaching and technology portfolio in iTunes U aligned with the National Council for the Social Studies pedagogical and thematic standards.

**Student Learning Outcomes:** Candidates will learn how to: utilize the latest technology to enhance their teaching effectiveness, translate social studies content into effective lesson and unit plans that align with AR Curriculum Frameworks and common core standards, engage in a constant cycle of self-reflection on teaching effectiveness, create meaningful assessment measures and collect and analyze assessment data to improve student learning, collaborate with other professional social studies educators across the nation in the creation of new social studies curriculum, and participate in the National Council for the Social Studies annual conference.

**Policies**

**Students with Disabilities:** If any student has a disability or problem requiring accommodation in order to succeed in the course, please contact me as soon as possible. Confidentiality will be maintained, and every reasonable effort will be made to meet your needs. Any student requiring accommodation must be registered with ASU’s Office of Disability Services, 972 3964.

**Inclement Weather Policy:** Information on campus closure can be found on the ASU web page, KASU, and local radio and television stations. If inclement weather prevents you from coming to campus and campus is not closed, please email me immediately.

**Attendance**: Although this is an online course, checking your emails regularly and participating in every weekly discussion constitutes good attendance. Students should upload artifacts to their portfolios on a weekly basis.

**Academic Misconduct Policy:** Plagiarism (the act of taking and/or using the ideas, work, and/or writings of another person as one’s own) is a serious offense against academic integrity which could result in failure for the paper or assignment, failure for the course, and/or expulsion from Arkansas State University. Cheating is an act of dishonesty with the intention of obtaining and/or using information in a fraudulent manner.For further information, including specifics about what constitutes plagiarism or cheating, see ASU’s Academic Integrity Policy at <http://studentconduct.astate.edu/AcademicIntegrity.html>.

**Course Outline:**

**WEEK 1:** Introduction to MSE Capstone Portfolio and iTunes U; Requirements; Sample Portfolio Virtual Walkthrough

**WEEK 2:** Navigating the Standards – NCSS, ISTE, Common Core and the AR Curriculum Frameworks

**WEEK 3:** Meeting Professionalism Standards

**WEEK 4:** Documenting Differentiated Instructional Strategies in the Social Studies

**WEEK 5:** Collecting and Analyzing Assessment Data

**WEEK 6:** American and World History Artifacts

**WEEK 7:** African-American and Arkansas History Artifacts

**WEEK 8:** World Geography Artifacts

**WEEK 9:** Civics and American Government Artifacts

**WEEK 10:** Economics Artifacts

**WEEK 11:** Sociology and Psychology Artifacts

**WEEK 12:** Teaching Video Peer and Self Evaluations

**WEEK 13:** Letters to My Future Teacher Self

**WEEK 14:** Virtual Presentations with Zoom Technology; Closure

**Course delivery mode (check all that apply):**

 Online X

 Compressed-video (CIV)

 Audio Conference

 Video Conference

 Web Conference

 Blended delivery (identify components)

**Class interaction mode (check all that apply):**

 Electronic bulletin boards X

 E-mail X

 Telephone X

 Fax

 Chat

 Blog

 Other (specify) X, Skype and/or Face Time

1. **Provide the percentage of the program that is offered via distance (50%, 75%, etc.).**

100%

1. **Discuss the provisions for instructor-student and student-student interaction that are included in the program design and the course syllabus.**

Students will collaborate with the instructor through two mediums: Blackboard for weekly discussion forums and iTunesU as the platform for the portfolio. Utilizing email and electronic discussion forums routinely throughout each week of the course will enable the instructor to keep in touch with students and monitor their portfolio progress while providing students with a support network via collaboration with their peers and instructor. This course will also utilize Skype and/or Face Time to enable the instructor to evaluate the students teaching in their classrooms. This will also enable students to evaluate each other’s teaching strategies and content knowledge. The instructor will also convene a Skype or Face Time meeting with each student individually at the beginning of the semester to review portfolio requirements and at the end of the semester when the student “defends” his or her portfolio.

1. **Provide a semester-by-semester degree plan/course schedule for student access to all courses necessary to complete the program.**

FALL 1 SPRING 1

 HIST 6003 HIST 6663

 HIST 6253 HIST 6283

 SOCIAL SCIENCE ELECTIVE

 SUMMER 1A SUMMER 1B

 HIST 6273 HIST 6623

 HIST 680V HIST 6293

 FALL 2 SPRING 2

 HIST 5613 HIST 5713

 HIST 6283 HIST 6653

 SOCIAL SCIENCE ELECTIVE

SUMMER 2A SUMMER 2B

 HIST 6263 HIST 6293

 EDSS 6103

1. **Provide a list of services that will be supplied by consortia partners or outsourced to another organization (faculty/instructional support, course materials, course management and delivery, library-related services, bookstore services, services providing information to students, technical services, administrative services, online payment arrangements, student privacy consideration, services related to orientation, advising, counseling or tutoring, etc.) Include the draft contract/Memorandum of Understanding (MOU) for each partner/organization offering faculty/instructional support for the program. Submit final contract/MOU signed by partner institutions or organizations upon completion of ADHE proposal review.**

NA

1. **Estimate costs for the proposed distance technology program for the first 3 years. Include faculty release time costs for course/program planning and delivery.**

No additional resources or costs incurred

1. **Provide institutional curriculum committee review/approval date for proposed distance technology program.**
2. **Provide documentation that proposed program has been reviewed/approved for distance technology delivery by licensure/certification board/agency, if required. [HLC review must follow ADHE review and AHECB program approval.]**
3. **Provide additional program information if requested by ADHE staff.**

**President/Chancellor Approval Date:**

**Board of Trustees Notification Date:**

**Chief Academic Officer: Date:**