REQUEST FOR A COURSE CHANGE
University of Central Oklahoma

Course Subject (Prefix), Number, and Title:

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<th>Existing</th>
<th>Proposed</th>
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<td>Course Subject</td>
<td>Number</td>
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<tr>
<td>FMCD</td>
<td>4253</td>
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Remember when abbreviating titles, this is how they will appear on student transcripts and schedules.

Proposed Title: (full course title if longer than 30 characters)

Administration of Professional Services

Proposed change(s) to this course: Mark all that apply.

- Credit Hour
- Level
- Title
- Description
- Prerequisite
- Enrollment
- Restriction
- Other
- CIP Code

If changing, what is the new code?

For more information regarding CIP codes contact your department chair or visit: http://www.uco.edu/academic-affairs/ir/program_inventory.asp.

Course description:

As it appears in the current catalog (required)

This course will develop the knowledge and skills necessary to manage and/or direct a child care facility. This course includes policy making, budgeting, personnel management, evaluation, staff development, facilities and equipment, regulations, and parent relations. This course replaces FMCD 4252.

Existing:

As it will appear in the next catalog or indicate no change. (Please use standard American English including full sentences.)

Course descriptions only. Do not include prerequisites or enrollment restrictions, these should be added under questions 9-15.

Proposed: No change

Human Environmental Sciences

Department submitting the proposal

Kaye Sears
ksears@uco.edu
5786

Person to contact with questions
e-mail address
Ext. number

Approved by:

Kaye Sears 7-22-20
Date

Neville West-Kelly 8-18-20
Date

Academic Affairs Form
August, 2015

Functional Review 10
(undergraduate proposals only)
<table>
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<th>Office of Academic Affairs</th>
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<td>Academic Affairs Curriculum or Graduate Council</td>
<td>Date</td>
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<td>Effective term for this course change</td>
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(Please notify department chair when proposal is forwarded to AA.)

(Assigned by the Office of Academic Affairs)
1. Does this course have an undergraduate / graduate counterpart?  
   - Yes  x No

2. Is this proposal part of a larger submission package including a program change?  
   - Yes  x No

3. Does this course affect a teacher preparation program? (All courses required for any teacher preparation program must have approval from the Council on Teacher Education (CTE) before approval from AACC or Graduate Council.)  
   - Yes  x No  If yes, send copy of proposal to the Education Curriculum Committee Chair, Dr. Darla Fent.

4. Is this course currently listed in the University Core?  
   - Yes  x No  If you wish this course be listed in the University Core, submit University Core course proposal.

5. Is this course a prerequisite for any other course(s)?  
   - Yes  x No  If this change affects the prerequisite, complete course change proposal to delete or change prerequisite.

6. Is this course a requirement in any major or minor?  
   - Yes  x No  If this change impacts the requirement of any major or minor, complete program change proposal.

7. Does this course affect majors or minors outside the department?  
   - Yes  x No  If yes, provide name(s) of department chair(s) contacted, the dates, and the results of the discussion.

8. List all majors or minors which include this changed course as a requirement or elective.  
   (list major or minor by title not major code)  
   Human Development & Family Sciences (new program name): Child Development

9. Prerequisite courses:  
   Will the prerequisite courses change?  
   - Yes  x No  If yes, fill out below, if no leave blank.

   NOTE: Adding a "new course" as a prerequisite to an existing course will likely cause enrollment problems.  
   As listed at the end of the course description in the current catalog. (Required)

   Existing:  
   Proposed:  
   Example 1: MATH 1213 and (MATH 2165 or MATH 2185) and CHEM 1213  
   Example 2: (ACCT 2113 and 2213) and (MGMT 3013 or 3613)  
   Example 3: 8 hours of biology including BIO 1404

10. Co-requisite(s): Prerequisite courses that may be taken in the same semester.  
    Will the co-requisite(s) change?  
    - Yes  x No  If yes, fill out below, if no leave blank.

    As listed at the end of the course description in the current catalog. (Required)

   Existing:  
   Proposed:

11. Concurrent enrollment: Courses that must be taken the same semester. Example: lab courses.  
    Will the concurrent enrollment change?  
    - Yes  x No  If yes, fill out below, if no leave blank.

    As listed at the end of the course description in the current catalog. (Required)

   Existing:  
   Proposed:

12. Does this course currently have enrollment restrictions?  
    - x Yes  No  If adding or changing enrollment restrictions answer questions 13-15. If not changing or add enrollment restrictions leave questions 13-15 blank.
13. Specify which major(s) may or may not take this course.
Will the major(s) restriction change?  x Yes  No  If yes, fill out below, if no leave blank.
Specifying a major, excludes all other majors from enrolling.
Check one: Existing (as appears in current catalog)
Major Code: 3040  3041  3042

Proposed (if changing)  Removing major codes
Check one: May  No  If yes, fill out below, if no leave blank.
Major Code: 

14. Which of the following student classification(s) may enroll in this course?
Will the classification restriction change?  x Yes  No  If yes, fill out below, if no leave blank.
Existing (as appears in current catalog)
Graduate  Post
Graduate  Baccalaureate
(2) 19 + hours
(1) 0-18 hours
Senior  Sophomore
Junior  Freshman

Check all that apply:
Freshman

Proposed (if changing)
Graduate  Post Baccalaureate
Senior  Sophomore
Graduate  Junior
Freshman

15. Specify other restrictions for this course, if any.
Will other restrictions change?  x Yes  No  If yes, fill out below, if no leave blank.
Existing (as appears in current catalog)
Admission to Graduate Programs
Admission to Nursing Program
Admission to Teacher Education
Other: 9 hours child development or early childhood and 6 hours related field

Proposed (if changing)
Admission to Graduate Programs
Admission to Nursing Program
Admission to Teacher Education
Other: Remove previous hour restriction

16. Course objectives for this course: (Please refer to instructional objectives documents at:
http://www.uco.edu/academic-affairs/faculty-staff/aacc.asp#FAQ/Helpful%20Hints.)
If previously approved objectives will be used without any changes, check here  x
Existing:  
Proposed:  

17. Please provide a concise, yet comprehensive, statement that explains the specific reasons for requesting the change(s). Include any documentation or assessment information available supporting this specific request.
The course is relevant for a broader selection of majors than just limited to Child Development students. Students who are articulating to UCO from community colleges are interested in the course, as well as, ECED and possibly General Studies so we are removing the major restrictions. Relatedly, the additional hour restriction is also being removed and we are opening the class to sophomores, as well as, juniors and seniors. The FLE designation in the title is unnecessary so it is being deleted.
18. Clearly explain how the characteristics of this course meet or exceed those outlined in Course Level Characteristics. Complete this question only if requesting a course level change. (Copy and paste table from “Course Level Characteristics” document for the appropriate course level of proposed course. Document may be found on: http://www.ucd.edu/academic-affairs/files/aacc/forms/CLC%20table4_07.pdf)

N/A