

113

Proposal #

(Academic Affairs use only)

AY20-619 Proposal #

(College use only) Revisions based on LACC comments

REQUEST FOR A NEW COURSE

University of Central Oklahoma

Course Subject (Prefix), Number, and Title:

Course Subject	Recommended Number	Course Title (maximum of 30 characters) <small>*Remember when abbreviating names, this is how they will appear on student's transcripts.</small>
POL	5xx3	Gender in Public Admin

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

Gender in Public Administration

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

CIP Code: 44.0401

For graduate courses, please attach a syllabus for this course. (See syllabus requirement policy 2.2.)

Course description as it will appear in the appropriate catalog.

Course description only Do not include prerequisites or enrollment restrictions, these should be added under questions 6-12. (Please use standard American English including full sentences.)

Gender in Public Administration explores the importance of gender in public administration, the effects of gender in the public sphere, and the impact of implicit and explicit views about gender on the policy process. The course also examines issues of status, leadership, representation, and legitimacy, as well as intersecting identities of race/ethnicity, ability, sexual orientation, and age.

Political Science

Department submitting the proposal

Dr. Alyssa L. Provencio
Person to contact with questions

aprovencio@uco.edu
email address

Ext. 5537
Ext. number

Approved by:

9/18/2020

Department Chairperson Date

Rozilyn Miller Digitally signed by Rozilyn Miller
Date: 2020.09.18 16:33:29 -05'00'

College Curriculum Committee Chair Date
(Please notify department chair when proposal is forwarded to dean.)

Dean Catherine Webster Digitally signed by Dean Catherine Webster
Date: 2020.09.21 09:32:53 -05'00'

College Dean Date

(Please notify the department chair when proposal is forwarded to AA.)

Academic Affairs Curriculum or Graduate Council

Office of Academic Affairs Date

Effective term for this new course
(Assigned by the Office of Academic Affairs.)

1. Does this course have an undergraduate / graduate counterpart?

Yes No

2. Is this proposal part of a larger submission package including a program change?

Yes No

3. Does this new 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 No If yes, send copy of proposal to the Education Curriculum Committee Chair, Dr. Darla Fent.
CTE Approval (Stamp or initial) _____

4. Has this course been previously taught as a common course (4910 seminar, 4960 institute, etc.)?

Yes No If yes, when was the most recent offering? Summer 2019

5. Does this course affect majors or minors outside the department?

Yes No If yes, provide name(s) of department chair(s) contacted, dates, and results of discussion.

6. Prerequisite courses:

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

None

7. Co-requisite(s): Which of the above prerequisite courses, if any, may be taken in the same semester as the proposed new course?

None

8. Concurrent enrollment: Courses that must be taken the same semester. Example: lab courses.

None

9. Will this course have enrollment restrictions?

Yes No If No, go to question 13.

10. Specify which major(s) may or may not take this course. Specifying a major, excludes all other majors from enrolling.

Check one: May May not

Major Code: _____

11. Which of the following student classification(s) may enroll in this course?

Check all that apply:

Graduate	(2) 19 + hours	<input checked="" type="checkbox"/>
Graduate	(1) 0-18 hours	<input checked="" type="checkbox"/>
Post Baccalaureate *		<input type="checkbox"/>
Senior		<input type="checkbox"/>
Junior		<input type="checkbox"/>
Sophomore		<input type="checkbox"/>
Freshman		<input type="checkbox"/>

* Graduate level courses are not open to Post Baccalaureate students.

12. Check or list other restrictions for this course.

Admission to Graduate Programs

Admission to Nursing Program

Admission to Teacher Education

Other _____

13. **Course objectives:** Objectives should be observable, measurable and include scholarly or creative activities to meet the course level characteristics. Course objectives should also be in line with the course description. (Please refer to instructional objectives documents at: <http://www.uco.edu/academic-affairs/faculty-staff/aacc.asp#FAQ/Helpful%20Hints>.)

1. **Discuss the role gender plays in the history of public administration.**
2. **Explain how implicit and explicit gender bias play roles in policy-making and implementation.**
3. **Identify how status, power, leadership, and representation plays a role in policy-making and implementation.**
4. **Apply the theory of intersectionality to gender in public administration.**
5. **Analyze critical pieces of research on gender in public administration.**
6. **Create a presentation, grounded in academic sources, on a gender-based issue in public administration, which the student will present to the class.**

Course Detail Information:

14. Contact Hours (per week)

 3 Lecture hours (in class)

 Lab hours (also studios)

 Other (outside activities)

15. Repeatable course.

 1 Number of times this course can be taken for credit.

16. Schedule type: (select one only)

 Activity P.E. (A)

 Lab only (B)

 Lecture/Lab (C)

 L **Lecture only (L)**

 Recitation/Lab (R)

 Student Teaching (STU)

 Studio Art/Design (XSU)

17. List existing course(s) for which this course will be a prerequisite. Adding a "new course" as a prerequisite to an existing course will likely cause enrollment problems. (Please submit a prerequisite change form for each course for which this course will serve as a prerequisite.)

None.

18. What resources, technology or equipment must be acquired to teach this course? List items, which must be purchased and estimate cost. (Be specific, e.g., technology software, equipment, computer lab; etc.)

None.

19. The UCO Library has the required library resources available for this new course?

 X **Yes** **No** If yes, provide names of Librarian/Faculty Liaisons contacted, dates, and results of discussion.

Christine Edwards, 5/7/20

"A preliminary search shows around 150 books (physical and online) on the subject of gender in public administration. In addition to the databases GenderWatch, ABI/INFORM, and Business Source, we also have access to the Journal of Public Administration

Research & Theory. Because of the specificity of this course, we may need to make use of the Interlibrary Loan services for students' research needs. Knowing that students can use this resource if needed, there is no reason this course cannot be supported. We would also welcome title recommendations to be added to the collection."

If no, what additional library resources must be acquired for this new course? List items which must be purchased and estimated cost. (Be specific, e.g., books, magazines, journals, etc.)

20. Names of current faculty qualified to teach this course.

Dr. Alyssa L. Provencio

21. Additional faculty (adjunct or full-time) required and specific competencies required to teach this course:

None

22. How will this course be staffed and equipped? Identify the additional costs associated with this new course. If no costs, explain why not.

This course will be taught by Dr. Alyssa L. Provencio once throughout the school year. There are no additional costs associated with offering this course as this course will alternate with POL 5xx3 Populations at Risk in the course rotation schedule. This course will be taught by current POL faculty.

23. Identify the source(s) of funds for any additional costs for the new course. i.e. internal reallocations, special fees from students, etc. If you plan to propose special fees be assessed for this course, be aware there is a separate approval process for special fees.

n/a

24. Projected enrollment for two academic years following approval of new course:

Semester	AY 22	AY 23
Fall		
Spring	10	10
Summer		

25. Using State Regents' definition of liberal arts and sciences (quoted below), characterize the course as follows:

Non-liberal arts and sciences
 Liberal arts and sciences

"The liberal arts and sciences are defined as those traditional fields of study in the humanities; social and behavioral sciences; communications; natural and life sciences, mathematics; and the history, literature, and theory of fine arts (music, art, drama, dance). Courses in these fields whose primary purpose is directed toward specific occupational or professional objectives, or courses in the arts which rely substantially on studio or performance work are not considered to be liberal arts and sciences for the purpose of this policy. Courses required for the General Educational Program are not necessarily synonymous or mutually exclusive with the liberal arts and sciences." State Regents Policy and Procedures. Chapter 2, Section 5, "Degree Requirements" part 1, (2). P. II-2-86

26. Please provide a concise, yet comprehensive, statement that explains the reasons for requesting the new course. Include documentation or assessment information supporting the specific request (if possible). Indicate the expected source of student enrollment (majors, minors, programs etc.)

This course has been taught once before with success. There is a demand for courses

emphasizing equity. Additionally, the course brought in non-majors. Finally, in support of the newly approved online MPA and UCO's new Online Learning Strategy 2020-2024 for In-Demand Online Graduate Offerings more electives need to be developed for online delivery – this will be one of those courses.

27 Which of the six transformative learning tenets does this course incorporate? (check all that apply or only those that apply) This question was a directive from the Provost and is used for informational purposes.

- | | |
|---|-------------------------------------|
| Discipline Knowledge | <input checked="" type="checkbox"/> |
| Leadership | <input type="checkbox"/> |
| Research, Scholarly and Creative Activities | <input type="checkbox"/> |
| Service Learning and Civic Engagement | <input type="checkbox"/> |
| Global and Cultural Competencies | <input type="checkbox"/> |
| Health and Wellness | <input type="checkbox"/> |

28. Clearly explain how the characteristics of this course meet or exceed those outlined in Course Level Characteristics. (Copy and paste table from "Course Level Characteristics" document for the appropriate course level of proposed course. Document may be found on: <http://sites.uco.edu/academic-affairs/files/course-level-characteristics-table.doc> .

5000 LEVEL COURSES
Course Level Characteristics

Please describe how this course meets this requirement.

<p>1. It is assumed that students in these courses have acquired the ability to use language effectively, to engage in analytical thought and creative processes, and to use information and bibliographic sources with skill.</p>	<p>Students will be required to analyze and dissect empirical articles, as well as teach them to the class. They are also required to complete book reviews. This will help the student build their knowledge of the literature toward the final project.</p>
<p>2. It is assumed that students in these courses have achieved a significant level of maturity in the discipline, evidenced by a considerable background of knowledge.</p>	<p>The course presumes that students either possess, or will acquire, a familiarity with the principles of public administration. The course is complementary to that knowledge.</p>
<p>3. These courses should be more than a mere extension of undergraduate courses. Rather, they should be qualitatively different. At a minimum:</p> <ul style="list-style-type: none"> a. Students should be required to undertake original scholarly/creative activity. b. Students should assume greater responsibility for mastering the subject matter. c. Close working relationships should exist between instructors and students. 	<p>Students will give a presentation to the class about a specific gender issue in public administration OR biographical review of an activist/bureaucrat/politician who fought for (a) gender-based issue(s). This will be an original scholarly presentation.</p>

Syllabus for Political Science 4910/5910: Gender in Public Administration

Course Information

College: Liberal Arts
Department: Political Science
Course title: Gender in Public Administration
Semester: Summer 2019
Course number: POL 4910/5910
CRN: 31305/31307
Building and Classroom: Carnegie Center (Downtown OKC) [OKCCAR]
Meeting Day/Time: 7/12, 13, 14, 7/19, 20, 21, 7/26, 27, 28

Instructor Information

Instructor name: Alyssa L. Provencio, PhD
Office location: Liberal Arts (LAR) 206
Office hours: By appointment or anytime during regular business hours (M-F, 9 AM-5 PM) via Skype or Google Hangout by request.
Email (*BEST way to get ahold of me!*): aprovencio@uco.edu
I will respond as soon as possible, within 24 hours, as long as it during regular business hours (M-F, 9 AM-5 PM); I cannot guarantee any responses outside of those hours.
Campus telephone: (405) 974-5537
Personal Google Voice phone number: (405) 896-0906

Course Description

Course Description

Gender in Public Administration will explore the extent to which gender matters in public administration, the macro and micro effects of gender in the public sphere, and how implicit and explicit views about gender impacts the policy process. We will examine issues of status, power, leadership, representation, legitimacy, and change. As public administration evolves and diversifies, understanding the implications of gender is critical, as are intersecting identities of race/ethnicity, ability, sexual orientation, and age.

Prerequisites

POL 4910/5910: None

Transformational Learning Objectives

This course supports the following tenets of transformative learning:

- Discipline Knowledge—students explore, discuss, and practice the techniques, conventions, and processes that produce researched written arguments.
- Leadership—students learn how to present claims and evidence fairly and civilly, to consider thoroughly and respond ethically to counterevidence and counterarguments, and to develop a clear, well-informed stance about ongoing issues or problems.
- Global and Cultural Competency—students read and write arguments about global and cultural issues and direct writing to diverse audiences.
- Problem Solving (Research, Scholarly, and Creative Activities)—students learn to analyze complex arguments, to produce arguments informed by careful research, and to document sources following academic conventions.
- Service Learning and Civic Engagement—in service learning sections, students research and write about a significant service learning experience; in other sections, students learn how the public use of argument has the potential to affect an audience and to effect a change in their communities.
- Health and Wellness—students read arguments about, write arguments about, and discuss those intellectual, emotional, and spiritual issues that give human existence vitality and meaning.

Book Information

Stivers, C. (2002). *Gender images in public administration: Legitimacy and the administrative state*. Sage Publications.

Course Outline, Requirements & Assignment Weights, and Grading

Course Outline/Schedule – See Appendix A

Course Requirements & Assignment Weights

More information about the following assignments will be provided in class.

Attendance/Participation – 10%

Attendance at, but more importantly, participation in the movie night(s) and reading review discussions will determine this portion of your grade.

Reading Review & Discussion – 15% (3 @ 5% each)

Students will prepare questions for discussion during the time allotted. A **minimum of five questions** should be prepared per student. There is not a maximum.

Book Review – 20%

Students should prepare a 1,500-word (undergrads: 1,000-word) book review over a book of their choice related to the issues presented in class. You can use the following website as a guide: <https://www.writing-world.com/freelance/asenjo.shtml>. The book must be approved by the professor and will be due the last Sunday of the class.

Team Presentations – 15% (3 @ 5% each)

The Saturdays of class, students will collaboratively plan, present, and lead the discussion on a journal article of a research study. The groups will be given the articles and class time to do this. The presentation should include:

- 1) a summary of key findings
- 2) an analysis of the research methods used
- 3) an overview of the theories used
- 4) a critique of the study
- 5) discussion questions to help the class engage in critical Q&A

Individual Presentation – 20%

The last weekend of class, students will give a presentation to the class about a specific gender issue in public administration OR biographical review of an activist/bureaucrat/politician who fought for (a) gender-based issue(s). Each person will be responsible for teaching this to the class and will have approximately 45 minutes to do so (~30-minute presentation over the topic, ~15 minutes to engage in Q&A). Students may choose to use PowerPoint or Prezi, but it is not required. The topic must be approved by the professor.

Reflections – 20% (2 @ 10% each)

Instead of meeting the first two Sundays listed, you will be required to complete (on your own time) a 1,000-word (undergrads: 750-word) reflection on the previous two days of work. You will be graded using the rubric in Appendix B.

MORE REFLECTION INFORMATION/FORMATting

What can I discuss?

- o Your perceptions of the course and the content.
- o Experiences, ideas and observations you have had and how they relate to the course or topic.
- o What you found confusing, inspiring, difficult, interesting and why.
- o Questions you have.
- o How you:
 - solved a problem;
 - reached a conclusion;
 - found an answer;
 - reached a point of understanding.
- o Possibilities, speculations, hypotheses or solutions.
- o Alternative interpretations or different perspectives on what you have read or done.

- o Comparisons and connections between what you're learning and:
 - your prior knowledge and experience;
 - your prior assumptions and preconceptions;
 - what you know from other courses or disciplines.
- o How new ideas challenge what you already know.
- o What you need to explore next in terms of thoughts and actions.

These reflections need to be formatted in the following way:

- o 1-inch margins
- o Single-spaced
- o 12 pt. font
- o Arial, Times New Roman, or Calibri font
- o No excessive spacing
- o Include your name in the top right corner of the page
- o No cover page is needed

Grade Scale

A 90-100

B 80-89.9

C 70-79.9

D 60-69.9

F 0-59.9

Class Policies

Missing Class & Make-Up Assignments

You are all adults and should make decisions accordingly. It is your responsibility to obtain the information you missed in class, to keep up with any changes in the course outline. That being said, activities cannot be made up. If you need to miss a class due to illness (with doctor's note), family emergency, death in your immediate family, or any other grave matters, please email/phone/talk to me in person before the due date with justification, if possible. If not possible, please contact me as soon as you can.

Contesting Grades

If you have received a grade on an assignment that you see as unfair, you have the right to contest the grade with a written explanation sent to me by email. I will consider it, but I reserve the right to give the grade initially given with an explanation of why your request was denied. Final grades will NOT be changed. You will have had ample opportunity to contest your grades on assignments. For example, while figuring final grades, if I find you are one point away from the next highest grade, you will receive the lower grade. If you are .1 point from the next highest grade, you will receive the lower grade. I will NOT raise your grade at the end of the semester if you are one or two points away from the next higher grade. What you earned is what you get. If I do it for one person, I will have to do it for all.

Classroom Expectations

Participation

The success of a student's performance is directly related to the quantity and quality of preparation for and participation in classes. I fully expect participation and active engagement during class sessions.

Behavior

I expect appropriate class behavior. The classroom is a learning environment and a preparation for your entry into the workforce or continuation up the workforce ladder and/or additional higher education. I want you to come to class, exchange ideas, think, have fun, and challenge other students and me intellectually. Arriving to class late, leaving class early, talking during the lecture, sleeping in class, reading newspapers, laying your head on the desk, listening to music, and displaying other inappropriate behavior are not conducive to a learning environment. If you do not want to be in my class, please do not come, but expect repercussions.

As this class is participatory, I expect that we will be sharing our own ideas/opinions. These ideas/opinions may not always be that of your colleagues. Please be respectful! I take discrimination very seriously. Racist or sexist remarks will be considered a violation of classroom expectations and I reserve the right to refer the offender to the Office of Student Conduct.

If you are being disruptive, I will ask you to leave. If this occurs twice during the semester, you will not be allowed to return to class, and you will be referred to the Office of Student Conduct.

Technology

Bringing a laptop or iPad type of device to class is fine – in fact, I encourage it. I may even ask you to bring it for an in-class assignment. Use it well! If I catch anyone not using it properly, then I reserve the right to take away this privilege. PLEASE, NO texting during class. Period. If you have a need to have a cell phone on (e.g. if you are an emergency responder, expecting an important call, and/or going through a family emergency), please set your phone on vibrate and inform me in advance.

D2L

You all will have access to the computer-based instruction program "D2L." I will use D2L a number of ways, including e-mailing the whole class on updates and information, posting course documents (including any updates to the course outline), using it as an assignment submission tool, to post grades, and other activities. We will discuss the use D2L more in class. It is vital that you understand how to use D2L as it is essential to your success in class. If you have questions, please see me for help.

E-mail

All course e-mails will be sent to your UCO e-mail address; check your e-mails regularly! In addition, when e-mailing me, I ask that you please include GENDER IN PA with a brief explanation of what the e-mail is about in the subject line. For example, GENDER IN PA – Late Paper.

Fine Print

Illness

If you are ill/contagious, out of respect for your classmates and me, I request that you do not come to class. If this is the case, please let me know via e-mail. Please refer to "Missing Class & Make-Up Assignments" for further details on how sick days will be handled.

Incompletes

All students are expected to complete course requirements by the end of the semester. In those rare circumstances in which completion by semester's end is not possible, I may decide either to submit a final grade based on the work completed or submit a grade of "I" along with a default grade based on work completed. In no case will an "I" grade be submitted unless at least 50% of the required work has been completed by the end of the semester. If an "I" grade is submitted, the student will be allowed no more than one year from the end of the semester to complete course requirements; else, the "I" grade will convert to the default grade.

Academic Integrity

I seek to uphold equity and fairness in my classroom. Cheating of any kind will not be tolerated in consideration of your fellow students. I abide by UCO's Academic Dishonesty Policy, which is available in the syllabus attachment. If you are caught violating this policy, I will prosecute to the fullest extent possible.

ADA Statement Regarding Special Accommodations

The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations must make their requests by contacting Disability Support Services, at (405) 974-2516. The DSS Office is located in the Nigh University Center, Room 305. Students should also notify the instructor of special accommodation needs as soon as possible. Per Title IX of the Education Amendments of 1972 ("Title IX"), pregnant and parenting students may request adjustments by contacting the Title IX Coordinator, at (405) 974-3377 or TitleIX@uco.edu. The Title IX Office is located in the Lillard Administration Building, Room 114D.

UCO Policies

Any topic not covered here is covered by university policies.

Here is the link to the UCO Information Sheet. This information sheet applies to all courses at UCO. The link:

<http://www.uco.edu/academic-affairs/files/aa-forms/StudentInfoSheet.pdf>

Weekend	Day	Time	Topic/Activity
Weekend 1	Friday	5:30 PM	Introduction
		6:30 PM	Documentary
		7:45 PM	Documentary Discussion
		9:30 PM	END
	Saturday	9:00 AM	Lecture
		10:30 AM	Reading Review & Discussion
		12:00 PM	Lunch
		1:00 PM	Journal Article Presentation Work
		2:00 PM	Journal Article Presentations
		4:00 PM	Book Review, Presentation Overview, & Wrap-Up
		5:00 PM	END
	Sunday		Reflection due to Assignments in D2L
Weekend 2	Friday	5:30 PM	Debrief
		6:30 PM	Documentary
		7:45 PM	Documentary Discussion
		9:30 PM	END
	Saturday	9:00 AM	Lecture
		10:30 AM	Reading Review & Discussion
		12:00 PM	Lunch
		1:00 PM	Journal Article Presentation Work
		2:00 PM	Journal Article Presentations
		4:00 PM	Activity & Wrap-Up
		5:00 PM	END
	Sunday		Reflection due to Assignments in D2L
Weekend 3	Friday	5:30 PM	Debrief
		6:30 PM	Book Reviews - Synopses
		7:45 PM	Activity
		9:30 PM	END
	Saturday	9:00 AM	Lecture
		10:30 AM	Reading Review & Discussion
		12:00 PM	Lunch
		1:00 PM	Individual Presentations
		5:00 PM	END
	Sunday		

Criteria	Superior (54-60 points)	Sufficient (48-53 points)	Minimal (1-47 points)	Unacceptable (0 points)
Depth of Reflection (25% of total points) ___/15	Response demonstrates an in-depth reflection on, and personalization of, the theories, concepts, and/or strategies presented. Viewpoints and interpretations are insightful and well supported. Clear, detailed examples are provided, as applicable.	Response demonstrates a general reflection on, and personalization of, the theories, concepts, and/or strategies presented in the course. Viewpoints and interpretations are supported. Appropriate examples are provided, as applicable.	Response demonstrates a minimal reflection on, and personalization of, the theories, concepts, and/or strategies presented in the course. Viewpoints and interpretations are unsupported or supported with flawed arguments. Examples, when applicable, are not provided or are irrelevant to the assignment.	Response demonstrates a lack of reflection on, or personalization of, the theories, concepts, and/or strategies presented in the course. Viewpoints and interpretations are missing, inappropriate, and/or unsupported. Examples, when applicable, are not provided.
Required Components (25% of total points) ___/15	Response includes all components and meets or exceeds all requirements indicated in the instructions. Each question or part of the assignment is addressed thoroughly.	Response includes all components and meets all requirements indicated in the instructions. Each question or part of the assignment is addressed.	Response is missing some components and/or does not fully meet the requirements indicated in the instructions. Some questions or parts of the assignment are not addressed.	Response excludes essential components and/or does not address the requirements indicated in the instructions. Many parts of the assignment are addressed minimally, inadequately, and/or not at all.
Structure (25% of total points) ___/15	Writing is clear, concise, and well organized with excellent sentence/paragraph construction. Thoughts are expressed in a coherent and logical manner. There are no more than three spelling, grammar, or syntax errors per page of writing.	Writing is mostly clear, concise, and well organized with good sentence/paragraph construction. Thoughts are expressed in a coherent and logical manner. There are no more than five spelling, grammar, or syntax errors per page of writing.	Writing is unclear and/or disorganized. Thoughts are not expressed in a logical manner. There are more than five spelling, grammar, or syntax errors per page of writing.	Writing is unclear and disorganized. Thoughts ramble and make little sense. There are numerous spelling, grammar, or syntax errors throughout the response.
Evidence and Practice (25% of total points) ___/15	Response shows strong evidence of synthesis of ideas presented and insights gained.	Response shows evidence of synthesis of ideas presented and insights gained.	Response shows little evidence of synthesis of ideas presented and insights gained.	Response shows no evidence of synthesis of ideas presented and insights gained.