MEMORANDUM

To: Ms. Jinawa McNeil  
   Chair, UMES Senate

From: Dr. Latasha Wade  
   Chair, Senate Academic Affairs Committee

Date: September 2, 2015

Re: Proposal for Course, Program, or Curriculum Status Change from the Department of Education

On May 7, 2015, the Senate Academic Affairs Committee (SAAC) received a proposal from the Department of Education to create a new course SPED 698 (Independent Study in Special Education). The course can be taken from one to a maximum of 6 credits.

Members of the SAAC independently reviewed the course proposal on August 31st.

On September 1st, members of the SAAC voted electronically to approve the requested course change with no recommended modifications.

SAAC Members:
Kate Brown, Ph.D. 
Derrek Dunn, Ph.D. 
Nydia Gregory, Ph.D. 
Gail Lankford, M.Ed. 
Malinda Cecil, Ph.D. 
Kingsley Ejiogu, Ph.D. 
Ali Ishaque, Ph.D. 
Latasha Wade, Pharm.D.
MEMORANDUM

To: Dr. Kimberly Whitehead  
   Associate Vice President for Academic Affairs

From: Jennifer Keane-Dawes  
     Dean

Date: May 4, 2015

Re: Proposal for Course, Program or Curriculum Status Changes in the Department of Education

1. **Department of Education**: The department proposed to make changes to the Special Education Program Curriculum; specifically to add SPED 698 (Independent Study).

The Curriculum Committee of the Department of Education, the Curriculum Committee of the Graduate Council, and the Graduate Council reviewed and approved the proposal listed above. The Graduate Council gave final approval on April 28, 2015.

**Recommendations**

Please encourage the Senate to review and approve this curriculum matter. Thank you.

/dmp

Attachment
INTERNAL MEMORANDUM

DATE: March 4, 2015
TO: Dr. Jennifer Keane-Dawes
FROM: Patrick R. Liverpool, DBA
Provost and Vice President for Academic Affairs

RE: Proposed Curriculum Changes for Education

Enclosed are proposed course change forms for the Education Department. The enclosed have been reviewed and approved by the respective Chairperson, Department curriculum committee and the SAP Curriculum Committee.

Enclosures

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March 4, 2015

TO: Dr. Patrick R. Liverpool  
Provost and Vice President for Academic Affairs

FROM: Dr. Ray J. Davis  
Dean

RE: Proposed Curriculum Changes for Criminal Justice, Education, English and Modern Languages, and Social Sciences

Enclosed are proposed course change forms for the following SAP departments: Criminal Justice, Education, English and Modern Languages, and Social Sciences. I have reviewed and approved the proposed changes. The enclosed have also been reviewed and approved by the respective Chairperson, department curriculum committee, and SAP Curriculum Committee.

Thank you in advance for your support and for facilitating the approval process. Please let me know if there are questions and/or concerns.

Cc: Dr. Robert A. Harleston  
Dr. Jacqueline Brice-Finch  
Dr. Joyce A. Bell  
Dr. Gretchen E. Foust

Enclosures
To: Dr. Davis, Dean, School of Arts and Professions

From: Gretchen Foust, Chair, School of Arts and Professions Curriculum Committee

Date: February 24, 2015

The School of Arts and Professions Curriculum Committee received the attached Education Department proposal to add SPED 698, and independent study course, on 2/20/2015 and voted to approve this proposal on 2/24/2014.

Committee members:

Gretchen Foust
Michel Demanche
Carole Champagne
Joshua Wright
Brian Perez
MEMORANDUM

February 20, 2015

TO: Dr. Ray Davis, Dean, School of the Arts and Professions
FROM: Dr. Kimberly Poole-Sykes, Interim Chair, Department of Education
RE: Approval of Proposed Changes to Special Education Program

I respectfully submit and approve the enclosed curriculum change to add a new course to the Department of Education’s Special Education Program. The proposed change supports a new independent study course SPED 698 where students will be allowed to refine and expand their skill and knowledge base in critical areas of study in special education.
MEMORANDUM

TO: Dr. Kimberly Poole-Sykes
   Interim Chair, Education Department

FROM: Dr. Gretchen Foust
       Chair, Education Department Curriculum Committee

RE: Special Education course proposal

DATE: February 20, 2015

Dr. Poole-Sykes:

The Education Department Curriculum Committee has approved the enclosed course proposal for a Special Education course, SPED 698 – Independent Study.

Committee members: Dr. Gretchen Foust, Dr. Derry Stu fft, Dr. Mary Agnew, Dr. Michael Patterson
DIRECTIONS:

Provide one set of forms for each course, curriculum or program change. Submit one signed copy. All proposals must have the following: old catalogue description, new catalogue description, start date, course prerequisites, course co-requisites, course outline (topics only), course objectives, and course learning outcomes, effects on staff and/or facility, and lab fees.

Each reviewing committee must complete a memorandum with the following information. Date proposal was received, list of members of the committee, the vote of the committee for approval, and a minority report if objections or reservations were raised about the proposal. This memorandum will proceed to the next level with a copy sent to the department of origin for the proposal. The one hard copy of the forms must be sent through the process. All proposals must be sent in electronic form for easier review by the various committees.

Proposals must have a date received line and a date acted upon line. A memo must be sent forward by each committee regarding the action of that committee to the next level with a copy of that memorandum sent to the originating department. Upon action by the Senate, a copy of that action will be submitted by the Senate chair or the Chair of the Academic Affairs committee to the originating department chair.

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School: ☑ Ag & Natural Sciences ☑ Arts and Professions ☑ Business and Technology
☑ Health Professions ☑ Library Services

DEPARTMENT: Education

PRESENT COURSE

☐ Change ☐ Eliminate ☑ Add

Prefix & Number: ☐ Credit Hours: 

Title:

Start Date: ☐ Fall ☐ Spring ☐ Summer I ☐ Summer II ☐ Summer III ☐ Winter Year:

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NEW COURSE

Prefix & Number: SPED 698 Credit Hours: 1-6

Title: Independent Study in Special Education

Start Date: ☑ Fall ☐ Spring ☐ Summer I ☐ Summer II ☐ Summer III ☐ Winter Year: 2015
Title: Independent Study in Special Education

Course Title:

Old Catalogue Description:

New Catalogue Description: This course is designed to refine and expand the student's skill and knowledge base in critical areas of study in special education. This self-directed course is individualized to meet the student's professional and academic needs. The student develops an independent and detailed plan of study, including goals and objectives, under a faculty member's mentorship. Successful completion of a significant research or clinical project is required.

Prerequisites: Special education graduate student major; regular admittance, and permission of the instructor. Student should have earned a minimum of 12 graduate credits with a 3.0 grade point average.

Co-requisites:
Course Outline (Topics Only): 1) Identify a research-based area of inquiry; 2) Develop goals, objectives, and strategies; 3) Create plan for implementation
Course Objectives: To refine and expand the student’s skill and knowledge base in critical areas of study in special education.

Course Learning Outcomes: The student develops an independent and detailed plan of study, including goals and objectives, under a faculty member’s mentorship. The final product is a research or clinical project.

Effects on staff and/or facility: None

Lab Fee (if required):

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