 Valdosta State University Curriculum Form • CURRICULUM CHANGE OR REVISED CATALOG COPY		Date of Submission: 01/10/2022	
<i>*Course/curriculum change or addition originates with a faculty member or curriculum committee in the Academic Program.</i>			
College:	College of Education and Human Services	Dept. Initiating Request:	LTWD
Requestor's Name:	Gwen Scott Ruttencutter, PhD	Requestor's Role:	Faculty
Check One Option:	<input type="checkbox"/> Curriculum Change <i>(Changes to Program/Degree)</i>	<input checked="" type="checkbox"/> Revised Catalog Copy <i>(New Learning Outcomes, Admissions/Program Policies, Narrative, etc.)</i>	
Program Level:	Course Classification:	Semester to be Effective:	Year to be Effective:
<input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	<input checked="" type="checkbox"/> Core (Area A-E) <input checked="" type="checkbox"/> Major Requirement <input type="checkbox"/> Elective	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	2022
Degree/Program Name:	B.S. Degree with a Major in Office Administration and Technology		
Current Catalog URL:	http://catalog.valdosta.edu/undergraduate/academic-programs/education-human-services/leadership-technology-workforce-development/bs-office-administration-technology/		
Present Requirements:		Proposed Requirements: <i>(hover over for instructions)</i>	
Core Curriculum 60 Core Areas A-E (See VSU Core Curriculum) 42 Area F Requirements ACED 1100 Introduction to Business 3 ACED 2000 Beginning Keyboarding 3 ACED 2400 Computer Technology for the Workplace 3 or CS 1000 Introduction to Microcomputers and Applications Area F Electives 9 Select 9 hours from the following: ACCT 2101 Principles of Accounting I BUSA 2106 The Environment of Business ECON 1500 Survey of Economics ECON 2106 Principles of Microeconomics Other advisor-approved technology- or business-related elective All courses in Area F must be completed with a grade of "C" or better. Major Course Requirements 60 ACED 2050 Communications for the Workplace 3 ACED 2300 Intermediate Keyboarding 3 ACED 2700 Desktop Publishing 3 ACED 3000 Office Calculations and Recordkeeping 3		Core Curriculum 60 Core Areas A-E (See VSU Core Curriculum) 42 Area F Requirements ACED 1100 Introduction to Business 3 ACED 2000 Beginning Keyboarding 3 ACED 2400 Computer Technology for the Workplace 3 or CS 1000 Introduction to Microcomputers and Applications Area F Electives 9 Select 9 hours of 1000-2000 level from the following: ACED, ECON, BUSA, ACCT, TCSG <i>ACCT 2101 Principles of Accounting I</i> <i>BUSA 2106 The Environment of Business</i> <i>ECON 1500 Survey of Economics</i> <i>ECON 2106 Principles of Microeconomics</i> <i>Other advisor-approved technology- or business-related elective</i> All courses in Area F must be completed with a grade of "C" or better. Major Course Requirements 60 ACED 2050 Communications for the Workplace 3 ACED 2300 Intermediate Keyboarding 3 ACED 2700 Desktop Publishing 3 ACED 3000 Office Calculations and Recordkeeping 3	

ACED 3101 & ACED 3150	Computerized Office Accounting and Computer Systems for the Office	6	ACED 3101 & ACED 3150	Computerized Office Accounting and Computer Systems for the Office	63
ACED 3150	Computer Systems for the Office	3	ACED 3150	Computer Systems for the Office	3
ACED 3400	Applied Computer Technology	3	ACED 3400	Applied Computer Technology	3
ACED 3610	Web Design and Multimedia	3	ACED 3610	Web Design and Multimedia	3
ACED 4020	Virtual Office Technology	3	ACED 4020	Virtual Office Technology	3
ACED 4050	Workforce Development and Management for Technical Leaders	3	ACED 4050	Workforce Development and Management for Technical Leaders	3
ACED 4070	Advanced Document Processing	3	ACED 4070	Advanced Document Processing	3
ACED 4160	Administrative Office Procedures	3	ACED 4160	Administrative Office Procedures	3
ACED 4820	Project Management for Technical Leaders	3	ACED 4820	Project Management for Technical Leaders	3
ACED 4300	Practicum in Adult and Career Education	3	ACED 4300	Practicum in Adult and Career Education	3
or ACED 2940	Basic Admin Office Tech Skills		or ACED 2940	Basic Admin Office Tech Skills	
Guided Electives		18	Guided Electives		18
Students need a total of 39 hours of course work at the 3000-4000 level in the Major and Guided Electives;			6-9 hours at 3000 or 4000 level course work and 9-12 hours at 1000-4000 level course work. A student must have a total of 39 hours of course work at the 3000-4000 level in the Major and Guided Electives.		
ACED 2940	Basic Admin Office Tech Skills		<i>ACED 2940 Basic Admin Office Tech Skills</i>		
ACED 3600	History and Philosophy of Career Education		<i>ACED 3600 History and Philosophy of Career Education</i>		
ACED 3800	Multicultural Workforce Issues for Technical Leaders		<i>ACED 3800 Multicultural Workforce Issues for Technical Leaders</i>		
ACED 3940	Interm Admin Office Tech Skills		<i>ACED 3940 Interm Admin Office Tech Skills</i>		
ACED 4300	Practicum in Adult and Career Education		<i>ACED 4300 Practicum in Adult and Career Education</i>		
ACED 4550	Health and Safety in the Work Environment		<i>ACED 4550 Health and Safety in the Work Environment</i>		
ACED 4810	Contemporary Skills for the Workplace		<i>ACED 4810 Contemporary Skills for the Workplace</i>		
ACED 4830	Technology, Work and Performance for Technical Leaders		<i>ACED 4830 Technology, Work and Performance for Technical Leaders</i>		
ACCT 2102	Principles of Accounting II		<i>ACCT 2102 Principles of Accounting II</i>		
AFAM 2020	Race, Class, and Gender		<i>AFAM 2020 Race, Class, and Gender</i>		
BUSA 2100	Applied Business Statistics		<i>BUSA 2100 Applied Business Statistics</i>		
BUSA 2106	The Environment of Business		<i>BUSA 2106 The Environment of Business</i>		
BUSA 3200	Free Enterprise Education		<i>BUSA 3200 Free Enterprise Education</i>		
COMM 1100	Human Communication		<i>COMM 1100 Human Communication</i>		
COMM 1110	Public Speaking		<i>COMM 1110 Public Speaking</i>		
COMM 2300	Interpersonal Communication		<i>COMM 2300 Interpersonal Communication</i>		
CS 1010	Algorithmic Problem Solving		<i>CS 1010 Algorithmic Problem Solving</i>		
CS 1301	Principles of Programming I		<i>CS 1301 Principles of Programming I</i>		
ECON 1500	Survey of Economics		<i>ECON 1500 Survey of Economics</i>		
ECON 2105	Principles of Macroeconomics		<i>ECON 2105 Principles of Macroeconomics</i>		
ECON 2106	Principles of Microeconomics				
ENGL 2080	Grammar and Style				

ENGL 3010	Professional Writing	<i>ECON 2106</i>	<i>Principles of Microeconomics</i>
ENGL 3020	Technical Writing and Editing	<i>ENGL 2080</i>	<i>Grammar and Style</i>
FIN 1500	Fundamentals of Personal Finance	<i>ENGL 3010</i>	<i>Professional Writing</i>
FIN 3350	Financial Management	<i>ENGL 3020</i>	<i>Technical Writing and Editing</i>
KSPE 2000	Health and Wellness for Life	<i>FIN 1500</i>	<i>Fundamentals of Personal Finance</i>
LEAS 1100	Introduction to Paralegalism	<i>FIN 3350</i>	<i>Financial Management</i>
LEAS 3200	Legal Research I	<i>KSPE 2000</i>	<i>Health and Wellness for Life</i>
LEAS 3201	Legal Research II	<i>LEAS 1100</i>	<i>Introduction to Paralegalism</i>
LEAS 3230	Criminal Law and Procedure for the Paralegal	<i>LEAS 3200</i>	<i>Legal Research I</i>
ORGL 4210	Consumer Law	<i>LEAS 3201</i>	<i>Legal Research II</i>
ORGL 4220	Administrative Law	<i>LEAS 3230</i>	<i>Criminal Law and Procedure for the Paralegal</i>
ORGL 4230	The Law of Real Property Transactions	<i>ORGL 4210</i>	<i>Consumer Law</i>
MGNT 3250	Management and Organization Behavior	<i>ORGL 4220</i>	<i>Administrative Law</i>
MGNT 3910	Small Business Management	<i>ORGL 4230</i>	<i>The Law of Real Property Transactions</i>
MGNT 4000	Human Resource Management	<i>MGNT 3250</i>	<i>Management and Organization Behavior</i>
MGNT 4800	International Management	<i>MGNT 3910</i>	<i>Small Business Management</i>
MKTG 3050	Introduction to Marketing	<i>MGNT 4000</i>	<i>Human Resource Management</i>
MKTG 4680	International Marketing	<i>MGNT 4800</i>	<i>International Management</i>
MKTG 4750	Marketing of Services	<i>MKTG 3050</i>	<i>Introduction to Marketing</i>
ORGL 3000	Reflective Seminar I: Self as Learner	<i>MKTG 4680</i>	<i>International Marketing</i>
ORGL 3050	Reflective Seminar II: Self in Context	<i>MKTG 4750</i>	<i>Marketing of Services</i>
ORGL 4000	Reflective Seminar III: Transforming Self, Self-Transformation	<i>ORGL 3000</i>	<i>Reflective Seminar I: Self as Learner</i>
POLS 3600	Introduction to Public Administration	<i>ORGL 3050</i>	<i>Reflective Seminar II: Self in Context</i>
POLS 3610	Public Administration and Public Policy Formation	<i>ORGL 4000</i>	<i>Reflective Seminar III: Transforming Self, Self-Transformation</i>
POLS 4600	Government Organization and Administrative Theory	<i>POLS 3600</i>	<i>Introduction to Public Administration</i>
POLS 4610	Public Personnel Administration	<i>POLS 3610</i>	<i>Public Administration and Public Policy Formation</i>
POLS 4620	Public Finance Administration	<i>POLS 4600</i>	<i>Government Organization and Administrative Theory</i>
POLS 4650	Intergovernmental Relations	<i>POLS 4610</i>	<i>Public Personnel Administration</i>
POLS 4670	Quality Management in Public Administration	<i>POLS 4620</i>	<i>Public Finance Administration</i>
PSYC 3800	Industrial/Organizational Psychology	<i>POLS 4650</i>	<i>Intergovernmental Relations</i>
or other advisor-approved electives		<i>POLS 4670</i>	<i>Quality Management in Public Administration</i>
Total hours required for the degree	120	<i>PSYC 3800</i>	<i>Industrial/Organizational Psychology or other advisor-approved electives</i>
		Total hours required for the degree	120

Justification: (select one or more of the following and provide appropriate narrative below:)

- Improving student learning outcomes
 Mandate of State/Federal/Accrediting Agency
 Adopting current best practice(s) in field
 Other –

These changes allow learners greater flexibility in crafting a degree that best meets their professional goals as office administrators. These changes also offer greater flexibility in accepting technical college coursework as part of existing articulation agreements with institutions in the TCSG.

Source of Data to Support Change (select one or more of the following):

- Indirect Measures; SOIs, student/employer/alumni surveys, etc.
- Direct Measures; Materials collected/evaluated for program assessment (tests/portfolios/assignments, etc.)

Plans for assessing course effectiveness/meeting program learning outcomes

(select one or more of the following and provide appropriate narrative below):

- Indirect Measures; SOIs, student/employer/alumni surveys, etc.
- Direct Measures; Materials collected/evaluated for program assessment (tests/portfolios/assignments, etc.)
- Other Data Source Descriptions –

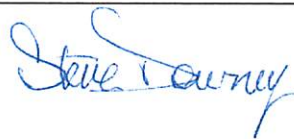

The proposed revisions will be assessed using the following measures:


Indirect measures:

- SOIs for each ACED courses
- OAT majors' ePortfolios, which are completed during capstone courses, by those who earned Experiential Learning Credit
- OAT majors' survey, which is completed during ACED 4300
- Survey of all OAT majors completed each Fall and Spring semesters during their capstone course

direct measures:

- Student learning outcomes will be measured across the major courses using program assessments and project-specific rubrics.

Approvals:	Print:	Signature:	Date:
Department Head	Steve Downey		1/31/2022
College/Division Executive Committee			
Dean/Director	Karla Hull	DocuSigned by:  25C1E42B6010420...	2/9/2022 4:22 PM EST
Graduate Executive Committee (for graduate course)			
Graduate Dean (for graduate course)			
Academic Committee			
<p>*Will this change impact another college/department?</p>		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes [select college & indicate department(s)]	
College:	Select One.	Department(s):	

 Valdosta State University Curriculum Form • CURRICULUM CHANGE OR REVISED CATALOG COPY		Date of Submission:	01/10/2022
*Course/curriculum change or addition originates with a faculty member or curriculum committee in the Academic Program.			
College:	College of Education and Human Services	Dept. Initiating Request:	Leadership, Technology, Workforce Development
Requestor's Name:	Pamela Dobbins	Requestor's Role:	Faculty
Check One Option:	<input type="checkbox"/> Curriculum Change <i>(Changes to Program/Degree)</i>	<input checked="" type="checkbox"/> Revised Catalog Copy <i>(New Learning Outcomes, Admissions/Program Policies, Narrative, etc.)</i>	
Program Level:	Course Classification:	Semester to be Effective:	Year to be Effective:
<input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	<input checked="" type="checkbox"/> Core (Area A-E) <input checked="" type="checkbox"/> Major Requirement <input type="checkbox"/> Elective	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	2022
Degree/Program Name:	B.S.Ed. Degree with a Major in Workforce Education and Development: Secondary Career-Technical Education Option		
Current Catalog URL:	http://catalog.valdosta.edu/undergraduate/academic-programs/education-human-services/leadership-technology-workforce-development/bsed-workforce-education-development/		
Present Requirements:		Proposed Requirements: <i>(hover over for instructions)</i>	
Core Curriculum 60		Core Curriculum 60	
Core Areas A-E (See VSU Core Curriculum) 42		Core Areas A-E (See VSU Core Curriculum) 42	
Area F Requirements		Area F Requirements	
EDUC 2110	Investigating Critical and Contemporary Issues in Education 3	EDUC 2110	Investigating Critical and Contemporary Issues in Education 3
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity 3	EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity 3
EDUC 2130	Exploring Learning and Teaching 3	EDUC 2130	Exploring Learning and Teaching 3
ACED 2900	Basic Theory in Adult and Career Education 3	ACED 2900	Basic Theory in Adult and Career Education 3
ACED 2950	Basic Skills in Adult and Career Education 3	ACED 2950	Basic Skills in Adult and Career Education 3
ACED 2960	Intermediate Skills in Adult and Career Education 3	ACED 2960	Intermediate Skills in Adult and Career Education 3
All courses in Area F must be completed with a grade of "C" or better.		All courses in Area F must be completed with a grade of "C" or better.	
College of Education and Human Services Health and Physical Education Requirements - required in Secondary Option 6		<i>College of Education and Human Services Health and Physical Education Requirements - required in Secondary Option 6</i>	

KSPE 2000 & KSPE 2150	Health and Wellness for Life and First Aid - CPR	4	<i>KSPE 2000 & KSPE 2150</i>	<i>Health and Wellness for Life and First Aid - CPR</i>	<i>4</i>
Two KSPE Fitness/Activity Courses		2	<i>Two KSPE Fitness/Activity Courses</i>		<i>2</i>
Major Course Requirements		60	Major Course Requirements		60
PSYC 3130	Educational Psychology for Teachers of Adults	3	<i>PSYC 3130</i>	<i>Educational Psychology for Teachers of Adults</i>	<i>3</i>
ACED 2400	Computer Technology for the Workplace	3	<u>ACED 3800</u>	<u>Multicultural Workforce Issues for Technical Leaders</u>	<u>3</u>
ACED 4410	New Teacher Institute	3	ACED 2400	Computer Technology for the Workplace	3
ACED 4430	Advanced New Teacher Institute	3	ACED 4410	New Teacher Institute	3
ACED 3600	History and Philosophy of Career Education	3	ACED 4430	Advanced New Teacher Institute	3
ACED 4710	Classroom and Laboratory Management	3	ACED 3600	History and Philosophy of Career Education	3
ACED 4670	Techniques of Student Evaluation in Adult and Career Education	3	ACED 4710	Classroom and Laboratory Management	3
ACED 4810	Contemporary Skills for the Workplace	3	ACED 4670	Techniques of Student Evaluation in Adult and Career Education	3
ACED 3650	Ethics and Liability in Adult and Career Education	3	ACED 4810	Contemporary Skills for the Workplace	3
SPEC 3000	Serving Students with Diverse Needs	3	ACED 3650	Ethics and Liability in Adult and Career Education	3
ACED 4560	Safety and Health in the Career Education Classroom	3	SPEC 3000	Serving Students with Diverse Needs	3
ACED 3850	Principles of Adult Education	3	ACED 4560	Safety and Health in the Career Education Classroom	3
ACED 3500	Beginning Adult and Career Teacher Competency Development	3	ACED 3850	Principles of Adult Education	3
ACED 3510	Advanced Theory in Adult and Career Education	3	ACED 3500	Beginning Adult and Career Teacher Competency Development	3
ACED 3520	Advanced Skills in Adult and Career Education	3	ACED 3510	Advanced Theory in Adult and Career Education	3
ACED 4780	Internship in Teaching Career Education	12	ACED 3520	Advanced Skills in Adult and Career Education	3
Guided Electives		3	ACED 4780	Internship in Teaching Career Education	12
Total hours required for the degree		126	<i>Guided Electives</i> <u>ELECTIVES (3000-4000 Level)</u>		<i>3</i>
			Total hours required for the degree		<i>126</i> <u>120</u>

Justification: (select one or more of the following and provide appropriate narrative below:)

- Improving student learning outcomes
 Mandate of State/Federal/Accrediting Agency
 Adopting current best practice(s) in field
 Other –

The USG has mandated educator prep programs be at 120 hours to help with time and cost to students due to the need for educators.

Source of Data to Support Change (select one or more of the following):

- Indirect Measures; SOIs, student/employer/alumni surveys, etc.
 Direct Measures; Materials collected/evaluated for program assessment (tests/portfolios/assignments, etc.)

Plans for assessing course effectiveness/meeting program learning outcomes
 (select one or more of the following and provide appropriate narrative below):

- Indirect Measures; SOIs, student/employer/alumni surveys, etc.
 Direct Measures; Materials collected/evaluated for program assessment (tests/portfolios/assignments, etc.)
 Other Data Source Descriptions –


1. Feedback from university-distributed SOIs, program-produced surveys, and/or Advisory Board Meeting minutes will be used to assess the effectiveness of the program curriculum and its delivery.
2. Student learning outcomes will be measured across the major courses using program assessments and project-specific rubrics.



Valdosta State University – Curriculum Change or Revised Catalog Copy Form

• CURRICULUM CHANGE OR REVISED CATALOG COPY

Approvals:	Print:	Signature:	Date:
Department Head	Steve Downey		1/31/2022
College/Division Executive Committee			
Dean/Director	Karla Hull	DocuSigned by: 25C1E42B6010420...	2/9/2022 4:22 PM EST
Graduate Executive Committee (for graduate course)			
Graduate Dean (for graduate course)			
Academic Committee			
*Will this change impact another college/department?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes [select college & indicate department(s)]	
College:		Department(s):	

 Valdosta State University Curriculum Form • CURRICULUM CHANGE OR REVISED CATALOG COPY		Date of Submission:	01/10/2022
*Course/curriculum change or addition originates with a faculty member or curriculum committee in the Academic Program.			
College:	College of Education and Human Services	Dept. Initiating Request:	Department of Leadership, Technology, and Workforce Development
Requestor's Name:	Dr. Diane Wright Roberts	Requestor's Role:	Faculty
Check One Option:	<input type="checkbox"/> Curriculum Change (Changes to Program/Degree)	<input checked="" type="checkbox"/> Revised Catalog Copy (New Learning Outcomes, Admissions/Program Policies, Narrative, etc.)	
Program Level:	Course Classification:	Semester to be Effective:	Year to be Effective:
<input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	<input checked="" type="checkbox"/> Core (Area A-E) <input checked="" type="checkbox"/> Major Requirement <input type="checkbox"/> Elective	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	2022
Degree/Program Name:	B.S.Ed. Degree with a Major in Workforce Education and Development: Workforce Training and Development Option		
Current Catalog URL:	http://catalog.valdosta.edu/undergraduate/academic-programs/education-human-services/leadership-technology-workforce-development/bsed-workforce-education-development/		
Present Requirements:		Proposed Requirements: <i>(hover over for instructions)</i>	
Code	Title	Hours	Code Title Hours
	Core Curriculum	60	Core Curriculum 60
	Core Areas A-E (See VSU Core Curriculum)	42	Core Areas A-E (See VSU Core Curriculum) 42
	Area F Requirements	18	Area F Requirements 18
	Credit hours from completed approved technical college applied associate's degree program or the equivalent as evidenced by recognized industry-granted certificates, credentials, licences, military training, and/or prior learning/technical work experience		Credit hours from completed approved technical college applied associate's degree program or the equivalent as evidenced by recognized industry-granted certificates, credentials, licences, military training, and/or prior learning/technical work experience
	Major Course Requirements	42	Major Course Requirements 42
ACED 2050	Communications for the Workplace	3	ACED 2050 <i>Communications for the Workplace</i> 3
ACED 2800	Technical Organization Leadership	3	ACED 2800 ACED 3400 Applied Computer Technology 3
ACED 3600	History and Philosophy of Career Education	3	ACED 2800 Technical Organization Leadership 3
ACED 3650	Ethics and Liability in Adult and Career Education	3	ACED 3600 History and Philosophy of Career Education 3
ACED 3850	Principles of Adult Education	3	ACED 3650 Ethics and Liability in Adult and Career Education 3

ACED 3860	Program Development in Adult and Continuing Education	3	ACED 3850	Principles of Adult Education	3
ACED 4510	Curriculum Development in Adult and Career Education	3	ACED 3860	Program Development in Adult and Continuing Education	3
ACED 4670	Techniques of Student Evaluation in Adult and Career Education	3	ACED 4510	Curriculum Development in Adult and Career Education	3
ACED 4690	Instructional Methods and Materials in Adult and Career Education	3	ACED 4670	Techniques of Student Evaluation in Adult and Career Education	3
ACED 4710	Classroom and Laboratory Management	3	ACED 4690	Instructional Methods and Materials in Adult and Career Education	3
ACED 4810	Contemporary Skills for the Workplace	3	ACED 4710	Classroom and Laboratory Management	3
ACED 4820	Project Management for Technical Leaders	3	ACED 4810	Contemporary Skills for the Workplace	3
Electives		6	ACED 4820	Project Management for Technical Leaders	3
Additional Approved Credits		18	<i>Electives</i> ELECTIVES (3000-4000 Level)		6
Credit hours from completed approved technical college applied associate's degree program or equivalent (spillover from Area F)			Additional Approved Credits		18
Total hours required for the degree		120	Credit hours from completed approved technical college applied associate's degree program or equivalent (spillover from Area F)		
			Total hours required for the degree		120

Justification: (select one or more of the following and provide appropriate narrative below:)

- Improving student learning outcomes
 Mandate of State/Federal/Accrediting Agency
 Adopting current best practice(s) in field
 Other –

To provide students with the required 39 upper-level credit hours needed for graduation.

Source of Data to Support Change (select one or more of the following):

- Indirect Measures; SOIs, student/employer/alumni surveys, etc.
 Direct Measures; Materials collected/evaluated for program assessment (tests/portfolios/assignments, etc.)

Plans for assessing course effectiveness/meeting program learning outcomes

(select one or more of the following and provide appropriate narrative below):

- Indirect Measures; SOIs, student/employer/alumni surveys, etc.
 Direct Measures; Materials collected/evaluated for program assessment (tests/portfolios/assignments, etc.)
 Other Data Source Descriptions –

1. Feedback from university-distributed SOIs, program-produced surveys, and/or Advisory Board Meeting minutes will be used to assess the effectiveness of the program curriculum and its delivery.
2. Student learning outcomes will be measured across the major courses using program assessments and project-specific rubrics.




Valdosta State University – Curriculum Change or Revised Catalog Copy Form

• CURRICULUM CHANGE OR REVISED CATALOG COPY

Approvals:	Print:	Signature:	Date:
Department Head	Steve Downey		1/31/2022
College/Division Executive Committee			
Dean/Director	Karla Hull	DocuSigned by: 25C1E42B6010420...	2/9/2022 4:22 PM EST
Graduate Executive Committee (for graduate course)			
Graduate Dean (for graduate course)			
Academic Committee			

***Will this change impact another college/department?** No Yes *[select college & indicate department(s)]*

College:	<i>Select One.</i>	Department(s):	
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 Valdosta State University Curriculum Form • CURRICULUM CHANGE OR REVISED CATALOG COPY			Date of Submission:	01/10/2022	
*Course/curriculum change or addition originates with a faculty member or curriculum committee in the Academic Program.					
College:	College of Education and Human Services	Dept. Initiating Request:	Department of Leadership, Technology, and Workforce Development		
Requestor's Name:	Dr. Diane Wright Roberts	Requestor's Role:	Faculty		
Check One Option:	<input type="checkbox"/> Curriculum Change <i>(Changes to Program/Degree)</i>	<input checked="" type="checkbox"/> Revised Catalog Copy <i>(New Learning Outcomes, Admissions/Program Policies, Narrative, etc.)</i>			
Program Level:	Course Classification:	Semester to be Effective:	Year to be Effective:		
<input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	<input checked="" type="checkbox"/> Core (Area A-E) <input checked="" type="checkbox"/> Major Requirement <input type="checkbox"/> Elective	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	2022		
Degree/Program Name:	B.S.Ed. Degree with a Major in Workforce Education and Development: Technical Leadership Option				
Current Catalog URL:	http://catalog.valdosta.edu/undergraduate/academic-programs/education-human-services/leadership-technology-workforce-development/bsed-workforce-education-development/				
Present Requirements:			Proposed Requirements: <i>(hover over for instructions)</i>		
Code	Title	Hours	Code	Title	Hours
	Core Curriculum	60		Core Curriculum	60
	Core Areas A-E (See VSU Core Curriculum)	42		Core Areas A-E (See VSU Core Curriculum)	42
Area F Requirements			Area F Requirements		
ACED 1100 or ACED 2050	Introduction to Business Communications for the Workplace	3	ACED 1100 or ACED 2050	Introduction to Business Communications for the Workplace	3
ACED 2400	Computer Technology for the Workplace (or exemption exam)	3	ACED 2400	Computer Technology for the Workplace (or exemption exam)	3
ACED 2800	Technical Organization Leadership	3	ACED 2800	Technical Organization Leadership	3
ACED 2900	Basic Theory in Adult and Career Education	3	ACED 2900	Basic Theory in Adult and Career Education	3
ACED 2950	Basic Skills in Adult and Career Education	3	ACED 2950	Basic Skills in Adult and Career Education	3
ACED 2960	Intermediate Skills in Adult and Career Education	3	ACED 2960	Intermediate Skills in Adult and Career Education	3
	Major Course Requirements	42		Major Course Requirements	42
ENGL 3010	Professional Writing	3	ENGL 3010	Professional Writing	3

ACED 3600	History and Philosophy of Career Education	3	ACED 3600	History and Philosophy of Career Education	3
ACED 3800	Multicultural Workforce Issues for Technical Leaders	3	ACED 3800	Multicultural Workforce Issues for Technical Leaders	3
ACED 4050	Workforce Development and Management for Technical Leaders	3	ACED 4050	Workforce Development and Management for Technical Leaders	3
ACED 4810	Contemporary Skills for the Workplace	3	ACED 4810	Contemporary Skills for the Workplace	3
ACED 4820	Project Management for Technical Leaders	3	ACED 4820	Project Management for Technical Leaders	3
ACED 4830	Technology, Work and Performance for Technical Leaders	3	ACED 4830	Technology, Work and Performance for Technical Leaders	3
ACED 3850	Principles of Adult Education	3	ACED 3850	Principles of Adult Education	3
ACED 3510	Advanced Theory in Adult and Career Education	3	ACED 3510	Advanced Theory in Adult and Career Education	3
ACED 3520	Advanced Skills in Adult and Career Education	3	ACED 3520	Advanced Skills in Adult and Career Education	3
ACED 4300	Practicum in Adult and Career Education	3	ACED 4300	Practicum in Adult and Career Education	3
ACED 4310	Practicum in Adult and Career Education	3	ACED 4310	Practicum in Adult and Career Education	3
ACED 4320	Practicum in Adult and Career Education	3	ACED 4320	Practicum in Adult and Career Education	3
Guided Elective (3000-4000 level)		3	Guided Elective (3000-4000 level)		3
Registered Apprenticeship Credits		18	<i>Registered Apprenticeship Credits</i>		<i>18</i>
Completion of a state-wide or federally registered apprenticeship that leads to a Journey Worker designation as defined by the US Department of Labor			<i>Completion of a state-wide or federally registered apprenticeship that leads to a Journey Worker designation as defined by the US Department of Labor</i>		
Total Hours Required for the Degree		120	<u>Credit hours from completed approved technical college applied associate's degree program or the equivalent as evidenced by recognized industry-granted certificates, credentials, licenses, military training and/or prior learning/technical work experience or registered apprenticeship Credits</u>		<u>18</u>
			Total Hours Required for the Degree		120

Justification: (select one or more of the following and provide appropriate narrative below:)

- Improving student learning outcomes
 Mandate of State/Federal/Accrediting Agency
 Adopting current best practice(s) in field
 Other –

To clarify the experiential credit requirements.

Source of Data to Support Change (select one or more of the following):

- Indirect Measures; SOIs, student/employer/alumni surveys, etc.
 Direct Measures; Materials collected/evaluated for program assessment (tests/portfolios/assignments, etc.)

Plans for assessing course effectiveness/meeting program learning outcomes

(select one or more of the following and provide appropriate narrative below):

- Indirect Measures; SOIs, student/employer/alumni surveys, etc.
 Direct Measures; Materials collected/evaluated for program assessment (tests/portfolios/assignments, etc.)
 Other Data Source Descriptions –


1. Feedback from university-distributed SOIs, program-produced surveys, and/or Advisory Board Meeting minutes will be used to assess the effectiveness of the program curriculum and its delivery.
2. Student learning outcomes will be measured across the major courses using program assessments and project-specific rubrics.



Valdosta State University – Curriculum Change or Revised Catalog Copy Form

• CURRICULUM CHANGE OR REVISED CATALOG COPY

Approvals:	Print:	Signature:	Date:
Department Head	Steve Downey		1/31/2022
College/Division Executive Committee	Karla Hull	DocuSigned by: 25C1E42B6010420...	2/9/2022 4:22 PM EST
Dean/Director			
Graduate Executive Committee (for graduate course)			
Graduate Dean (for graduate course)			
Academic Committee			
*Will this change impact another college/department?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes [select college & indicate department(s)]	
College:	Select One.	Department(s):	

 Valdosta State University Curriculum Form • CURRICULUM CHANGE OR REVISED CATALOG COPY		Date of Submission:	01/10/2022
*Course/curriculum change or addition originates with a faculty member or curriculum committee in the Academic Program.			
College:	College of Education and Human Services	Dept. Initiating Request:	Department of Leadership, Technology, and Workforce Development
Requestor's Name:	Dr. Diane Wright Roberts	Requestor's Role:	Faculty
Check One Option:	<input type="checkbox"/> Curriculum Change (Changes to Program/Degree)	<input checked="" type="checkbox"/> Revised Catalog Copy (New Learning Outcomes, Admissions/Program Policies, Narrative, etc.)	
Program Level:	Course Classification:	Semester to be Effective:	Year to be Effective:
<input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	<input checked="" type="checkbox"/> Core (Area A-E) <input checked="" type="checkbox"/> Major Requirement <input type="checkbox"/> Elective	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	2022
Degree/Program Name:	B.S.Ed. Degree with a Major in Workforce Education and Development: Human Resource Option		
Current Catalog URL:	http://catalog.valdosta.edu/undergraduate/academic-programs/education-human-services/leadership-technology-workforce-development/bsed-workforce-education-development/		
Present Requirements:		Proposed Requirements: <i>hover over for instructions</i>	
Core Curriculum 60		Core Curriculum 60	
Core Areas A-E (see VSU Core Curriculum) 42		Core Areas A-E (see VSU Core Curriculum) 42	
Area F		Area F <u>18</u>	
Completion of an approved technical college applied associate's degree program or equivalent as evidenced by recognized industry granted certificates, credentials, licenses, military training, and/or prior learning/technical work experience		Completion of an approved technical college applied associate's degree program or equivalent as evidenced by recognized industry granted certificates, credentials, licenses, military training, and/or prior learning/technical work experience	
Major Course Requirements 42		Major Course Requirements 42	
ACED 2050	Communications for the Workplace 3	ACED 2050	Communications for the Workplace 3
ACED 2800	Technical Organization Leadership 3	ACED 2800	Technical Organization Leadership 3
ACED 3600	History and Philosophy of Career Education 3	<u>ACED 3400</u>	<u>Applied Computer Technology</u> <u>3</u>
ACED 3650	Ethics and Liability in Adult and Career Education 3	ACED 3600	History and Philosophy of Career Education 3
ACED 3800	Multicultural Workforce Issues for Technical Leaders 3	ACED 3650	Ethics and Liability in Adult and Career Education 3
ACED 3850	Principles of Adult Education 3	ACED 3800	Multicultural Workforce Issues for Technical Leaders 3
		ACED 3850	Principles of Adult Education 3

ACED 3860	Program Development in Adult and Continuing Education	3	ACED 3860	Program Development in Adult and Continuing Education	3
ACED 4050	Workforce Development and Management for Technical Leaders	3	ACED 4050	Workforce Development and Management for Technical Leaders	3
ACED 4810	Contemporary Skills for the Workplace	3	ACED 4810	Contemporary Skills for the Workplace	3
ACED 4820	Project Management for Technical Leaders	3	ACED 4820	Project Management for Technical Leaders	3
PSYC 3800	Industrial/Organizational Psychology	3	PSYC 3800	Industrial/Organizational Psychology	3
MGNT 4000	Human Resource Management	3	<i>MGNT 4000</i>	<i>Human Resource Management</i>	<i>3</i>
Electives		6	ACED 4040	Introduction to Human Resource Management	3
Additional Approved Credits		18	<i>Electives</i>	ELECTIVES (3000-4000 Level)	6
Credit hours from completed approved technical college applied associate's degree program or equivalent (spillover from Area F)			Additional Approved Credits		18
Total Hours Required for the Degree		120	Credit hours from completed approved technical college applied associate's degree program or equivalent (spillover from Area F)		
			Total Hours Required for the Degree		120

Justification: (select one or more of the following and provide appropriate narrative below:)

- Improving student learning outcomes
 Mandate of State/Federal/Accrediting Agency
 Adopting current best practice(s) in field
 Other –

To provide students with the required 39 upper-level credit hours needed for graduation.

Source of Data to Support Change (select one or more of the following):

- Indirect Measures; SOIs, student/employer/alumni surveys, etc.
 Direct Measures; Materials collected/evaluated for program assessment (tests/portfolios/assignments, etc.)

Plans for assessing course effectiveness/meeting program learning outcomes

(select one or more of the following and provide appropriate narrative below):

- Indirect Measures; SOIs, student/employer/alumni surveys, etc.
 Direct Measures; Materials collected/evaluated for program assessment (tests/portfolios/assignments, etc.)
 Other Data Source Descriptions –

1. Feedback from university-distributed SOIs, program-produced surveys, and/or Advisory Board Meeting minutes will be used to assess the effectiveness of the program curriculum and its delivery.
2. Student learning outcomes will be measured across the major courses using program assessments and project-specific rubrics.

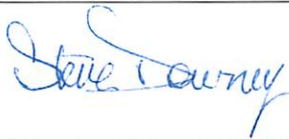



Valdosta State University – Curriculum Change or Revised Catalog Copy Form

- CURRICULUM CHANGE OR REVISED CATALOG COPY

Approvals:	Print:	Signature:	Date:
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Department Head	Steve Downey		1/31/2022
College/Division Executive Committee			
Dean/Director	Karla Hull	DocuSigned by:  25C1E42B6010420...	2/9/2022 4:22 PM EST
Graduate Executive Committee (for graduate course)			
Graduate Dean (for graduate course)			
Academic Committee			

*Will this change impact another college/department?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>[select college & indicate department(s)]</i>	
College:	<i>Select One.</i>	Department(s):	