

Graduate Council Curriculum Committee
February 2, 2015
12:00 p.m., Millican Hall 395

Agenda

1. Welcome and call to order
2. Approval of the minutes from the last meeting
3. Revisions to the English MA, Rhetoric and Comp track – CAH
4. Revisions to the Spanish MA program – CAH
5. Revisions to the TEFL graduate certificate – CAH
6. Revisions to the Gender graduate certificate – CAH
7. Revisions to the Accounting MS program – CBA
8. Addition of an Industrial Engineering MS, HC Systems Engineering track – CECS
9. Revisions to the Communication MA tracks – COS
10. Revisions to the Corporate Communication graduate certificate – COS
11. Revisions to the Criminal Justice MS, Professional track – COHPA
12. Revisions to the Criminal Justice MS, Research track – COHPA
13. Review of Courses and Special Topics
14. Adjournment

Members of the Graduate Council Curriculum Committee:

Deborah Breiter, Chair, RCHM
Steven Collins, COS
Paul Dombrowski, CAH
Charles Kelliher, CBA
Art Weeks, CECS
Steven Ebert, COM
Diane Andrews, CON
Guifang Li, COP
Donna Malvey, COHPA
Joyce Nutta, CEHP
Terrie Sypolt, LIB
Lucretia Cooney, GSA
Jana Jasinski, CGS Liaison



Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs. If there are changes to a program and the changes will affect the program tracks also, one form may be used for both the program and the track.

PLEASE NOTE: The deadline for new tracks or certificates is **February 1 of each year**. Any proposal for new tracks or certificates received after this date will not be included in the next year's catalog. Revisions to existing programs, tracks, or certificates are **due by March 15**. Any proposals for revisions received after that date will not be included in the next year's catalog. Please include catalog copy (description, curriculum, contact information, application requirements, and application deadlines). For revisions – attach the catalog copy showing changes (use Track Changes in Word).

College/Unit(s) Submitting Proposal: Arts and Humanities, Dept of Writing and Rhetoric

Proposed Effective Term/Year: Fall 15

Unit(s) Housing Program: Department of Writing and Rhetoric

Name of program, track and/or certificate: English M.A., Rhetoric and Composition Track

Brief description of program (this description will show up in the graduate catalog copy): Do not add complete catalog copy here.

No change.

DELIVERY - Will program be delivered: Face to face Completely online Mixed delivery

Admissions deadlines: (Please specify if you have a different deadline for the track than for the program?)

No changes.

Application requirements: (Please specify if you have different application requirements for the track than for the program? Will you admit directly to the track?)

No changes.

Program Director(s) and contact information: (name, email, phone, campus address, program website address)

Dr. Blake Scott, bscott@ucf.edu, 407-823-1057, P.O. Box 161345, http://writingandrhetoric.cah.ucf.edu/rhetoric.php

Please check one: this action affects a: Program Track Certificate

Please check one: this action is a(n):

- Addition. Please proceed to Part A.
- Revision. If a revision applies to multiple tracks, please list them here and then proceed to Part A:
-

- Inactivation
- Temporary Suspension of Admissions. Give Length of Suspension:
-

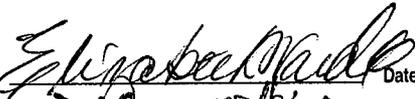
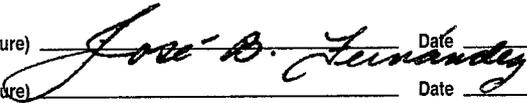
Temporary suspension of admissions: The program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

If you checked inactivation or you are temporarily suspending admissions, please go to Part B and complete it.

Signature Page

Recommend Approval (all approval levels must be signed)

Department Chair (Print)	<u>Elizabeth Wardle</u>	(Signature)		Date	<u>11/13/14</u>
College Academic Standards (Print)	<u>Lynn Hepner</u>	(Signature)		Date	<u>11/20/14</u>
College Dean (Print)	<u>Jose B. Fernandez</u>	(Signature)		Date	<u>11/24/14</u>
Graduate Council (Print)	_____	(Signature)	_____	Date	_____
Graduate Dean (Print)	_____	(Signature)	_____	Date	_____

Approval

Provost and Executive Vice President: _____ Date _____

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Research; Academic Services; Faculty Senate;
University Analysis and Planning Support; College of Graduate Studies

Part A – For additions or revisions of programs, tracks or certificates

Brief statement of rationale: (Please indicate the rationale, how it affects the unit and faculty teaching in and students enrolled in the program, track or certificate.)

We need to update our approved Restricted Electives for the program. We have the faculty to cover the new course, and these changes will ensure that students have an additional opportunity to fulfill this part of the program.

For Revisions:

Brief listing of Program Changes: (Please indicate the changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. Remember to attach the catalog copy showing changes, using Track Changes in Word.)

We are proposing two changes to the list of approved Restricted Electives: 1) Remove ENC 6429 Teaching Writing with Computers from the list; 2) Add ENC 6XXX Digital Rhetorics (newly proposed course) to the list. We have never offered nor plan to offer ENC 6429.

We are also submitting a CAR title revision for ENC 6428.

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate?

Yes No

If yes, state the name of the program or track where students are currently enrolled and provide a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? Yes No

Name Change

Are you changing the name of an existing program, track, or certificate? Yes No

If yes, provide the new name of the program, track, or certificate:

Provide the name of the current program, track, or certificate:

When is the name change effective? Please note: A name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.

Will students have the option to stay in their existing program, track, or certificate? Yes No

If you are requesting a CIP Code change for an existing program, track, or certificate, please provide:

old CIP:

new CIP:

If a name change is your only revision, stop here. Otherwise, complete the rest of Part A.

Part A - Continued

Specify the faculty who will participate in the program, track or certificate and their credentials to do so: (List faculty and a brief paragraph of their credentials.)

Impact of changes on students: Will current students be impacted by the addition or revision of a program, track or certificate? If so, how?

If applicable, provide a written agreement (email is fine) from all involved units that they are in support of, will provide courses to, or will participate in the program, track, or certificate. Please attach the correspondence and also list the units here.

If an addition, provide a statement of who is likely to enroll and why. Please state if there is licensure or certification that depends upon this education, etc. Also, complete the following table.

	Year 1	Year 2	Year 3
Headcount			
SCHs			

If an addition, indicate likely career or student outcomes upon completion: (What will students do? What will their job titles be?)

Part A - Continued

If an addition or there are substantial REVISIONS to existing tracks or certificates, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	No. assistantship students	Source of funds	No. fellowship students (specify fellowship)	No. tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

Checklist of items to be provided:

- Electronic graduate catalog copy for additions; track changes included if there are revisions. (required)
- Attach all appropriate course action requests that will be necessary to implement the changes. (required)
- Emails showing consultation with other units. (if applicable)
- If an addition, list of 1-3 students and 1-3 faculty for profiles in the graduate catalog (provide email address so Graduate Studies can contact them to write profiles and take photos). You may provide draft copy of profiles if you wish.
- If an addition, what disciplines does this program, track or certificate belong to? What other UCF graduate programs, tracks, or certificates are related to it? This information will be used to provide additional links for prospective students to search in the online graduate catalog.

Part B – For inactivations or suspensions of programs, tracks, or certificates

Are students currently enrolled in the program? Yes No

If yes, number of current students:

Please specify the intended time period of inactivation or suspension:

If program, track, or certificate is being inactivated or suspended, then attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if moving to another program. The "teach out" plan should specify when courses will be offered to enable students to finish. Specify whether students will remain in the existing program to finish, and if so, when the completion date will be, whether students will be moved to another program, etc. Please provide a list of students where applicable.

Sample teach out plan: Enter the terms and courses that will be taught for each term throughout the last semester. Please delete course prefixes and numbers in this section if no teach out plan is required.

Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014
EDF 7041	EDF 7041	EDF 7041	EDF 7041	EDF 7041
EDF 6442	EDF 6442	EDF 6442	EDF 6442	
EDF 7848	EDF 7848	EDF 7848		
EDF 6543	EDF 6543			
EDA 7503				

Checklist of items to be provided:

- Attach all appropriate course action requests that will be necessary to implement the changes. (required)
- E-mails showing consultation with other units. (if applicable)

ENGLISH MA, RHETORIC AND COMPOSITION TRACK

CURRICULUM

Total Credit Hours Required:

33 Credit Hours Minimum beyond the Bachelor's Degree

Each student must complete at least 33 credit hours, including 12 credit hours of required courses and 18 credit hours of elective courses. Before beginning thesis hours, the student will develop and get approved an annotated bibliography related to their proposed thesis topic.

The program requires that students complete a thesis approved by the graduate faculty that contributes to some aspect of rhetorical, writing, and/or literacy studies.

Required Courses—12 Credit Hours

- [ENC 6335](#) Rhetorical Traditions (3 credit hours)
- [ENC 6720](#) Research Methods in Rhetoric and Composition (3 credit hours)
- [ENC 5705](#) Theory and Practice in Composition (3 credit hours)
- [ENC 6712](#) Studies in Literacy and Writing (3 credit hours)

Elective Courses—18 Credit Hours

Restricted—12 Credit Hours

- [ENC 5237](#) Writing for the Business Professional (3 credit hours)
- [ENC 5276](#) Theory and Practice of Tutoring Writing (3 credit hours)
- [ENC 5337](#) Rhetorical Theory (3 credit hours)
- [ENC 5745](#) Teaching Practicum (3 credit hours)
- [ENC 6945](#) Community Literacy Practicum (3 credit hours)
- [ENC 6244](#) Teaching Technical Writing (3 credit hours)
- [ENC 6306](#) Persuasive Writing (3 credit hours)
- [ENC 6247](#) Proposal Writing (3 credit hours)
- [ENC 6332](#) Gendered Rhetoric (3 credit hours)
- [ENC 6333](#) Contemporary Rhetoric and Composition Theory (3 credit hours)
- [ENC 6338](#) The Rhetorics of Public Debate (3 credit hours)

- [ENC 6339 Rhetorical Movements](#) (3 credit hours)
- ~~[ENC 6429 Teaching Writing with Computers](#) (3 credit hours)~~
- [ENC 6245 Teaching Professional Writing](#) (3 credit hours)
- [ENC 6740 Topics in Rhetoric and Composition](#) (3 credit hours) Note:
This course may be used in the degree program a maximum of 2 times when course content is different.
- [LIN 5137 Linguistics](#) (3 credit hours)
- [LIN 5675 English Grammar and Usage](#) (3 credit hours)
- [LIT 6435 Rhetoric of Science](#) (3 credit hours)
- ~~[ENC 6428 Rhetoric of Digital Literacy](#)~~ [Digital Literacies](#) (3 credit hours)
- ~~[ENC 6XXX Digital Rhetorics](#)~~

Unrestricted—6 Credit Hours

Students will work with an adviser to choose two other graduate-level Writing and Rhetoric courses or approved courses outside the department (e.g., English, Texts & Technology, History).

Thesis—3 Credit Hours

Students complete a formal thesis on a topic selected in consultation with an advisory committee and will meet both departmental and university requirements for the thesis.

- [ENC 6971 Thesis](#) (3 credit hours)

Annotated Bibliography

The annotated bibliography should consist of at least 15 sources relevant to the student's thesis. It must be completed before the thesis and approved by the program director in consultation with the student's planned advisory committee. Annotations should indicate how the student might use the sources in the thesis.



Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs. If there are changes to a program and the changes will affect the program tracks also, one form may be used for both the program and the track.

PLEASE NOTE: The deadline for new tracks or certificates is **February 1 of each year**. Any proposal for new tracks or certificates received after this date will not be included in the next year's catalog. Revisions to existing programs, tracks, or certificates are **due by March 15**. Any proposals for revisions received after that date will not be included in the next year's catalog. Please include catalog copy (description, curriculum, contact information, application requirements, and application deadlines). For revisions – attach the catalog copy showing changes (use Track Changes in Word).

College/Unit(s) Submitting Proposal: CAH

Proposed Effective Term/Year: 2015/2016

Unit(s) Housing Program: Modern Languages and Literatures

Name of program, track and/or certificate: Spanish M.A.

Brief description of program (this description will show up in the graduate catalog copy): Do not add complete catalog copy here.

The master's program in Spanish is intended for those who wish to continue their study in Spanish at the graduate level. The program focuses on the language, linguistics, literature, and civilization of Spain, Latin America, and Hispanics in the United States.

DELIVERY - Will program be delivered: Face to face Completely online Mixed delivery

Will program be a market tuition rate program? Yes No

Admissions deadlines: (Please specify if you have a different deadline for the track than for the program?)

No changes.

Application requirements: (Please specify if you have different application requirements for the track than for the program? Will you admit directly to the track?)

No changes.

Program Director(s) and contact information: (name, email, phone, campus address, program website address)

Lisa Nalbhone, Ph.D. Lisa.Nalbhone@ucf.edu, 407-823-2472. Department of Modern Languages University of Central Florida PO Box 161348 CNH511F

Please check one: this action affects a: Program Track Certificate

Please check one: this action is a(n):

- Addition. Please proceed to Part A.
- Revision. If a revision applies to multiple tracks, please list them here and then proceed to Part A:

-
- Inactivation
- Temporary Suspension of Admissions. Give Length of Suspension:

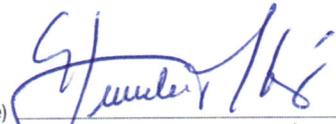
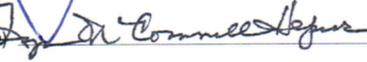
Temporary suspension of admissions: The program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

If you checked inactivation or you are temporarily suspending admissions, please go to Part B and complete it.

Signature Page

Recommend Approval (all approval levels must be signed)

Department Chair (Print)	<u>HUMBERTO J. LOPEZ</u>	(Signature)		Date	<u>11-13-14</u>
College Academic Standards (Print)	<u>Lynn Hepner</u>	(Signature)		Date	<u>11/20/14</u>
College Dean (Print)	<u>José B. Fernández</u>	(Signature)		Date	<u>11/20/14</u>
Graduate Council (Print)	_____	(Signature)	_____	Date	_____
Graduate Dean (Print)	_____	(Signature)	_____	Date	_____

Approval

Provost and Vice President for Academic Affairs: _____ Date _____

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Research; Academic Services; Faculty Senate;
University Analysis and Planning Support; College of Graduate Studies

Part A – For additions or revisions of programs, tracks or certificates

Brief statement of rationale: (Please indicate the rationale, how it affects the unit and faculty teaching in and students enrolled in the program, track or certificate.)

We would like to add linguistics as an area of specialization within the existing MA degree and existing coursework. Students choosing this area will take 12 hours of linguistics courses and select linguistics as the primary area of their comprehensive exams. The rationale for this follows. We aim to be competitive with the other state universities that offer this specialization area. The linguistics specialization gives students a choice of specialization areas in addition to the existing Spanish American or Peninsular literature. The program now has faculty in place to offer the required classes. There is increased interest on the part of students to offer this area of specialization.

For Revisions:

Brief listing of Program Changes: (Please indicate the changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. Remember to attach the catalog copy showing changes, using Track Changes in Word.)

Modified the current course offering to reflect the literature specialization. Updated header names and added two courses to Literature section.

Added the Linguistics specialization course offerings: Research Methods—3 credit hours, Spanish Linguistics—12 credit hours, Culture and Civilization—6 credit hours, and Literature—9 credit hours.

Also updated language in the description to reflect added specializations. No change to overall program hours of 36.

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate?

Yes No

If yes, state the name of the program or track where students are currently enrolled and provide a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? Yes No

Name Change

Are you changing the name of an existing program, track, or certificate? Yes No

If yes, provide the new name of the program, track, or certificate:

Provide the name of the current program, track, or certificate:

When is the name change effective? Please note: A name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.

Will students have the option to stay in their existing program, track, or certificate? Yes No

If you are requesting a CIP Code change for an existing program, track, or certificate, please provide:

old CIP:

new CIP:

If a name change is your only revision, stop here. Otherwise, complete the rest of Part A.

Part A - Continued

Specify the faculty who will participate in the program, track or certificate and their credentials to do so: (List faculty and a brief paragraph of their credentials.)

The faculty participants will not change from the current faculty approved to teach the courses.
Francisco J. Fernández-Rubiera, Ph.D. Assistant Professor.
Martha García, Ph.D. Associate Professor.
Humberto López Cruz, Ph.D. Professor.
Lisa Nalbone, Ph.D. Associate Professor.
C. Alberto Villanueva Ghelfa, Ph.D. Associate Professor.
Alvaro Villegas, Ph.D. Assistant Professor.

Impact of changes on students: Will current students be impacted by the addition or revision of a program, track or certificate? If so, how?

The impact of this change will be positive for students. Students will have access to extended areas of specialization within the Spanish M.A. program, allowing them to enhance their education and gain extensive knowledge in their field.

If applicable, provide a written agreement (email is fine) from all involved units that they are in support of, will provide courses to, or will participate in the program, track, or certificate. Please attach the correspondence and also list the units here.

N/A

If an addition, provide a statement of who is likely to enroll and why. Please state if there is licensure or certification that depends upon this education, etc. Also, complete the following table.

	Year 1	Year 2	Year 3
Headcount			
SCHs			

If an addition, indicate likely career or student outcomes upon completion: (What will students do? What will their job titles be?)

Part A - Continued

If an addition or there are substantial REVISIONS to existing tracks or certificates, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	No. assistantship students	Source of funds	No. fellowship students (specify fellowship)	No. tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

Checklist of items to be provided:

- Electronic graduate catalog copy for additions; track changes included if there are revisions. (required)
- Attach all appropriate course action requests that will be necessary to implement the changes. (required)
- Emails showing consultation with other units. (if applicable)
- If an addition, list of 1-3 students and 1-3 faculty for profiles in the graduate catalog (provide email address so Graduate Studies can contact them to write profiles and take photos). You may provide draft copy of profiles if you wish.
- If an addition, what disciplines does this program, track or certificate belong to? What other UCF graduate programs, tracks, or certificates are related to it? This information will be used to provide additional links for prospective students to search in the online graduate catalog.

Part B – For inactivations or suspensions of programs, tracks, or certificates

Are students currently enrolled in the program? Yes No

If yes, number of current students:

Please specify the intended time period of inactivation or suspension:

Provide rationale for the inactivation or suspension:

If program, track, or certificate is being inactivated or suspended, then attach a “teach out” plan for all current students specifying how they can finish the program or where students will be placed if moving to another program. The “teach out” plan should specify when courses will be offered to enable students to finish. Specify whether students will remain in the existing program to finish, and if so, when the completion date will be, whether students will be moved to another program, etc. Please provide a list of students where applicable.

Sample teach out plan: Enter the terms and courses that will be taught for each term throughout the last semester. **Please delete course prefixes and numbers in this section if no teach out plan is required.**

Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014

Checklist of items to be provided:

- Attach all appropriate course action requests that will be necessary to implement the changes. (required)
- E-mails showing consultation with other units. (if applicable)

PROPOSED CATALOG COPY EFFECTIVE 2015-16

Formatted: Font: 20 pt

College : [Arts and Humanities](#) Degree :MA
Department : [Modern Languages and Literatures](#) Option : Thesis, Nonthesis
Program Websites : <http://ml.cah.ucf.edu/graduate/spanish.php>

PROGRAM DESCRIPTION

The master's program in Spanish is intended for those who wish to continue their study in Spanish at the graduate level. The program focuses on the language literature, [linguistics](#) and civilization of Spain, Latin America, and Hispanics in the United States. Students in the program learn research methods, enhance language skills, and acquire a scholarly view of culture, literature, and linguistics of the Spanish-speaking world.

[Read More](#) ▼▲

CURRICULUM

The master's degree program in Spanish has both thesis and nonthesis options. [After 9 credit hours in the program, students are expected to select one Area of Specialization: Literature or Spanish Linguistics.](#)

A total of 36 credit hours of course work for the nonthesis option or at least 30 credit hours of course work and up to 6 credit hours of thesis (3 credit hours minimum) are required of students seeking the master's degree in Spanish.

Total Credit Hours Required:

36 Credit Hours Minimum beyond the Bachelor's Degree

A minimum grade of "B" must be earned in each required course. Students will be allowed a maximum total of 6 semester hours of "C" grades in elective courses. Students are allowed to transfer up to 6 credit hours of corresponding graduate courses with the grade of "A" or "B" from an accredited university. University policies and procedures will be followed for all degree requirements.

Courses are to be chosen from the following categories in accordance with the number of hours designated in each [based on the student's specialization area.](#)

[Specialization area: Literature](#)

- [Research Methods](#)—3 credit hours
- [Literature](#) – 12 credit hours
- [Spanish Language Study Linguistics](#) —3 credit hours
- [Hispanic Culture and Civilization](#)—6 credit hours

- ~~Hispanic Literature—12 credit hours~~
- ~~Electives—6 credit or 12 hours~~
- ~~Non-Thesis Option Electives—6 credit hours [OR] Thesis Option—6 credit hours~~

Formatted: Space Before: 0 pt, After: 0 pt

Specialization area: Linguistics

- ~~Research Methods—3 credit hours~~
- ~~Spanish Linguistics—12 credit hours~~
- ~~Culture and Civilization—6 credit hours~~
- ~~Literature—9 credit hours~~
- ~~Non-Thesis Option Electives—6 credit hours [OR] Thesis Option—6 credit hours~~

Formatted: Space Before: 0 pt, After: 0 pt

~~The remaining elective hours of course work are 6 credit hours for the nonthesis option.~~ Students must choose electives from the additional, available courses listed below in conjunction with their faculty adviser. The aim of the selections should be to complement the acquisition of knowledge in the particular area of Hispanic studies chosen. Courses must be selected so that at least one-half of required courses are taken at the 6000 level.

All students are required to take SPW 6919 Advanced Spanish Graduate Research, which results in a research paper that organizes and summarizes knowledge in a chosen area of study. All classes require a research paper that allows students to engage in independent learning.

All courses are taught face to face and are entirely in Spanish.

Required Courses for the Literature Specialization —3024 Credit Hours

~~Spanish Language Study~~ Linguistics—3 Credit Hours

- SPN 5705 Introduction to Spanish Linguistics (3 credit hours)
- SPN 5825 Spanish Dialectology (3 credit hours)
- SPN 5845 History of the Spanish Language (3 credit hours)
- SPN 6805 Spanish Morphosyntax (3 credit hours)

~~Hispanic~~ Culture and Civilization—6 Credit Hours

- SPN 5502 Hispanic Culture of the United States (3 credit hours)
- SPN 5505 Spanish Peninsular Culture and Civilization (3 credit hours)
- SPN 5506 Spanish American Culture and Civilization (3 credit hours)

~~Hispanic~~ Literature—12 Credit Hours

- SPW 5741 Contemporary Spanish American Southern Cone Literature (3 credit hours)
- SPW 6825 Seminar Series* (May be repeated for credit with different topics) (3 credit hours)

- SPW 6405 Medieval Spanish Literature (3 credit hours)
- SPW 6217 Spanish American Prose I (3 credit hours)
- SPW 6218 Spanish American Prose II (3 credit hours)
- SPW 6269 Nineteenth Century Spanish Novel (3 credit hours)
- SPW 6306 Spanish American Drama (3 credit hours)
- SPW 6315 Golden Age Drama (3 credit hours)
- SPW 6356 Spanish American Poetry (3 credit hours)
- SPW 6485 Contemporary Peninsular Literature (3 credit hours)
- SPW 6725 The Generation of 1898 (3 credit hours)
- SPW 6358 Modernismo (3 credit hours)
- SPW 6216 Spanish Golden Age Prose and Poetry (3 credit hours)
- SPW 6775 Spanish Caribbean Prose (3 credit hours)
- SPW 6217 Spanish American Prose I (3 credit hours)
- SPW 6405 Medieval Spanish Literature (3 credit hours)

* Examples of Seminar Series Topics: Don Quixote, Spanish American Literature Written by Women, Gabriel García Márquez

Research Methods—3 Credit Hours

- SPW 6919 Advanced Spanish Graduate Research (3 credit hours)

Elective Courses—6 Credit Hours

All students in both the thesis and nonthesis options are required to take at least 6 credit hours of electives. These must be approved by your adviser.

- Electives (6 credit hours)

Required Courses for the Linguistics Specialization—30 Credit Hours

Culture and Civilization—6 Credit Hours

- SPN 5502 Hispanic Culture of the United States (3 credit hours)
- SPN 5505 Spanish Peninsular Culture and Civilization (3 credit hours)
- SPN 5506 Spanish American Culture and Civilization (3 credit hours)

Research Methods—3 Credit Hours

- SPW 6919 Advanced Spanish Graduate Research (3 credit hours)

Spanish Linguistics—12 Credit Hours

- SPN 5705 Introduction to Spanish Linguistics (3 credit hours)
- SPN 5825 Spanish Dialectology (3 credit hours)
- SPN 5845 History of the Spanish Language (3 credit hours)

- [SPN 6805 Spanish Morphosyntax \(3 credit hours\)](#)

Literature—9 Credit Hours

- [SPW 5741 Contemporary Spanish American Southern Cone Literature \(3 credit hours\)](#)
- [SPW 6216 Spanish Golden Age Prose and Poetry \(3 credit hours\)](#)
- [SPW 6217 Spanish American Prose I \(3 credit hours\)](#)
- [SPW 6218 Spanish American Prose II \(3 credit hours\)](#)
- [SPW 6269 Nineteenth Century Spanish Novel \(3 credit hours\)](#)
- [SPW 6306 Spanish American Drama \(3 credit hours\)](#)
- [SPW 6315 Golden Age Drama \(3 credit hours\)](#)
- [SPW 6356 Spanish American Poetry \(3 credit hours\)](#)
- [SPW 6358 Modernismo \(3 credit hours\)](#)
- [SPW 6405 Medieval Spanish Literature \(3 credit hours\)](#)
- [SPW 6485 Contemporary Peninsular Literature \(3 credit hours\)](#)
- [SPW 6725 The Generation of 1898 \(3 credit hours\)](#)
- [SPW 6775 Spanish Caribbean Prose \(3 credit hours\)](#)
- [SPW 6825 Seminar Series \(May be repeated for credit with different topics\) \(3 credit hours\)](#)

Thesis Option—6 Credit Hours

- SPW 6971 Thesis Research and Thesis (6 credit hours)

Non-thesis Option—6 Credit Hours

Students in the non-thesis option must take an additional 6 credit hours of electives as approved by your adviser.

- Electives (6 credit hours)

Comprehensive Examination and Reading List

Students must pass a comprehensive examination in order to qualify for the master's degree in Spanish. This examination is based on knowledge of the civilization and literature of Spain and Hispanic America and on basic concepts of linguistic theory and analysis.

Since this examination will be given toward the end of the course work (only during fall and spring semesters), it is expected that the student will have developed an ability to analyze literature, culture, and linguistics at an advanced level. It is also expected that the responses, both written and oral, will show an excellent command of the Spanish language.

If a student does not successfully pass both the oral and written comprehensive examinations, he or she may be able to retake the exams in the following semester (fall or spring). Thereafter, if the student does not pass the examinations the second time, he/she will be removed from the program.

Formatted: Space Before: 0 pt, After: 0 pt, Don't add space between paragraphs of the same style, Outline numbered + Level: 1 + Numbering Style: Bullet + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

The Graduate Committee has developed a reading list made up of major Peninsular, Latin American, and Linguistics works with which the student must be familiar. The comprehensive examination will be based on the reading list and the courses that the student has taken. An oral examination will follow the written examination. This examination will allow the student to expand more readily on particular points of culture, literature, and linguistics, and to show ability in the use of the spoken language.

Independent Learning

All students are required to take SPW 6919 Advanced Spanish Graduate Research, which results in a research paper that organizes and summarizes knowledge in a chosen area of study. All classes require a research paper that allows students to engage in independent learning. The program also offers a thesis option.



Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs. If there are changes to a program and the changes will affect the program tracks also, one form may be used for both the program and the track.

PLEASE NOTE: The deadline for new tracks or certificates is **February 1 of each year**. Any proposal for new tracks or certificates received after this date will not be included in the next year's catalog. Revisions to existing programs, tracks, or certificates are **due by March 15**. Any proposals for revisions received after that date will not be included in the next year's catalog. Please include catalog copy (description, curriculum, contact information, application requirements, and application deadlines). For revisions – attach the catalog copy showing changes (use Track Changes in Word).

College/Unit(s) Submitting Proposal: College of Arts and Humanities

Proposed Effective Term/Year: Fall 2015

Unit(s) Housing Program: Modern Languages and Literatures

Name of program, track and/or certificate: TEFL Certificate

Brief description of program (this description will show up in the graduate catalog copy): Do not add complete catalog copy here.

The Graduate Certificate in Teaching English as a Foreign Language prepares students with specialized knowledge and skills to teach English as a Foreign Language in overseas settings.

DELIVERY - Will program be delivered: Face to face Completely online Mixed delivery

Will program be a market tuition rate program? Yes No

Admissions deadlines: (Please specify if you have a different deadline for the track than for the program?)

Same as program

Application requirements: (Please specify if you have different application requirements for the track than for the program? Will you admit directly to the track?)

No GRE required for Certificate applications; admit directly to the track

Program Director(s) and contact information: (name, email, phone, campus address, program website address)

Kerry Purmensky, kerry.purmensky@ucf.edu, 3-0087, Colbourn 518

http://www.graduategatalog.ucf.edu/programs/program.aspx?id=1444

Page 2 of UCF Program Recommendation Form

Please check one: this action affects a: Program Track Certificate

Please check one: this action is a(n):

- Addition. Please proceed to Part A.
- Revision. If a revision applies to multiple tracks, please list them here and then proceed to Part A:

-
- Inactivation
- Temporary Suspension of Admissions. Give Length of Suspension:
-

Temporary suspension of admissions: The program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

If you checked inactivation or you are temporarily suspending admissions, please go to Part B and complete it.

Signature Page

Recommend Approval (all approval levels must be signed)

Department Chair (Print) Kerry Purmensky ^{For Humberto Lopez} (Signature) [Signature] Date 11-6-14

College Academic (Print) Lynn Hepner (Signature) [Signature] Date 11/6/14
Standards

College Dean (Print) José B. Fernández (Signature) [Signature] Date 11/6/14

Graduate Council (Print) _____ (Signature) _____ Date _____

Graduate Dean (Print) _____ (Signature) _____ Date _____

Approval

Provost and Vice President for Academic Affairs: _____ Date _____

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Research; Academic Services; Faculty Senate;
University Analysis and Planning Support; College of Graduate Studies

Signature Page

RECOMMENDATIONS

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Department Chair: <u>[Signature]</u>	Date: <u>10-7-14</u>
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	College Curriculum Committee Chair: <u>[Signature]</u>	Date: <u>11/6/14</u>
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	College Dean: <u>[Signature]</u>	Date: <u>11/6/14</u>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Chair or GSC: _____	Date: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dean, College of Graduate Studies: _____	Date: _____

APPROVAL

Provost and Vice President for Academic Affairs: _____ Date: _____

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Research; Academic Services; Faculty Senate;
University Analysis and Planning Support; College of Graduate Studies

Part A – For additions or revisions of programs, tracks or certificates

Brief statement of rationale: (Please indicate the rationale, how it affects the unit and faculty teaching in and students enrolled in the program, track or certificate.)

We would like to add three new courses to the basket of 12 courses available for the TEFL Certificate: TSL6374 TESOL Listening, Speaking and Pronunciation, TSL5376 Reading and Writing in a Second Language, and TSL6XXX Standardized Testing of ESL/EFL. The rationale for this is twofold. First, we had been missing our Skills courses, teaching Speaking and Listening course (TSL6374) and Reading and Writing (5376) which are vital skill for those teaching overseas and we finally are able to provide these courses. Additionally, the new course, TSL6XXX currently under review for approval, is Standardized Testing in TESOL. Teachers who go overseas are often required to teach standardized test preps, such as for the TOEFL and IELTS, so this course will make our TEFL Certificate graduates more competitive when applying for jobs overseas. Second, we are not always able to provide the courses for students to complete the certificate in a timely manner. With these three new courses, we would be able to recommend a larger choice of courses when students need to graduate. We would continue to advise students personally to ensure they are taking appropriate coursework to maintain the integrity of the Certificate.

For Revisions:

Brief listing of Program Changes: (Please indicate the changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.**)

Students choose 4 of 15 (increased from 12) courses for the TEFL Certificate.

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate?

Yes No

If yes, state the name of the program or track where students are currently enrolled and provide a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? Yes No

Name Change

Are you changing the name of an existing program, track, or certificate? Yes No

Page 5 of UCF Program Recommendation Form

If yes, provide the new name of the program, track, or certificate:

Provide the name of the current program, track, or certificate:

When is the name change effective? Please note: A name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.

Will students have the option to stay in their existing program, track, or certificate? Yes No

If you are requesting a CIP Code change for an existing program, track, or certificate, please provide:

old CIP:

new CIP:

If a name change is your only revision, stop here. Otherwise, complete the rest of Part A.

Part A - Continued

Specify the faculty who will participate in the program, track or certificate and their credentials to do so: (List faculty and a brief paragraph of their credentials.)

The faculty participants will not change from the current faculty approved to teach the courses.
Kerry Purmensky, Ph.D
Keith Folse, PhD
Alla Kourova, PhD
Florin Mihai, PhD
Gergana Vitanova, PhD
Joyce Nutta, PhD

Impact of changes on students: Will current students be impacted by the addition or revision of a program, track or certificate? If so, how?

The impact of this change will be positive for students. Students will have access to all current and new courses in TESOL that are appropriate for the Certificate, allowing them to enhance their education, gain extensive knowledge in field, and graduate in a timely manner.

Page 6 of UCF Program Recommendation Form

If applicable, provide a written agreement (email is fine) from all involved units that they are in support of, will provide courses to, or will participate in the program, track, or certificate. Please attach the correspondence and also list the units here.

No change in faculty or units involved in the program.

If an addition, provide a statement of who is likely to enroll and why. Please state if there is licensure or certification that depends upon this education, etc. Also, complete the following table.

	Year 1	Year 2	Year 3
Headcount			
SCHs			

If an addition, indicate likely career or student outcomes upon completion: (What will students do? What will their job titles be?)

Part A - Continued

If an addition or there are substantial REVISIONS to existing tracks or certificates, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	No. assistantship students	Source of funds	No. fellowship students (specify fellowship)	No. tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

Checklist of items to be provided:

- Electronic graduate catalog copy for additions; track changes included if there are revisions. (required)
- Attach all appropriate course action requests that will be necessary to implement the changes. (required)
- Emails showing consultation with other units. (if applicable)
- If an addition, list of 1-3 students and 1-3 faculty for profiles in the graduate catalog (provide email address so Graduate Studies can contact them to write profiles and take photos). You may provide draft copy of profiles if you wish.
- If an addition, what disciplines does this program, track or certificate belong to? What other UCF graduate programs, tracks, or certificates are related to it? This information will be used to provide additional links for prospective students to search in the online graduate catalog.

Part B – For inactivations or suspensions of programs, tracks, or certificates

Are students currently enrolled in the program? Yes No

If yes, number of current students:

Please specify the intended time period of inactivation or suspension:

Provide rationale for the inactivation or suspension:

If program, track, or certificate is being inactivated or suspended, then attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if moving to another program. The "teach out" plan should specify when courses will be offered to enable students to finish. Specify whether students will remain in the existing program to finish, and if so, when the completion date will be, whether students will be moved to another program, etc. Please provide a list of students where applicable.

Sample teach out plan: Enter the terms and courses that will be taught for each term throughout the last semester. Please delete course prefixes and numbers in this section if no teach out plan is required.

Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014

Checklist of items to be provided:

- Attach all appropriate course action requests that will be necessary to implement the changes. (required)
- E-mails showing consultation with other units. (if applicable)

PROGRAM DESCRIPTION

The Graduate Certificate in Teaching English as a Foreign Language prepares students with specialized knowledge and skills to teach English as a Foreign Language in overseas settings.

[Read More](#) ▼▲

CURRICULUM

Course substitutions are not allowed. The TEFL Certificate can be completed in one or more semesters, depending on the semester of entrance. It can also be completed fully online, depending on your selection of courses. Students must consult with their adviser or the program director prior to selecting the four courses for their program.

Total Credit Hours Required:

12 Credit Hours Minimum beyond the Bachelor's Degree

Required Courses—12 Credit Hours

Select any four of the following **1215** courses.

- TSL 5345 Methods of ESOL Teaching (3 credit hours)
- TSL 6940 ESOL Practicum (3 credit hours)
- TSL 5940 Issues in TEFL (3 credit hours)
- TSL 6142 Critical Approaches to ESOL (3 credit hours)
- TSL 6250 Applied Linguistics in ESOL (3 credit hours)
- TSL 6350 Grammar ESOL (3 credit hours)
- TSL 6440 Assessment Issues in TESOL (3 credit hours)
- TSL 6640 Research in Second Language (3 credit hours)
- TSL 6252 Sociolinguistics (3 credit hours)
- TSL 5380 Computer and Technology for ESOL (3 credit hours)
- TSL 5601 Second Language Vocabulary Learning (3 credit hours)
- TSL 6642 Issues in Second Language Acquisition (3 credit hours)
- **TSL6374 TESOL Listening, Speaking, and Pronunciation**
- **TSL6XXX Fundamentals of Standardized Testing Assessment of ESL/EFL in TESOL**
- **TSL5376 Reading and Writing in a Second Language**

Though the courses may be taken in any order, it is recommended that TSL 6940 ESOL Practicum be taken near the end of a program of study (if that course is included).

APPLICATION REQUIREMENTS



Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs. If there are changes to a program and the changes will affect the program tracks also, one form may be used for both the program and the track.

PLEASE NOTE: The deadline for new tracks or certificates is **February 1 of each year**. Any proposal for new tracks or certificates received after this date will not be included in the next year's catalog. Revisions to existing programs, tracks, or certificates are **due by March 15**. Any proposals for revisions received after that date will not be included in the next year's catalog. Please include catalog copy (description, curriculum, contact information, application requirements, and application deadlines). **For revisions – attach the catalog copy showing changes (use Track Changes in Word).**

College/Unit(s) Submitting Proposal: CAH/Women's Studies

Proposed Effective Term/Year: 2015-2016

Unit(s) Housing Program: Women's Studies

Name of program, track and/or certificate: Gender Certificate

Brief description of program (this description will show up in the graduate catalog copy): Do not add complete catalog copy here.

Provides skills for practical application of gender theories and research in the workforce.

DELIVERY - Will program be delivered: Face to face Completely online Mixed delivery

Admissions deadlines: (Please specify if you have a different deadline for the track than for the program?)

no changes

Application requirements: (Please specify if you have different application requirements for the track than for the program? Will you admit directly to the track?)

no changes

Program Director(s) and contact information: (name, email, phone, campus address, program website address)

Dr. Maria C. Santana, 3- 2269, santana@ucf.edu

CNH room 114

http://womensstudies.cah.ucf.edu/

Please check one: this action affects a: Program Track Certificate

Please check one: this action is a(n):

Addition. Please proceed to Part A.

Revision. If a revision applies to multiple tracks, please list them here and then proceed to Part A:

Inactivation

Temporary Suspension of Admissions. Give Length of Suspension:

Temporary suspension of admissions: The program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

If you checked inactivation or you are temporarily suspending admissions, please go to Part B and complete it.

Signature Page

Recommend Approval (all approval levels must be signed)

Department Chair (Print) Maria C. Santana (Signature) MC Santana Date October 14, 2014
College Academic (Print) Lynn Hepner (Signature) Lynn Hepner Date 11/6/14
Standards
College Dean (Print) José B. Fernández (Signature) José B. Fernández Date 11/6/14
Graduate Council (Print) _____ (Signature) _____ Date _____
Graduate Dean (Print) _____ (Signature) _____ Date _____

Approval

Provost and Executive Vice President: _____ Date _____

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Research; Academic Services; Faculty Senate;
University Analysis and Planning Support; College of Graduate Studies

Part A – For additions or revisions of programs, tracks or certificates

Brief statement of rationale: (Please indicate the rationale, how it affects the unit and faculty teaching in and students enrolled in the program, track or certificate.)

The graduate Gender Certificate has been a good choice for students looking for an interdisciplinary certificate dealing directly with Gender Studies. We do want to include a more pragmatic aspect of gender in the workforce without taking away from the rigor of theoretical formation required in a graduate level. Thus, our inclusion of more courses dealing directly with work and society and the creation of a new course titled Applied Gender Studies. We hope that these changes combined with the new online platform for the certificate will bring an increase in enrollment. So far in one year's time we have tripled our students by offering both WST courses online.

For Revisions:

Brief listing of Program Changes: (Please indicate the changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. Remember to attach the catalog copy showing changes, using Track Changes in Word.)

- New Certificate Description: Updated description.
- Required Courses: increased from 3 hours to 6 credit hours and Delete- "Select one of the following courses". Also add- WST 5247 Research in Women and Gender and delete- LIT 5556 Advanced Feminist Theories
- Elective Courses: Drop from 9 hours to 6 credit hours. Added the following courses to the course selection: LIT 5556 Advanced Feminist Theories, ACG 6519: Governmental Nonprofit Accounting, CCJ 6067: Perspectives on Genocide (3 credit hours), CCJ 6366: Criminal Justice Response to Domestic Violence (3 credit hours), COM 6047 Interpersonal Support in the Workplace (3 credit hours), COM 6468 Communication and Conflict (3 credit hours), CPO 6058 Revolution and Political Violence (3 credit hours), CPO 6067 Comparative Courts (3 credit hours), EDF 6707 Gender and Education: Cross-Cultural Perspectives (3 credit hours), ENC 5237: Writing for Business Professionals (3 credit hours), GEB 6115 Entrepreneurship (3 credit hours), GEY 5007 Women and Healthy Aging (3 credit hours), HFT 6797 Event Administration (3 credit hours), HIS 6068 Seminar in Documentary Editing and New Media (3 credit hours), PAD 6035: Public Administration in Policy Progress (3 credit hours), and WST 5XXX Applied Gender Studies (3 credit hours)
- Elective Courses: Delete the following course from course listing: WST 5347 Research in Women and Gender and SOW 5625 Social Work with Women.

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate?

Yes No

If yes, state the name of the program or track where students are currently enrolled and provide a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? Yes No

Name Change

Are you changing the name of an existing program, track, or certificate? Yes No

If yes, provide the new name of the program, track, or certificate:

Provide the name of the current program, track, or certificate:

Gender Certificate

When is the name change effective? Please note: A name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.

Will students have the option to stay in their existing program, track, or certificate? Yes No

If you are requesting a CIP Code change for an existing program, track, or certificate, please provide:

old CIP:

new CIP:

If a name change is your only revision, stop here. Otherwise, complete the rest of Part A.

Part A - Continued

Specify the faculty who will participate in the program, track or certificate and their credentials to do so: (List faculty and a brief paragraph of their credentials.)

Dr. Maria C. Santana, Director and Graduate Faculty
Prof. Leandra Preston-Sidler, Women's Studies Instructor and graduate from Gender Certificate
Dr. Stacey Malaret, Ed.D., Director LEAD Scholar Program

Impact of changes on students: Will current students be impacted by the addition or revision of a program, track or certificate? If so, how?

We believe students will benefit by having more choices of courses relevant to gender and the workforce in an online platform. We want to make this certificate attractive to employers and employees of different industries (public and private).

If applicable, provide a written agreement (email is fine) from all involved units that they are in support of, will provide courses to, or will participate in the program, track, or certificate. Please attach the correspondence and also list the units here.

If an addition, provide a statement of who is likely to enroll and why. Please state if there is licensure or certification that depends upon this education, etc. Also, complete the following table.

Our program does not give professional certification but enriches the experience of any graduate or post bachelor student.

	Year 1	Year 2	Year 3
Headcount	2012- 2	2013- 4	2014-10
SCHs			

If an addition, indicate likely career or student outcomes upon completion: (What will students do? What will their job titles be?)

Our students continue with their career path in education, politics, public service, non-profit management, Human Resources-- just to name a few. The certificate helps in keeping the student current on issues of gender policy writing.

Part A - Continued

If an addition or there are substantial REVISIONS to existing tracks or certificates, please complete the following table on financial support: (Specify all forms of support -- assistantships, fellowships, and tuition remission.)

	No. assistantship students	Source of funds	No. fellowship students (specify fellowship)	No. tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

Checklist of items to be provided:

- Electronic graduate catalog copy for additions; track changes included if there are revisions. (required)
- Attach all appropriate course action requests that will be necessary to implement the changes. (required)
- Emails showing consultation with other units. (if applicable)
- If an addition, list of 1-3 students and 1-3 faculty for profiles in the graduate catalog (provide email address so Graduate Studies can contact them to write profiles and take photos). You may provide draft copy of profiles if you wish.
- If an addition, what disciplines does this program, track or certificate belong to? What other UCF graduate programs, tracks, or certificates are related to it? This information will be used to provide additional links for prospective students to search in the online graduate catalog.

Part B – For inactivations or suspensions of programs, tracks, or certificates

Are students currently enrolled in the program? Yes No

If yes, number of current students:

Please specify the intended time period of inactivation or suspension:

If program, track, or certificate is being inactivated or suspended, then attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if moving to another program. The "teach out" plan should specify when courses will be offered to enable students to finish. Specify whether students will remain in the existing program to finish, and if so, when the completion date will be, whether students will be moved to another program, etc. Please provide a list of students where applicable.

Sample teach out plan: Enter the terms and courses that will be taught for each term throughout the last semester. Please delete course prefixes and numbers in this section if no teach out plan is required.

Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014
EDF 7041	EDF 7041	EDF 7041	EDF 7041	EDF 7041
EDF 6442	EDF 6442	EDF 6442	EDF 6442	
EDF 7848	EDF 7848	EDF 7848		
EDF 6543	EDF 6543			
EDA 7503				

Checklist of items to be provided:

- Attach all appropriate course action requests that will be necessary to implement the changes. (required)
- E-mails showing consultation with other units. (if applicable)

PROGRAM DESCRIPTION

~~The gender studies certificate provides skills for practical application of gender theories and research in the workforce to advance leadership and participation, economic empowerment, policy and planning, multi-modal digital literacies, and cross-cultural communication in order to promote gender equality. The Graduate Certificate in Gender Studies includes courses from both the humanities and the social sciences. Consult with the instructor. Entry to some graduate courses is restricted by registration codes from department unit. Gender Studies is an interdisciplinary graduate certificate program coordinated by the Women's Studies Program. The Gender Studies program provides a foundation in feminist theory and research, focusing on the study of gender and its relationship to cultural, social and political institutions and systems of meaning. The program is open to both degree-seeking and nondegree-seeking graduate students. Most courses are offered at times that will accommodate part-time and working students.~~

[Read More](#)

CURRICULUM

The Graduate Certificate in Gender Studies includes courses from both the humanities and the social sciences. Entry to CLP 6459C, ENG 6814 Gender in Texts and Technology and SOW 5625 may be restricted. Consult with the instructor.

Total Credit Hours Required:

12 Credit Hours Minimum beyond the Bachelor's Degree

Required Course—3-6 Credit Hours

~~Select one of the following courses:~~

- WST 5601 Theories in Gender Studies (3 credit hours)
- ~~LIT 5556 Advanced Feminist Theories (3 credit hours)~~ WST 5347 Research in Women and Gender Studies (3 credit hours)

Elective Courses—9-6 Credit Hours

- AMH 5566 Colloquium: Women in American History (3 credit hours)
- ARH 5897 Advanced Seminar in Art History: Contemporary Women Artists (3 credit hours)
- CLP 6459C Human Sexuality, Marriage, and Sex Therapies (3 credit hours)
- ENC 6332 Gendered Rhetoric (3 credit hours)
- ENG 6078 Contemporary Movements in Literary, Cultural, and Textual Theory (as applicable)** (3 credit hours)
- ENG 6074 Historical Movements in Literary, Cultural, and Textual Studies (as applicable)** (3 credit hours)
- ENG 6814 Gender in Texts and Technology (3 credit hours)

- LIT 5387 Captives, Housewives, and Coquettes (3 credit hours)
- LIT 5389 Studies in Gender and Fiction Writing (3 credit hours)
- LIT 6097 Studies in Contemporary Fiction* (3 credit hours)
- LIT 6216 Issues in Literary Study (as applicable)** (3 credit hours)
- LIT 6936 Studies in Literary, Cultural, and Textual Theory (as applicable)** (3 credit hours)
- PUP 6324 Women and Public Policy (3 credit hours)
- ~~SOW 5625 Social Work with Women (3 credit hours)~~
- SYD 6809 Seminar in Gender Issues (3 credit hours)
- SYP 5566 Seminar on Domestic Violence (3 credit hours)
- SYP 6563 Reactions to Domestic Violence (3 credit hours)
- SYP 6561 Child Abuse in Society* (3 credit hours)
- SYP 6565 Elder Abuse and Neglect* (3 credit hours)
- ~~WST 5347 Research in Women and Gender Studies (3 credit hours)~~
- LIT 5556 Advanced Feminist Theories (3 credit hours)
- ACG 6519: Governmental Nonprofit Accounting (3 credit hours)
- CCJ 6067: Perspectives on Genocide (3 credit hours)
- CCJ 6366: Criminal Justice Response to Domestic Violence (3 credit hours)
- COM 6047 Interpersonal Support in the Workplace (3 credit hours)
- COM 6468 Communication and Conflict (3 credit hours)
- CPO 6058 Revolution and Political Violence (3 credit hours)
- CPO 6067 Comparative Courts (3 credit hours)
- EDF 6707 Gender and Education: Cross-Cultural Perspectives (3 credit hours)
- ENC 5237: Writing for Business Professionals (3 credit hours)
- GEB 6115 Entrepreneurship (3 credit hours)
- GEY 5007 Women and Healthy Aging (3 credit hours)
- HFT 6797 Event Administration (3 credit hours)
- HIS 6068 Seminar in Documentary Editing and New Media (3 credit hours)
- PAD 6035: Public Administration in Policy Progress (3 credit hours)
- WST 5XXX Applied Gender Studies (3 credit hours)

* Students may include only one of these courses (marked with an asterisk) toward meeting the certificate requirements.

** Students must seek the approval of the Director of Women's Studies, which is based on the review of course syllabi, for these courses (marked with a double asterisk).



Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs. If there are changes to a program and the changes will affect the program tracks also, one form may be used for both the program and the track.

PLEASE NOTE: The deadline for new tracks or certificates is **February 1 of each year**. Any proposal for new tracks or certificates received after this date will not be included in the next year's catalog. Revisions to existing programs, tracks, or certificates are **due by March 15**. Any proposals for revisions received after that date will not be included in the next year's catalog. Please include catalog copy (description, curriculum, contact information, application requirements, and application deadlines). **For revisions – attach the catalog copy showing changes (use Track Changes in Word).**

College/Unit(s) Submitting Proposal: College of Business

Proposed Effective Term/Year: 2015-2016 (or as soon as possible)

Unit(s) Housing Program: Kenneth G. Dixon School of Accounting

Name of program, track and/or certificate: Master of Science in Accounting (MSA)

Brief description of program (this description will show up in the graduate catalog copy): **Do not add complete catalog copy here.**

No changes to program description.

DELIVERY - Will program be delivered: Face to face Completely online Mixed delivery

Will program be a market tuition rate program? Yes No

Admissions deadlines: (Please specify if you have a different deadline for the track than for the program?)

Same as university.

Application requirements: (Please specify if you have different application requirements for the track than for the program? Will you admit directly to the track?)

N/A.

Program Director(s) and contact information: (name, email, phone, campus address, program website address)

Charlie Kelliher (charles.kelliher@ucf.edu)

BA1-324 (407-823-5128)

http://www.graduategatalog.ucf.edu/programs/program.aspx?id=1036&program=Accounting MSA

Please check one: this action affects a: Program Track Certificate

Please check one: this action is a(n):

Addition. Please proceed to Part A.

Revision. If a revision applies to multiple tracks, please list them here and then proceed to Part A:

Inactivation

Temporary Suspension of Admissions. Give Length of Suspension:

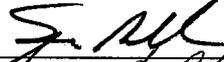
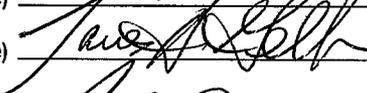
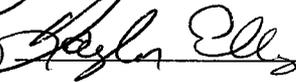
Temporary suspension of admissions: The program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

If you checked inactivation or you are temporarily suspending admissions, please go to Part B and complete it.

Signature Page

Recommend Approval (all approval levels must be signed)

Department Chair (Print)	<u>SEAN ROBB</u>	(Signature)	<u></u>	Date	<u>11/14/14</u>
College Academic Standards (Print)	<u>James H. Gilkeson</u>	(Signature)	<u></u>	Date	<u>11/17/14</u>
College Dean (Print)	<u>Taylor Ellis</u>	(Signature)	<u></u>	Date	<u>11/18/2014</u>
Graduate Council (Print)	_____	(Signature)	_____	Date	_____
Graduate Dean (Print)	_____	(Signature)	_____	Date	_____

Approval

Provost and Vice President for Academic Affairs: _____ Date _____

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Research; Academic Services; Faculty Senate; University Analysis and Planning Support; College of Graduate Studies

Part A – For additions or revisions of programs, tracks or certificates

Brief statement of rationale: (Please indicate the rationale, how it affects the unit and faculty teaching in and students enrolled in the program, track or certificate.)

Recently, the Dixon School of Accounting made changes to the undergraduate accounting major. Several topics were reallocated to ACG 4803 (Advanced Issues in Financial Accounting) and several new topics were added to ACG 4803. ACG 4803 is required of all UCF undergraduate accounting majors. Previously, ACG 4803 was not part of the accounting foundation core which is required of all students admitted to the MSA program without an accounting undergraduate degree. The Dixon School of Accounting faculty now believe that students need ACG 4803 to be fully prepared for the MSA program.

Several years ago, the College of Business reduced BUL 3130 (Legal and Ethical Environment of Business) from a 4 credit hour class to a 3 credit hour class. This change was not reflected in the Graduate Catalog.

For Revisions:

Brief listing of Program Changes: (Please indicate the changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. Remember to attach the catalog copy showing changes, using Track Changes in Word.)

- (1) ACG 4803: Advanced Issues in Financial Accounting - added to the prerequisite accounting foundation core.
- (2) BUL 3130: Legal and Ethical Environment of Business - is now correctly listed as a 3 credit hour course (from 4 credit hours).
- (3) Accounting Foundation Prerequisite Core - now totals 24 credit hours (up from 22 hours).

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate?

Yes No

If yes, state the name of the program or track where students are currently enrolled and provide a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? Yes No

Name Change

Are you changing the name of an existing program, track, or certificate? Yes No

If yes, provide the new name of the program, track, or certificate:

N/A

Provide the name of the current program, track, or certificate:

N/A

When is the name change effective? Please note: A name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.

N/A

Will students have the option to stay in their existing program, track, or certificate? Yes No

N/A

If you are requesting a CIP Code change for an existing program, track, or certificate, please provide:

old CIP:

N/A

new CIP:

N/A

If a name change is your only revision, stop here. Otherwise, complete the rest of Part A.

Part A - Continued

Specify the faculty who will participate in the program, track or certificate and their credentials to do so: (List faculty and a brief paragraph of their credentials.)

No changes to existing MSA graduate-level faculty.

Impact of changes on students: Will current students be impacted by the addition or revision of a program, track or certificate? If so, how?

No current students will be affected by the change.

If applicable, provide a written agreement (email is fine) from all involved units that they are in support of, will provide courses to, or will participate in the program, track, or certificate. Please attach the correspondence and also list the units here.

N/A

If an addition, provide a statement of who is likely to enroll and why. Please state if there is licensure or certification that depends upon this education, etc. Also, complete the following table.

N/A

	Year 1	Year 2	Year 3
Headcount			
SCHs			

If an addition, indicate likely career or student outcomes upon completion: (What will students do? What will their job titles be?)

N/A

Part A - Continued

If an addition or there are substantial REVISIONS to existing tracks or certificates, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	No. assistantship students	Source of funds	No. fellowship students (specify fellowship)	No. tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

Checklist of items to be provided:

- Electronic graduate catalog copy for additions; track changes included if there are revisions. (required)
- Attach all appropriate course action requests that will be necessary to implement the changes. (required)
- Emails showing consultation with other units. (if applicable)
- If an addition, list of 1-3 students and 1-3 faculty for profiles in the graduate catalog (provide email address so Graduate Studies can contact them to write profiles and take photos). You may provide draft copy of profiles if you wish.
- If an addition, what disciplines does this program, track or certificate belong to? What other UCF graduate programs, tracks, or certificates are related to it? This information will be used to provide additional links for prospective students to search in the online graduate catalog.

Part B – For inactivations or suspensions of programs, tracks, or certificates

Are students currently enrolled in the program? Yes No

If yes, number of current students:

N/A

Please specify the intended time period of inactivation or suspension:

N/A

Provide rationale for the inactivation or suspension:

N/A

If program, track, or certificate is being inactivated or suspended, then attach a “teach out” plan for all current students specifying how they can finish the program or where students will be placed if moving to another program. The “teach out” plan should specify when courses will be offered to enable students to finish. Specify whether students will remain in the existing program to finish, and if so, when the completion date will be, whether students will be moved to another program, etc. Please provide a list of students where applicable.

N/A

Sample teach out plan: Enter the terms and courses that will be taught for each term throughout the last semester. Please delete course prefixes and numbers in this section if no teach out plan is required.

Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014

Checklist of items to be provided:

- Attach all appropriate course action requests that will be necessary to implement the changes. (required)
- E-mails showing consultation with other units. (if applicable)

PROGRAM DESCRIPTION

The Master of Science in Accounting (MSA) degree program prepares individuals for careers as professional accountants and consultants in public accounting, financial institutions, government, industry, and nonprofit organizations. The MSA degree, along with the appropriate prerequisite work from an undergraduate degree in accounting, satisfies the education requirements to become a licensed CPA in the state of Florida.

CURRICULUM

The Master of Science in Accounting (MSA) degree is awarded upon satisfactory completion of a minimum of 30 credit hours, and a final written exit exam. In the total program of study a minimum of 21 credit hours of the course work must be completed in accounting/tax courses. Students, with the assistance and approval of the program adviser, may select other courses that reflect their interests and career objectives.

Total Credit Hours Required:

30 Credit Hours Minimum beyond the Bachelor's Degree

Faculty members in the Kenneth G. Dixon School of Accounting emphasize independent learning in various ways in all courses in the MSA program. Cases and research projects that involve independent work outside the classroom are incorporated into all course work. The cases and projects are both individual and team prepared. Students are asked to do research that requires they utilize library, internet and resources other than the material provided by the professor. The results of independent research activity are presented in either a written report or case analysis or oral presentation. Students work to develop and enhance skills and competencies that will support them professionally throughout their careers. The approaches used in our courses encourage students toward life-long learning.

Foundation Prerequisite Courses

The courses included in the business and accounting foundation core are listed below. An applicant with a recent undergraduate accounting degree should satisfy most of the core foundation requirements. Other recent related business coursework may partially satisfy these core requirements. The business foundation core is designed for students with a nonbusiness undergraduate degree (e.g., psychology, education, or engineering). The accounting foundation core is designed for students with an undergraduate business degree (e.g., finance, marketing, or management). All business and accounting foundation core deficiencies must be satisfied before graduate MSA coursework can be taken. Before taking any foundation courses, please have your undergraduate transcripts reviewed by the MSA Program Adviser.

Business Foundation Core—21 Credit Hours

- ACG 2021 Financial Accounting (3 credit hours)
- ACG 2071 Managerial Accounting (3 credit hours)
- ECO 2013 Macroeconomics (3 credit hours)

- ECO 2023 Microeconomics (3 credit hours)
- ECO 3401 Quantitative Business Tools I (3 credit hours)
- ECO 3411 Quantitative Business Tools II (3 credit hours)
- FIN 3403 Business Finance (3 credit hours)

Accounting Foundation Core—~~24~~ 22 Credit Hours

- ACG 3131 Intermediate Financial Accounting I (3 credit hours)
- ACG 3141 Intermediate Financial Accounting II (3 credit hours)
- ACG 3361 Cost Accounting I (3 credit hours)
- ACG 4401 Accounting Information Systems (3 credit hours)
- ~~ACG 4651 Auditing (3 credit hours)~~
- ACG 4803 Advanced Issues in Financial Accounting (3 credit hours)
- BUL 3130 Legal and Ethical Environment of Business (3 4-credit hours)
- TAX 4001 Taxation of Business Entities and Transactions (3 credit hours)

Required Courses—15 Credit Hours

- ACG 6636 Advanced Auditing (3 credit hours)
- ACG 6415 Advanced Accounting Information Systems (3 credit hours)
- ACG 6805 Accounting Theory (3 credit hours)
- ACG 6305 Advanced Managerial Accounting (3 credit hours)
- TAX 5015 Advanced Tax Topics (3 credit hours)

Elective Courses—15 Credit Hours

Restricted Accounting Elective Courses—6 Credit Hours

- ACG 6255 International and Multinational Accounting (3 credit hours)
- ACG 6519 Governmental and Nonprofit Accounting (3 credit hours)
- ACG 6675 Operational Auditing (3 credit hours)
- ACG 6685 Fraud Auditing (3 credit hours)
- ACG 6835 Ethics and Professionalism in Accounting and Auditing (3 credit hours)
- ACG 6946 Graduate Accounting Internship (3 credit hours)

Restricted Elective Courses—9 Credit Hours

MSA students can take additional ACG courses or TAX courses as restricted electives. Most MBA courses or electives other than ACG 6425 and BUL 6444 may be taken as restricted electives.. BUL 5332 Advanced Business Law Topics is required for UCF students with an undergraduate degree in accounting who plan to take the CPA exam. Please note that some of the MBA courses may be restricted to only those students enrolled within a specific MBA track. Up to six hours may be selected from outside the College of Business Administration. Courses outside the College of Business Administration must be selected with the student's area of interest and/or career objectives in mind and with the approval of the program adviser.

Comprehensive Examination

Satisfactory completion of an end-of-program comprehensive written examination is required. The MSA program does not require a thesis.

Additional Program Requirements

Any student enrolled in a College of Business Administration master's degree program who earns more than two final course grades below a B- will be dismissed from the program and retention plans will not be supported by the College of Business Administration.

Application Requirements

For information on general UCF graduate admissions requirements that apply to all prospective students, please visit the [Admissions](#) section of the Graduate Catalog. Applicants must [apply online](#). All requested materials must be submitted by the established deadline.

In addition to the [general UCF graduate application requirements](#), applicants to this program must provide:

- One official transcript (in a sealed envelope) from each college/university attended.
- 3.0 GPA in upper-division accounting and tax courses.
- Official, competitive GMAT score taken within the last five years.
- Résumé.
- A computer-based score of 233 (or 91 internet-based score) on the Test of English as a Foreign language (TOEFL) if an applicant is from a country where English is not the official language, or if an applicant's degree is not from an accredited U.S. institution, or if an applicant did not earn a degree in a country where English is the only official language or a university where English is the only official language of instruction. Although we prefer the TOEFL, we will accept IELTS scores of 7.0.
- Applicants applying to this program who have attended a college/university outside the United States must provide a course-by-course credential evaluation with GPA calculation. Credential evaluations are accepted from [World Education Services \(WES\)](#) or [Josef Silny and Associates, Inc.](#) only.

Application Deadlines

Accounting MSA	*Fall Priority	Fall	Spring	Summer
Domestic Applicants	Jan 15	Jul 15	Dec 1	Apr 15
International Applicants	Jan 15	Jan 15	Jul 1	Nov 1
International Transfer Applicants	Jan 15	Mar 1	Sep 1	Dec 15

*Applicants who plan to enroll full time in a degree program and who wish to be considered for university fellowships or assistantships should apply by the Fall Priority date.

FINANCIALS

Graduate students may receive financial assistance through fellowships, assistantships, tuition support, or loans. For more information, see the College of Graduate Studies [Funding website](#), which describes the types of financial assistance available at UCF and provides general guidance in planning your graduate finances. The [Financial Information](#) section of the Graduate Catalog is another key resource.

Fellowships

Fellowships are awarded based on academic merit to highly qualified students. They are paid to students through the Office of Student Financial Assistance, based on instructions provided by the College of Graduate Studies. Fellowships are given to support a student's graduate study and do not have a work obligation. For more information, see [UCF Graduate Fellowships](#), which includes descriptions of university fellowships and what you should do to be considered for a fellowship.



Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs. If there are changes to a program and the changes will affect the program tracks also, one form may be used for both the program and the track.

PLEASE NOTE: The deadline for new tracks or certificates is **February 1 of each year**. Any proposal for new tracks or certificates received after this date will not be included in the next year's catalog. Revisions to existing programs, tracks, or certificates are **due by March 15**. Any proposals for revisions received after that date will not be included in the next year's catalog. Please include catalog copy (description, curriculum, contact information, application requirements, and application deadlines). **For revisions – attach the catalog copy showing changes (use Track Changes in Word).**

College/Unit(s) Submitting Proposal: Engineering and Computer Science

Proposed Effective Term/Year: January 2016

Unit(s) Housing Program: Industrial Engineering and Management Systems

Name of program, track and/or certificate: Healthcare Systems Engineering Track - MS

Brief description of program (this description will show up in the graduate catalog copy): **Do not add complete catalog copy here.**

MS Healthcare Systems Engineering Track is tailored to the healthcare industry and focuses on the application of engineering-based tools to integrate resources, refine operations, and aid clinical decisions with the goal of making healthcare systems and processes consistent, high-quality, and cost-effective over the entire course of patient care, including prevention. The ultimate goal is to enable program graduates to engineer solutions that improve the overall quality, productivity and efficiency of healthcare delivery processes and operations.

DELIVERY - Will program be delivered: Face to face Completely online Mixed delivery

Will program be a market tuition rate program? Yes No

Admissions deadlines: (Please specify if you have a different deadline for the track than for the program?)

The same admissions deadlines will apply as used by the existing MS program.

Application requirements: (Please specify if you have different application requirements for the track than for the program? Will you admit directly to the track?)

This track require only an undergraduate degree in Engineering or related field and an undergraduate course in Probability and Statistics.

Program Director(s) and contact information: (name, email, phone, campus address, program website address)

Jose Alejandro Sepulveda, PhD, Associate Professor, jose.sepulveda@ucf.edu.

Telephone: 407-823-5307. Engineering 2, Room 312

Page 2 of UCF Program Recommendation Form

Please check one: this action affects a: Program Track Certificate

Please check one: this action is a(n):

- Addition. Please proceed to Part A.
- Revision. If a revision applies to multiple tracks, please list them here and then proceed to Part A:

-
- Inactivation
- Temporary Suspension of Admissions. Give Length of Suspension:
-

Temporary suspension of admissions: The program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

If you checked inactivation or you are temporarily suspending admissions, please go to Part B and complete it.

Signature Page

Recommend Approval (all approval levels must be signed)

Department Chair (Print) W. KARWOWSKI (Signature) [Signature] Date 1/21/15
College Academic (Print) M. Bassiouni (Signature) [Signature] Date 1/22/15
Standards
College Dean (Print) _____ (Signature) _____ Date _____
Graduate Council (Print) _____ (Signature) _____ Date _____
Graduate Dean (Print) _____ (Signature) _____ Date _____

Approval

Provost and Executive Vice President: _____ Date _____

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Research; Academic Services; Faculty Senate;
University Analysis and Planning Support; College of Graduate Studies

Part A – For additions or revisions of programs, tracks or certificates

Brief statement of rationale: (Please indicate the rationale, how it affects the unit and faculty teaching in and students enrolled in the program, track or certificate.)

The MS track in Healthcare Systems Engineering contributes to UCF's mission by providing a high-quality graduate education. The program provides a service to the intellectual development of the healthcare community's ability to deliver innovative solutions.

Two new courses will be offered by the department.

The MS track in Healthcare Systems Engineering degree contributes to UCF's Goal 5 that could include partnerships with organizations such as such as 1) Florida Hospital and VA Orlando Clinic and other Florida based healthcare providers; and 2) Other associations promoting education in the field such as HSEA (Health Systems Engineering Alliance), SHS (Society for Health Systems) of IIE.

There will be minimum effect on Faculty teaching load.

There will be opportunity for students to enroll in new healthcare oriented courses offered by the department.

For Revisions:

Brief listing of Program Changes: (Please indicate the changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.**)

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate?

Yes No

If yes, state the name of the program or track where students are currently enrolled and provide a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? Yes No

Name Change

Are you changing the name of an existing program, track, or certificate? Yes No

If yes, provide the new name of the program, track, or certificate:

Provide the name of the current program, track, or certificate:

When is the name change effective? Please note: A name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.

Will students have the option to stay in their existing program, track, or certificate? Yes No

N/A

If you are requesting a CIP Code change for an existing program, track, or certificate, please provide:

old CIP:

N/A

new CIP:

If a name change is your only revision, stop here. Otherwise, complete the rest of Part A.

Part A - Continued

Specify the faculty who will participate in the program, track or certificate and their credentials to do so: (List faculty and a brief paragraph of their credentials.)

Waldemar Karwowski, Ph.D., Professor and Chair, Texas Tech: IE, Human System Integration, Ergonomics/Human Engineering
Ahmad K. Elshennawy, Ph.D., Professor & Associate Chair, Penn State: IE, Quality and Reliability, Production Systems
Robert L. Hoekstra, Ph.D., Associate Professor, Cincinnati: Manufacturing Engineering, Engineering Management
Timothy G. Kotnour, Ph.D., Associate Professor, Virginia Tech: Engineering Management, IE
Gene C.H. Lee, Ph.D., P.E., Associate Professor, Texas Tech: Human Engineering/Ergonomics, IE, Safety Engineering/Management
Pamela R. McCauley, Ph.D., Associate Professor, University of Oklahoma: Engineering/Ergonomics, IE, Biomechanics
Mansoor Mollaghasemi, Ph.D., Associate Professor, University of Louisville: IE, Simulation, OR, Decision Analysis
Jennifer Pazour, Ph.D., Assistant Professor, University of Arkansas: Applied OR to healthcare, distribution center design, and transportation
Michael D. Proctor, Ph.D., Associate Professor, N. Carolina State: Interactive Simulation, Training System Design
Luis Rabelo, Ph.D., Associate Professor, University of Missouri: Production/Manufacturing Systems, IE, Management
Charles H. Reilly, Ph.D., Professor, Purdue University: OR, Industrial Engineering, Statistics
José A. Sepúlveda, Ph.D., P.E., Associate Professor, University of Pittsburgh: Simulation, IE, OR, production Systems
William Thompson, Ph.D., Associate Professor, Arizona State: Engineering management, IE, Production Systems, Quality
Petros Xanthopoulos, Ph.D., Assistant Professor, University of Florida: OR, robust optimization, data mining, optimization in biomedicine
Qipeng Zheng, Ph.D., Assistant Professor, University of Florida: OR, applied optimization, energy systems, transportation planning
Richard Biehl, Ph.D. Visiting Lecturer, Applied Management and Decision Science, Walden University: healthcare informatics, systems engineering
Dedicated FT instructor in IE or in Healthcare System Engineering.

Impact of changes on students: Will current students be impacted by the addition or revision of a program, track or certificate? If so, how?

None.

If applicable, provide a written agreement (email is fine) from all involved units that they are in support of, will provide courses to, or will participate in the program, track, or certificate. Please attach the correspondence and also list the units here.

The relevant email correspondence with other units is provided as pdf attachment.

If an addition, provide a statement of who is likely to enroll and why. Please state if there is licensure or certification that depends upon this education, etc. Also, complete the following table.

In the Report To The President, entitled Better Health Care And Lower Costs: Accelerating Improvement Through Systems Engineering, May 2014, the President's Council of Advisors on Science and Technology (PCAST) recommended that "the United States build a health-care workforce that is equipped with essential-systems engineering competencies that will enable system redesign." We propose a fully online, web-based online Master's of Science Track, with concentration in Healthcare Systems Engineering, which builds on existing our Master of Science program and is designed to attract students with a variety of educational background who are already working in or are interested in joining the rapidly expanding field of healthcare systems. The target population will include a variety of engineers, as well as managers and other professionals in healthcare industry and health-related fields.

	Year 1	Year 2	Year 3
Headcount	30	100	200
SCHs	450	1500	6000

If an addition, indicate likely career or student outcomes upon completion: (What will students do? What will their job titles be?)

The program graduates will work in a broadly defined field of healthcare systems both in public and private sectors. Specifically, the graduates will work as healthcare specialists, in the following five healthcare domains (with respective job titles): 1) Process improvement specialists: Process improvement analyst; Healthcare industrial engineer; 2) Manager of strategy and operations; Decision support consultant.; 3) Healthcare data "scientist"/engineer: Data analysts: healthcare analytics, quality data analyst; Big data and image processing; Principal research engineers; 4) Quality control and engineering: Quality assurance engineers; Medical device/instrumentation quality engineers; Clinical operations specialist; and 5) Healthcare clinical operations engineers: Quality assurance engineers (including medical device engineer); system design quality engineers, healthcare product engineers, etc.

Part A - Continued

If an addition or there are substantial REVISIONS to existing tracks or certificates, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	No. assistantship students	Source of funds	No. fellowship students (specify fellowship)	No. tuition remissions	Source of funds
Year 1	0		0	0	
Year 2	0		0	0	
Year 3	0		0	0	

Checklist of items to be provided:

- Electronic graduate catalog copy for additions; track changes included if there are revisions. (required)
- Attach all appropriate course action requests that will be necessary to implement the changes. (required)
- Emails showing consultation with other units. (if applicable)
- If an addition, list of 1-3 students and 1-3 faculty for profiles in the graduate catalog (provide email address so Graduate Studies can contact them to write profiles and take photos). You may provide draft copy of profiles if you wish.
- If an addition, what disciplines does this program, track or certificate belong to? What other UCF graduate programs, tracks, or certificates are related to it? This information will be used to provide additional links for prospective students to search in the online graduate catalog.

Part B – For inactivations or suspensions of programs, tracks, or certificates

Are students currently enrolled in the program? Yes No

If yes, number of current students:

Please specify the intended time period of inactivation or suspension:

If program, track, or certificate is being inactivated or suspended, then attach a “teach out” plan for all current students specifying how they can finish the program or where students will be placed if moving to another program. The “teach out” plan should specify when courses will be offered to enable students to finish. Specify whether students will remain in the existing program to finish, and if so, when the completion date will be, whether students will be moved to another program, etc. Please provide a list of students where applicable.

Sample teach out plan: Enter the terms and courses that will be taught for each term throughout the last semester. **Please delete course prefixes and numbers in this section if no teach out plan is required.**

Spring 2016	Summer 2016	Fall 2016	Spring 2017	Summer 2017
First semester, year 1	Second semester, year 1	Summer, year 1	First semester, year 2	Second semester, year 2
EIN 6XXX Societal & Enterprise in Healthcare	EIN 6551C Systems Engineering	ESI 5531 Discrete Systems Simulation	ESI5359 Risk Assessment & Management	• ESI 6224 Quality Management
ESI 5219 Engineering Statistics	EIN 6357 Advanced Eng Econ Analysis		EIN 5117 Management Information Systems	ESI 6XXX Healthcare Data Analytics
				Summer, year 2
				EIN 5140 Project Engineering (Capstone)

Checklist of items to be provided:

- Attach all appropriate course action requests that will be necessary to implement the changes. (required)
- E-mails showing consultation with other units. (if applicable)

MASTER OF SCIENCE (MS) TRACK IN HEALTHCARE SYSTEMS ENGINEERING

PROGRAM DESCRIPTION

The Healthcare Systems Engineering (HSE) track is a cohort-based program where specific cohorts are established periodically based on needs of the healthcare industry. The program is designed to be a lock-step, cohort-based program that can be completed in 24 months.

The Healthcare Systems Engineering (HSE) track in the Industrial Engineering Master program focuses on effective decision-making and successful project delivery in healthcare organizations. The program is tailored to the needs of the experienced, working healthcare professional.

The Healthcare Systems Engineering (HSE) track in the Industrial Engineering Master program requires an undergraduate degree in Engineering or a closely related discipline.

Research studies are required in one or more courses. The research study and report will focus on reviewing and analyzing contemporary research in the profession in order to help students acquire knowledge and skills pertaining to research-based best practices.

CURRICULUM – 30 Total Credit Hours Required

The program offers the non-thesis option only and requires 30 credit hours of courses beyond the Bachelor's Degree. Research studies are required in one or more courses.

For information about the start of the next cohort, please contact the IEMS Graduate Director, Dr. Jose A. Sepulveda (jose.sepulveda@ucf.edu).

Additional information can be found at www.iems.ucf.edu.

Prerequisites

- An undergraduate course in probability and statistics

First year:

- EIN 6XXX Societal & Enterprise in Healthcare
- ESI 5219 Engineering Statistics
- EIN 6551C Systems Engineering
- EIN 6357 Advanced Engineering Economic Analysis
- ESI 5531 Discrete Systems Simulation

Second year:

- ESI 5359 Risk Assessment & Management
- EIN 5117 Management Information Systems
- ESI 6224 Quality Management
- EIN 6XXX Healthcare Data Analytics

- EIN 5140 Project Engineering (Capstone)

Independent Learning

The Independent Learning Requirement is met by successful completion of the research studies required in individual courses and in EIN 6950 Industrial and Systems Engineering Capstone. These research studies require that students integrate material from all the courses in their program.

APPLICATION REQUIREMENTS

For information on general UCF graduate admissions requirements that apply to all prospective students, please visit the [Admissions](#) section of the Graduate Catalog. Applicants must [apply online](#). All requested materials must be submitted by the established deadline.

The College of Engineering and Computer Science encourages prospective applicants to complete a pre-application form (www.cecs.ucf.edu/preapp) before completing the online application for graduate admission.

In addition to the [general UCF graduate application requirements](#), applicants to this program must provide:

- One official transcript (in a sealed envelope) from each college/university attended.
- A bachelor's degree in Engineering or a related discipline.
- Two letters of recommendation.
- Résumé.
- Statement of educational, research, and professional career objectives.
- Applicants applying to this program who have attended a college/university outside the United States must provide a course-by-course credential evaluation with GPA calculation. Credential evaluations are accepted from World Education Services (WES) or Josef Silny and Associates, Inc. only.

Faculty members may choose to conduct face-to-face or telephone interviews before accepting an applicant into their research program.

CONTACT INFO

José Alejandro Sepúlveda, PhD
Associate Professor
Associate Chair and Graduate Director
(407) 823 5307
jose.sepulveda@ucf.edu
Engineering 2, Room 312

UCF Industrial Engineering & Management Systems (IEMS)

Master of Science in Healthcare Systems Engineering

Program of Study (30 credits, 10 classes)

Course	Description	Healthcare Areas of Interest
FIRST YEAR		
EIN 6XXX Societal & Enterprise Systems in Healthcare (NEW)	<p><i>UCF Catalog:</i> This course provides a framework for using of Systems Theory to model the systems that comprise a healthcare enterprise, as well as the system-of-systems of which every healthcare institution is a part.</p> <p><i>Syllabus:</i> The emphasis is on aspects of healthcare systems that are distinctive to the sector, and the system dynamics resulting from those distinctive characteristics. The complex model of customers and suppliers that encompasses patients, caregivers, providers, hospitals, clinics, laboratories, insurance plans, research organizations, and government are covered.</p>	Details under preparation
ESI5219 Engineering Statistics	<p><i>UCF Catalog:</i> Discrete and continuous probability distributions, hypothesis testing, regression, nonparametric stats and ANOVA.</p> <p><i>Syllabus:</i> This course is designed to increase the student's ability to use data and statistics to make sound, informed decisions. Specifically this course addresses the following skills:</p> <ul style="list-style-type: none"> • Understanding the concept of variation—special and common cause of variation • Making inferences about collected and summarized data • Understanding the overall statistical analysis process • Understanding the process to select the appropriate analysis approach • Understanding the role of business analytics in corporate performance 	
ESI 6551C Systems Engineering	<p><i>UCF Catalog:</i> Integration and application of systems science, operations research, systems methodologies, and systems management for the design, production, and maintenance of efficient, reliable systems.</p> <p><i>Syllabus:</i> The purpose of this course is to acquaint the student with the theory and practice of systems engineering with an emphasis on systems architecture. The student will become familiar with advanced systems engineering concepts along with basic application of systems architecture techniques to analyze complex systems and systems of systems.</p>	

Course	Description	Healthcare Areas of Interest
EIN 6357 Advanced Engineering Economic Analysis	<p><i>UCF Catalog:</i> Topics include measuring economic worth, economic optimization under constraints. Analysis of economic risk and uncertainty, foundations of utility functions.</p> <p><i>Syllabus:</i> The primary objective is to provide engineers and managers with the background for estimating and controlling costs of various types of engineering systems throughout the product life cycle. During this course, we will review some basic economics and statistics that are needed to develop cost estimates, and then develop the skill and knowledge to conduct labor, material, and accounting analysis; and to develop operations and product costs.</p>	
ESI5531 Discrete Systems Simulation	<p><i>UCF Catalog:</i> Methods for performing discrete systems simulation, including network modeling, will be treated.</p> <p><i>Syllabus:</i> This course focuses on and attempts to balance the two primary aspects of discrete systems simulation. The first aspect is hands-on simulation modeling with a general-purpose language (or a simulation language). The second aspect of this course will cover: (1) the underlying probabilistic and statistical aspects of computer simulation, (2) modeling and estimating input processes, (3) statistical analysis of simulation output, (4) designing simulation experiments, (5) variance reduction techniques, (6) random number generation, and (7) random variate generation.</p>	Managerial epidemiology

SECOND YEAR		
ESI5359 Risk Assessment & Management	<p><i>UCF Catalog:</i> Problems and complexities involved in risk assessment and management. Selected methodologies are illustrated through realistic applications in engineering and the sciences.</p> <p><i>Syllabus:</i> The primary objective of this course is to provide students with a basic understanding of the problems, complexities, and methodologies involved in risk assessment and management. Selected methodologies will be illustrated through realistic applications in engineering and the sciences. Students are required to apply the techniques to a realistic problem as a term project. Part I: Conceptualization -- the nature of risk, the elements of risk management, the barriers, and the process of risk management. Part II: Foundations for risk assessment -- approaches to the representation of uncertainty and the measurement of risk. Part III: Methodologies and techniques for risk assessment and management -- decision making under uncertainty and risk, multiple criteria considerations, and system-wide risk assessment.</p>	Public health / CDC
EIN 5117 Management Information Systems	<p><i>UCF Catalog:</i> The design and implementation of computer-based Management Information Systems. Consideration is given to the organizational, managerial, and economic aspects of MIS.</p> <p><i>Syllabus:</i> This course explores the issues of data standards and systems interoperability inherent in the information-intensive nature of the healthcare sector. Standards and protocols for operational control, clinical practice, and biomedical research are included, covering centralized data in Electronic Health Records and shared data across Health Information Exchanges; including data and coding schemes necessary for interoperability among these different systems layers and between stakeholder sectors (e.g., institutions, payers, regulators, and providers).</p>	HL/7 CDA HIEs HIPAA & Privacy
ESI6224 Quality Management	<p><i>UCF Catalog:</i> Philosophy and concepts of quality management, organization for quality, quality cost, quality audits and corrective actions, tools and techniques for improvement.</p> <p><i>Syllabus:</i> The purpose of this course is to provide a broad exposure to topics in quality management principles and the management of quality systems, in addition to the basic technical issues, tools, and techniques. Specifically, the course is intended to focus on the development of tools for the management of quality in different organizations. Essential concepts, practices, and methods of modern quality management are presented to achieve solid knowledge that is applied to various types of organizations for improved quality and higher productivity. Case studies and quality improvement stories will be provided as an effective format for enhancing classroom learning and working on organizational improvement systems and models. It is expected that course coverage should allow the participants to design, develop, and implement an effective quality management system for any manufacturing or service organization.</p>	

<p>ESI 6XXX Healthcare Data Analytics (NEW)</p>	<p>UCF Catalog: Course includes an overview of major data analytics algorithms and methods introduced through examples from Healthcare.</p> <p>Syllabus: The goal of this course is to make student familiar with fundamental data analysis methods along with some of key applications in the area of healthcare. In addition this course will help students master data analytics methodology not only in theoretical level but also at implementation/practical level.</p>	<p>Details under preparation</p>
<p>EIN 5140 Project Engineering (Capstone)</p>	<p><i>UCF Catalog:</i> Graduate standing or C.I. Role of engineer in healthcare project management with emphasis on project life cycle, quantitative and qualitative methods of cost, schedule, and performance</p> <p>Syllabus: Project-based course where students work on theoretical and applied research issues related to the healthcare industry and industrial and systems engineering.</p>	<p>Capstone Course</p>

Proposal to CECS GPCC: Healthcare Systems Engineering MS Track, IEMS

We propose a new track in our existing MS program that will start in spring 2016 with a 2-year lockstep program.

Master of Science (MS) track in Healthcare Systems Engineering

Fully on-line, with web-based courses only. Non-thesis; no electives; Project Engineering as capstone.

Two new courses.

10 Required Courses - - 30 Credit Hours

First year:

- EIN 6XXX Societal & Enterprise in Healthcare
- ESI 5219 Engineering Statistics

- EIN 6551C Systems Engineering
- EIN 6357 Advanced Engineering Economic Analysis

- ESI 5531 Discrete Systems Simulation

Second year:

- ESI 5359 Risk Assessment & Management
- EIN 5117 Management Information Systems

- ESI 6224 Quality Management
- ESI 6XXX Healthcare Data Analytics

- EIN 5140 Project Engineering (Capstone)

Program framework

Target audience: Healthcare professionals.

These may include, for example, process improvement analysts, data analysts, quality engineers, clinical operations engineers, decision support consultants.

Registration modality: Lockstep.

Students will be able to start the program in the spring semester, starting in 2016.

Delivery mode: Online web-based courses.

The focus is on reading, discussions, working problems, and homework. These courses may be taught on a regular semester schedule (fall/spring/summer) or in 8-week modules (5 modules per year).

Implications

1. Lockstep program starting once a year would require faculty exclusively dedicated to the program.
2. The program budget pays for all instructors (faculty, adjuncts and TAs)

Summary

Target: A national audience of HC professionals.

Resources: Dedicated, instructors will be paid from the program budget

Mode of delivery: All online 8 weeks modules (web-based courses)

Timeline: Program will start with a 2-year lockstep program in spring 2016 as a track in our existing MS program

Waldemar Karwowski

From: Waldemar Karwowski
Sent: Tuesday, October 21, 2014 1:22 PM
To: Deborah German
Cc: Charles Reilly; Michael Georgiopoulos; Mostafa Bassiouni; Jose Sepulveda; Richard Biehl; Waldemar Karwowski
Subject: Feedback: Reaching out regarding new IEMS course

EIN 6xxxx: Societal & Enterprise Systems in Healthcare

Dear Dr. German:

Thank you very much for your prompt reply and insightful comments about the consideration of the human needs and emotional aspects of care. We will include the topics you have suggested in the content for this new course. We will also make plans to invite someone from your school to help us to address these topics, as appropriate.

Best regards, Waldemar

From: Deborah German
Sent: Monday, October 20, 2014 8:25 PM
To: Waldemar Karwowski
Cc: Deborah German; Charles Reilly; Michael Georgiopoulos; Mostafa Bassiouni; Waldemar Karwowski; Jose Sepulveda
Subject: Re: Reaching out regarding new IEMS course

This looks like a great program. I think that a systems engineering approach is needed in health care. Is there special accommodation made in the thinking and the engineering approach to account for the human needs and emotional aspects of care? Is there a focus on the systems effect on the health and emotional well being of the caregivers and the patients?

Deborah C. German M.D.
Vice President for Medical Affairs
Dean, College of Medicine
University of Central Florida
6850 Lake Nona Blvd.
Suite 313
Orlando, Florida 32827

On Oct 20, 2014, at 11:33 AM, "Waldemar Karwowski" <wkaw@ucf.edu> wrote:

Dear Dr. German:

I am pleased to let you know that IEMS Department is proposing a new track in our MS program that targets working healthcare professionals: Health Care Systems Engineering.

This market-based program will be fully on-line, web-based (not FEEDS), and will be offered in 8 week period online modules. One of the new required courses we are introducing in this program (see attached) is titled:

EIN 6xxx: Societal & Enterprise Systems in Healthcare

We welcome any comments and/or feedback you might have with respect to this new course.

Awaiting your kind reply.
Best regards, Waldemar

Dr. Waldemar Karwowski, Professor and Chair
Department of Industrial Engineering and Management Systems
Executive Director, Institute for Advanced Systems Engineering
University of Central Florida
4000 Central Florida Blvd.
P.O. Box 162993
Orlando, FL 32816-2993
USA
Tel +1 407 823 2204
Fax +1 407 823 3413
<http://www.iems.ucf.edu>

Administrative Assistant
Liz Stalvey
(407) 823-5759
Liz.Stalvey@ucf.edu

<EIN 6xxx Societal & Enterprise Systems in Healthcare.docx>

Waldemar Karwowski

From: Thomas Wan
Sent: Monday, October 20, 2014 4:08 PM
To: Reid Oetjen
Cc: Waldemar Karwowski
Subject: FW: Reaching out regarding new IEMS course
Attachments: EIN 6xxx Societal & Enterprise Systems in Healthcare.docx

Reid: Please review the course syllabus proposed by the Department of Industrial Engineering. Let me know of your assessment. Thank you,

Thomas Wan

From: Waldemar Karwowski
Sent: Monday, October 20, 2014 11:31 AM
To: Michael Frumkin; Thomas Wan
Cc: Charles Reilly; Michael Georgiopoulos; Mostafa Bassiouni; Michael Johnson; Waldemar Karwowski
Subject: Reaching out regarding new IEMS course

Dear Dr. Frumkin:

I am pleased to let you know that IEMS Department is proposing a new track in our MS program that targets working healthcare professionals: Health Care Systems Engineering.

This market-based program will be fully on-line, web-based (not FEEDS), and will be offered in 8 week period online modules. One of the new required courses we are introducing in this program (see attached) is titled:

EIN 6xxxx: Societal & Enterprise Systems in Healthcare

We welcome any comments and/or feedback you might have with respect to this new course.

Awaiting your kind reply.
Best regards, Waldemar

Dr. Waldemar Karwowski, Professor and Chair
Department of Industrial Engineering and Management Systems
Executive Director, Institute for Advanced Systems Engineering
University of Central Florida
4000 Central Florida Blvd.
P.O. Box 162993
Orlando, FL 32816-2993
USA
Tel +1 407 823 2204
Fax +1 407 823 3413
<http://www.iems.ucf.edu>

Administrative Assistant
Liz Stalvey
(407) 823-5759
Liz.Stalvey@ucf.edu

Waldemar Karwowski

From: Waldemar Karwowski
Sent: Monday, November 24, 2014 3:05 PM
To: Ross Wolf
Cc: Charles Reilly; Michael Georgiopoulos; Mostafa Bassiouni; Michael Johnson; Michael Frumkin; Jose Sepulveda; Richard Biehl; Petros Xanthopoulos; Waldemar Karwowski
Subject: Program Recommendation - New MS track in Health Care Systems Engineering
Attachments: ProgramRecommendationForm_MS Track HC Systems Engineering - updated.pdf

Dear Dr. Wolf:

Attached you will also find the Program Recommendation Form for this new MS Track.

Best regards, Waldemar

From: Waldemar Karwowski
Sent: Wednesday, November 19, 2014 9:18 AM
To: Ross Wolf
Cc: Charles Reilly; Michael Georgiopoulos; Mostafa Bassiouni; Michael Johnson; Michael Frumkin; Waldemar Karwowski; Jose Sepulveda; Richard Biehl; Petros Xanthopoulos
Subject: New MS track in Health Care Systems Engineering

Dear Dr. Wolf:

Thank you very much for your kind reply and your comments.

Regarding your concern re MS-HCI program, please note that this is a new MS track, and out of 10 industrial engineering courses that we will teach in this program, 8 are the courses that we are already teaching in our MS IE program, while only 2 are the new courses.

The first one is EIN 6xxxx: Societal & Enterprise Systems in Healthcare. The second new course is ESI 6XXX: Healthcare Data Analytics. I attach a copy of the Syllabus for this course for your information as well.

Best regards, Waldemar

From: Ross Wolf
Sent: Monday, November 17, 2014 4:34 PM
To: Waldemar Karwowski
Cc: Charles Reilly; Michael Georgiopoulos; Mostafa Bassiouni; Michael Johnson; Michael Frumkin
Subject: FW: Reaching out regarding new IEMS course

Dr. Karwowski-
COHPA does not have any problem with this course addition, but there were concerns raised by faculty about the content and the close relationship to the program in the MS-HCI program. We hope that you will continue to keep us advised of any further additions. Thank you for the opportunity to review.
Ross

Dr. Ross Wolf

Associate Dean, Academic Affairs and Technology
Interim Director, Doctoral Program in Public Affairs

College of Health and Public Affairs
University of Central Florida
P.O. Box 162200
Orlando, FL 32816-2200 | U.S.A.
(407) 823-0171 | fax (407) 823-5821
ross.wolf@ucf.edu | www.ucf.edu



From: Michael Frumkin
Sent: Thursday, November 13, 2014 11:36 AM
To: Ross Wolf
Subject: Fwd: Reaching out regarding new IEMS course

Sent from my iPhone

Begin forwarded message:

From: Waldemar Karwowski <wkar@ucf.edu>
Date: October 20, 2014 at 11:31:01 AM EDT
To: Michael Frumkin <Michael.Frumkin@ucf.edu>, Thomas Wan <Thomas.Wan@ucf.edu>
Cc: Charles Reilly <reilly@ucf.edu>, Michael Georgiopoulos <michaelg@ucf.edu>, Mostafa Bassiouni <bassi@ucf.edu>, Michael Johnson <Michael.Johnson@ucf.edu>, Waldemar Karwowski <wkar@ucf.edu>
Subject: Reaching out regarding new IEMS course

Dear Dr. Frumkin:

I am pleased to let you know that IEMS Department is proposing a new track in our MS program that targets working healthcare professionals: Health Care Systems Engineering.

This market-based program will be fully on-line, web-based (not FEEDS), and will be offered in 8 week period online modules. One of the new required courses we are introducing in this program (see attached) is titled:

EIN 6xxx: Societal & Enterprise Systems in Healthcare

We welcome any comments and/or feedback you might have with respect to this new course.

Awaiting your kind reply.
Best regards, Waldemar

Dr. Waldemar Karwowski, Professor and Chair
Department of Industrial Engineering and Management Systems

Executive Director, Institute for Advanced Systems Engineering
University of Central Florida
4000 Central Florida Blvd.
P.O. Box 162993
Orlando, FL 32816-2993
USA
Tel +1 407 823 2204
Fax +1 407 823 3413
<http://www.iems.ucf.edu>

Administrative Assistant
Liz Stalvey
(407) 823-5759
[*Liz.Stalvey@ucf.edu*](mailto:Liz.Stalvey@ucf.edu)

Waldemar Karwowski

From: David Nickerson
Sent: Thursday, October 23, 2014 10:28 AM
To: Petros Xanthopoulos
Cc: Charles Reilly; Waldemar Karwowski; Michael Georgiopoulos; Mostafa Bassiouni; Michael Johnson; Hsin-Hsiung Huang; Chung-Ching Wang; Daniel Inghram; Edgard Maboudou; James Schott; Kelcey Ellis; Liqiang Ni; Mark Johnson; Nizam Uddin; Susan Schott; Xin Yan
Subject: RE: Reaching out regarding new IEMS course

Petros:

I will not consent to the teaching of this course since we cover all the topics you mentioned with courses we currently teach. We have had a graduate program in data mining and big data analytics for over 10 years. Currently, we are developing two other master's programs in big data. One is with the College of Business (M.S. in Business Analytics) which is a market-based tuition program to be offered downtown and due to go live fall 2015. The other is with Computer Science (Masters of Data Analytics) which is also a market-based tuition program to be offered downtown and due to go live spring 2016. Consequently, there is no need to offer any additional courses on big data since we have saturated the market.

David M. Nickerson
Department of Statistics
University of Central Florida

From: Petros Xanthopoulos
Sent: Thursday, October 16, 2014 9:08 AM
To: David Nickerson
Cc: Charles Reilly; Waldemar Karwowski; Michael Georgiopoulos; Mostafa Bassiouni; Michael Johnson
Subject: Reaching out regarding new IEMS course

Dear Dr. Nickerson,

I am reaching out to you regarding a new course on Healthcare Analytics that I was assigned to develop in my Department. This course will be part of our new Healthcare Systems Engineering program, a new market based fully online targeted to healthcare professionals. It will be fully online (not FEEDS students) and it will be offered in 8 week period online modules. I am seeking your consent and/or constructive feedback.

Best,

Petros

Waldemar Karwowski

From: David Nickerson
Sent: Tuesday, November 18, 2014 10:07 AM
To: Liz Stalvey
Cc: Charles Reilly; Waldemar Karwowski
Subject: RE: Meeting regarding Healthcare Analytics

If this is in regards to the Health Analytics course as proposed, then there is nothing more to discuss. If Dr. Karwowski is unhappy with my decision, he is welcome to take this up with my dean.

David M. Nickerson
Department of Statistics
University of Central Florida

From: Liz Stalvey
Sent: Tuesday, November 18, 2014 9:48 AM
To: David Nickerson
Cc: Waldemar Karwowski; Charles Reilly
Subject: Meeting regarding Healthcare Analytics

Good morning Dr. Nickerson,

Dr. Karwowski would like to set up a meeting with you and Dr. Reilly regarding the Health Analytics' course this week if possible.

Are you available on Thursday, November 20th, 10:00 am – 11:00 am in ENG 107?

If this time will not work with your schedule, please propose some times that will be convenient for you and I will accommodate. Dr. Karwowski would be happy to meet you for breakfast or lunch if you are available.

Respectfully,



LIZ STALVEY
Coordinator, Administrative Services
Assistant to the Department Chair



P.O. Box 162993, 12800 Pegasus Dr.
Orlando, Florida 32816-2993
407.823.5759 (w)



EIN 6xxxx: Societal & Enterprise Systems in Healthcare

Industrial Information & Management Systems Department
UCF College of Engineering & Computer Science

COURSE SYLLABUS

Instructor:	Richard E. Biehl, Ph.D.	Term:	XXXXXXXXXX (8-weeks)
Office:	Eng. 2, Room 428	Credits:	3 (3 lecture, 0 lab)
E-Mail:	richard.biehl@ucf.edu	Mode:	On-line (Canvas)
Office Hours:	TBD		

I. COURSE DESCRIPTION

This course provides a framework for using of Systems Theory to model the systems that comprise a healthcare enterprise, as well as the system-of-systems of which every healthcare institution is a part. The emphasis is on aspects of healthcare systems that are distinctive to the sector, and the system dynamics resulting from those characteristics. The complex model of customers and suppliers that encompasses patients, caregivers, providers, hospitals, clinics, laboratories, insurance plans, research organizations, and government are covered.

II. COURSE OBJECTIVES

This course looks at the global healthcare sector as a diverse and complex system of systems within which one sees distinct manifestations of domains of interest in classical industrial engineering practices. Many of the challenges in this sector seem very traditional when viewed through the areas of concern of the industrial engineer, yet the complexity, scale, and scope of the system encompasses such large segments of any modern society or economy that large-scale and emergent systems effects must be considered that often don't manifest in smaller industrial or organizational domains.

Specifically, this course addresses goals for the following knowledge and skills:

- Analyze the healthcare system as a distributed logistics, transportation, and facilities network in which patients and medical care are brought together – increasingly on a global basis – across points in the system at multiple levels of scale and detail.
- Describe the healthcare system as a vertical integration (e.g., medical education, clinical research, pharmaceuticals, medical devices, practice operations, clinical care, laboratory, ancillary systems) serving a cradle-to-grave horizontal market (e.g. OB/neonatal, physician practice, clinical specialties, clinics, hospitals, home care, extended care, hospice).
- Distinguish the parallel subsystems that involve the care of patients versus the managing of data about their care; the actual clinical treatment of health vs. the maintenance of health records.

- Analyze the direct and emergent system impacts of shifts taking place across the healthcare sector, including more patient-centric focus, shifts from acute to chronic conditions, integration of advanced genomics, provider performance models, care and treatment location variations, and changing financial incentives.
- Understand the economic scale of the healthcare system, including financial aspects of healthcare, involving combinations of private insurance and government funding – particularly in countries that provide for single-payer services – and understand the systems impact of unfunded or uninsured care on system providers.

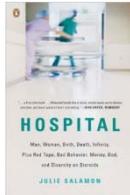
III. REQUIRED TEXTS AND MATERIALS



Rouse, William B.; & Serban, Nicoleta (2014). *Understanding and Managing the Complexity of Healthcare*. MIT Press. 978-0262027519.



Shi, Leiyu; & Singh, Douglas A. (2014). *Delivering Health Care In America: A Systems Approach*. Sixth Edition. Jones & Bartlett. 978-1284047127.



Salaman, Julie (2009). *Hospital: Man, Woman, Birth, Death, Infinity, Plus Red Tape, Bad Behavior, Money, God, and Diversity on Steroids*. Penguin Books. 978-0143115366.

Baldrige Performance Excellence Program (2015). 2015-2016 *Health Care Criteria for Performance Excellence*. National Institute of Standards and Technology, US Department of Commerce.

Additional published academic materials (e.g. journal articles, conference proceedings) will be assigned, and will be available through the UCF Library in the Canvas courseroom.

IV. COURSE SCHEDULE (subject to revision as circumstances warrant)

Unit	Unit Theme	Component Themes / Activities
1	Healthcare Complexity to Chaos	Systems of Social Systems in Healthcare Healthcare as a Global Enterprise Institutional & Organizational Types Professional Roles & Relationships Blunt-to-Sharp End Practices & Roles
2	Government & Related Industries	Horizontal & Vertical Integration Regulatory Sector & Country-based Differences Pharmacologic & Medical Device Sector Medical Research & Education Sector Complementary Sectors & Services
3	Financing & Incentives	Managed & Accountable Care Insurance & Payer Relationships Performance & Incentive Controls
4	Operational & Service Continuums	Acute vs. Chronic Services Wellness & Prevention Inpatient / Ambulatory / Residential Specialty Facilities & Services
5	Technology & Facility Layers	Hospital Operations & Infrastructure Clinical Engineering Telemedicine & Remote Access Proprietary, Tethered, Public Systems
6	Data & Systems Infrastructure	Primary & Ancillary Systems Health Information Exchanges Standard Coding & Translation Models Privacy & Control Regimes
7	Improving Care & Outcomes	Quality & Infection Control in Healthcare Epidemiology & Disease Management Clinical Decision Support & Operations Adverse Events & Near Miss Management
8	The Future of Healthcare	Hospitals of the Future Translational & Personalized Medicine Pharmacogenetics & Genomic Treatments Computational Biology & Ecology

V. Weekly Readings & Discussions Framework

Each weekly class unit includes a collection of readings and topical discussions. The discussion topics are designed to guide everyone through the more critical aspects of each week’s readings, and to emphasize ideas that you should be thinking about as you work on your semester project.

Discussion participation can’t be a last minute activity each week. To earn full credit on discussions, it’s important that you participate in a manner that supports an effective give-and-take dialogue. Typically, get your initial discussion posts posted by Wednesday evening so that they are available for others to read. Post your responses to others by early evening on Friday in order to give those learners an opportunity to see your responses and to formulate their responses to you. Continue your dialogues with others as they

respond to your initial post and your replies through the rest of the weekend, with the discussion closing at 6:00p on Sunday each week.

Each discussion topic is scored using a 40-point grading rubric that splits the score between your initial post (20 points) and your response posts (20 points). Most topics require at least two substantive responses as well as continuing dialogue with any learners who respond to your posts. It's fine to allow more of your postings to be less formal or scholarly. Encouraging or expressing agreement with your fellow learners is considered effective dialogue as long as some substantive responses are included among your postings. The rubric below focuses on the more substantive subset of anything you post in reply to others.

Discussion Participation Grading Rubric	
Initial Posting (20 points)	
0 points	The response post is missing, late, or isn't substantive. Substantive responses must directly address the topical themes and demonstrate critical thinking about the topic and the associated readings.
10 points	The posting addresses the topic, but doesn't seem to demonstrate any critical thinking about how the topic fits the unit theme, or how the unit readings support the topic.
20 points	The posting analyzes and applies course concepts in substantive ways, demonstrating thinking about the topic. Opinions expressed are grounded in the materials being discussed. The post is timely enough for other learners to respond within the deadlines, preferably before the mid-week.
Response Postings (20 points)	
0 points	The response posts are missing, late, or not effective. Effective responses must do more than simply agree with, or encourage, the original post, and they must be timely enough to allow continuing dialogue among learners within the unit deadlines.
10 points	The response addresses the content of the original post, but doesn't really include any thoughts regarding the topic or its fit in this class. Effective responses extend the conversation, allowing others to join in.
20 points	The responses do an effective job of drawing additional information from the original posters, or contribute additional substantive content to the original posts, or both. The posts are timely enough to allow the original posters to respond before the unit deadline, preferably before Friday afternoon. Responses are also made, when appropriate, to the responses received from others.

VI. Term Paper

This class requires an academic term paper to be researched, written, and submitted by each student. The details of the assignment are available in the appropriate Canvas assignment. The topic of the term paper must be appropriate to this class, and have the approval of the instructor by the end of the second unit of the class. The emphasis of the paper is to allow the student to investigate some aspect of this class of particular interest to the student, and to assist the student in becoming more familiar with the academic literature in that specific area. The project also encourages a general skill of academic writing, and the improvement of the student's scholarly voice.

Each file submitted to any of the project assignments must be named to include the student last name and assignment identifier (e.g., "Biehl u04p1.pptx", "Biehl u06p1.docx").

VII. Grading

Course grades are determined by a weighted aggregation of scores earned on each distinct component of the course, as follows:

<u>Component</u>	<u>Impact</u>
TERM PAPER	30%
DISCUSSIONS	40%
ACTIVITIES	10%
EXAMINATIONS	20%
Mid-Term Exam	40%
Final Exam	60%

Final course grades will follow traditional UCF criteria: A > 90%, B > 80%, C > 70%, D > 60%, or F.

^gVIII. Exams

There are two examinations scheduled in this class:

MID-TERM EXAM	End of Unit 4
FINAL EXAM	End of Unit 8

Both exams are take-home open-book examinations that will be turned in through Canvas. Each exam is designed to be taken within a few hours, but will be available to learners for several days to help accommodate everyone's work, family, and school schedules.

IX. Policies

The following policies govern student participation and course grading and should be interpreted in the context of all applicable and current UCF policies and procedures:

1. Late assignments do not need to be communicated to the instructor. Informing the instructor of a planned absence or late submission does not constitute approval of that absence or late submission.
2. Exam make-ups or delays are allowed only for *extremely well documented* reasons (e.g., doctor's note, hospital discharge notice, traffic accident report, death certificate). Because each exam is administered on-line, and is available to the student for several days, situations requiring accommodation for make-ups are expected to be rare. E-mail a scanned version of such documentation to the instructor as early as possible to ensure appropriate action is taken.
3. Canvas discussions and the Conversations tool are the preferred mechanisms for all class communications.
4. E-mails to the instructor are discouraged except in situations where there is a concern for student privacy (e.g., by FERPA). Discussion posts are preferred (via the Ask Dr. Biehl thread in Canvas) to avoid having to answer many e-mails with the same or related questions.

5. UCF policies on academic integrity will be strictly enforced in all discussions and assignments.
6. Any form of plagiarism or cheating shall result in a Failing grade in this class. Zero tolerance. Plagiarism includes any use of the materials of others as your own, including copying and pasting text from outside web pages or other sources as material in your discussion posts, term paper submissions, or examination essays.

This course utilizes **turnitin.com**, an automated system that instructors can use to quickly and easily compare each student's assignment with billions of web sites as well as an enormous database of student papers that grows with each submission. Accordingly, you are expected to submit all assignments in electronic format only. After assignment processing, your instructor receives a report from turnitin.com that states if and how another author's work was used in any assignment. For a more detailed look at this process, visit <http://www.turnitin.com>.

All faculty members are required to document students' academic activity at the beginning of each course. In order to document that you began this course, you must complete the Expectations Quiz and Unit 1 assignments and discussions on time, or as soon as possible after adding the course. Failure to do so will delay any financial aid disbursement to which you would otherwise be entitled.

Students Rights and Responsibilities - Please know your rights and your responsibilities as a student. Go to the web site <http://www.goldenrule.sdes.ucf.edu/> and read carefully THE UCF GOLDEN RULE. It is your responsibility and your right as well to be aware of it. Your academic behavior in the class should be based on the Golden Rule.

Course title and number

ESI 6XXX Industrial Engineering Analytics for Healthcare

Credit hours: 3

Name(s) of instructor(s): Petros Xanthopoulos

Office location: ENGR-II room 424

Office or Web hours: Instructor will be available during M, T, W X:00-XX:00pm on Google hangout for web hours. Refer to webcourses for web-hours policies and etiquette.

Course goals: The goal of this course is to make student familiar with fundamental data analysis methods along with some of industrial engineering applications in the area of healthcare. In addition this course will help students master data analytics methodology not only in theoretical level but also at implementation/practical level.

Course requirements: Engineering Statistics or Instructors Consent

Course description: Course includes an overview of major data analytics algorithms and methods introduced through examples from Healthcare.

Required and optional texts

This course will include a main textbook along with other optional readings.

The main textbook is:

- “Developing Spreadsheet-Based Decision Support Systems Using Excel and VBA for Excel” by Sandra D. Ekşioğlu, Michelle M.H. Şeref, Ravindra K. Ahuja, and Wayne L. Winston, Dynamic Ideas, Belmont, Massachusetts, 2011. ISBN: 978-0-9759146-8-7.

The book comes with a 140-day license of Analytic Solver Platform which is one of the tools that we will be using in the class.

Website: <http://www.dssbooks.com/excel2/index.html>

More information about Analytics Solver Platform: <http://www.solver.com/analytic-solver-platform>

Other optional texts:

- “Analytics in Healthcare and the Life Sciences: Strategies, Implementation Methods, and Best Practices (FT Press Operations Management)” by Thomas H. Davenport, Dwight McNeill. ISBN-10: 0133407330. Publisher: Pearson FT Pres
- “The Power to Predict Who Will Click, Buy, Lie, or Die” by Eric Siegel and Thomas H. Davenport

During the course modern articles will be assigned as reading assignments with the goal to enhance student’s breadth of the field.

Methods of evaluation: Course grade will be based on assignments and exams.

Letter grades will be assigned based on the following conversion scheme. All assignment grades will be available online through webcourses as soon as your work is graded.

Tentative Course Plan:

The course will be structured in 8 modules covering fundamental analytics methodologies and healthcare applications according to the following plan:

Module Number	Topic Covered	Topic Description
Module 1	Introduction Course overview, historical perspectives of analytics	
Module 2	Visualization aids	Use bar, line, scatterplot, boxplot and histogram charts, with one-click changes to axes, colors and panels, zooming, brushing and more.
Module 3	Data Transformation	Perform data sampling and partitioning, missing data handling, binning, transforming categorical data, and principal component analysis.
Module 4	Time series Analysis	Create ACF/PACF plots and fit exponential smoothing, ARIMA, and standard and seasonal models.
Module 5	Powerful statistics methods	Use multiple linear regression with advanced diagnostics and variable selection methods, discriminant analysis, and logistic regression.
Module 6	Classification and Clustering	Use k-nearest neighbors, classification trees, naïve Bayes and neural nets for classification, and k-means and hierarchical clustering for any data.
Module 7	Prediction and affinity analysis	Use regression trees, k-nearest neighbors, and neural networks for prediction, and association rules for affinity analysis.
Module 8	Interface with external databases	Apply your data-mining model for classification or prediction to data in an external database.

Makeup exam policy:

Due to the accelerated pace of the course Make up homework will not be allowed. For Midterm and Final exams make up requests will be accepted only in extreme cases and should be accompanied by the necessary documentation (medical, etc.).

Grading Policy: Your grade will be based on assignments, exams (midterm and final) as well as a group term project. Grade will be calculated according to the following breakdown:

Assignment #	Related Module	Percentage Grade
Assignment 1	1,2	10%
Assignment 2	3,4	10%
Assignment 3	5,6	10%
Assignment 4	7,8	10%
Midterm	1-4	30%
Final	5-8	30%

You can submit your assignments in groups of **2 students** and your term project in groups of **5 students**. Conversion to letter grade will be based on the following scheme:

Letter Grade	Percentage
A	90-100%
A-	87-89%
B+	84-86%
B	80-83%
B-	77-79%
C+	70-73%
C	69-65%
C-	65 and below

Non-integer percentages will be rounded to the closest integer (e.g. 87.5 % will become 88% and 81.3% will become 81%).

Final exam date and time

Midterm Exam: TBA

Final Exam: TBA

Other required course material: All students are expected to have access to a personal computer with Internet access as well as Microsoft Office Suite installed.

Internet Usage: You will be expected to have daily access to the Internet and email, since I will be emailing you constantly about assignment updates, additions and changes. All students at UCF are required to obtain a Knight's Email account and check it regularly for official university communications. If you do not own a computer, there are computer accessible to you in all UCF's computer labs, and most computer labs have computers connected to the Internet.

Disability Policy: The University of Central Florida is committed to providing reasonable accommodations for all persons with disabilities. Students with disabilities who need accommodations in this course must contact the professor at the beginning of the semester to discuss needed accommodations. No accommodations will be provided until the student has met with the professor to request accommodations. Students who need accommodations must be registered with Student Disability Services, Ferrell Commons Room 132, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor.



Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs. If there are changes to a program and the changes will affect the program tracks also, one form may be used for both the program and the track.

PLEASE NOTE: The deadline for new tracks or certificates is **February 1 of each year**. Any proposal for new tracks or certificates received after this date will not be included in the next year's catalog. Revisions to existing programs, tracks, or certificates are **due by March 15**. Any proposals for revisions received after that date will not be included in the next year's catalog. Please include catalog copy (description, curriculum, contact information, application requirements, and application deadlines). **For revisions – attach the catalog copy showing changes (use Track Changes in Word).**

College/Unit(s) Submitting Proposal: Sciences

Proposed Effective Term/Year: Fall 2015

Unit(s) Housing Program: Nicholson School of Communication

Name of program, track and/or certificate: Communication M.A. Interpersonal and Mass Communication Tracks

Brief description of program (this description will show up in the graduate catalog copy): **Do not add complete catalog copy here.**

No changes

DELIVERY - Will program be delivered: Face to face Completely online Mixed delivery

Will program be a market tuition rate program? Yes No

Admissions deadlines: (Please specify if you have a different deadline for the track than for the program?)

Application requirements: (Please specify if you have different application requirements for the track than for the program? Will you admit directly to the track?)

Program Director(s) and contact information: (name, email, phone, campus address, program website address)

Please check one: this action affects a: Program Track Certificate

Please check one: this action is a(n):

- Addition. Please proceed to Part A.
- Revision. If a revision applies to multiple tracks, please list them here and then proceed to Part A:

Interpersonal and Mass Communication Tracks

- Inactivation
- Temporary Suspension of Admissions. Give Length of Suspension:

Temporary suspension of admissions: The program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

If you checked inactivation or you are temporarily suspending admissions, please go to Part B and complete it.

Signature Page

Recommend Approval (all approval levels must be signed)

Department Chair (Print)	<u>TIMOTHY F. BIZOWA</u>	(Signature)		Date	<u>10/27/14</u>
College Academic Standards	<u>Arten F. Chase</u>	(Signature)		Date	<u>11/6/14</u>
College Dean (Print)	_____	(Signature)	_____	Date	_____
Graduate Council (Print)	_____	(Signature)	_____	Date	_____
Graduate Dean (Print)	_____	(Signature)	_____	Date	_____

Approval

Provost and Vice President for Academic Affairs: _____ Date _____

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Research; Academic Services; Faculty Senate;
University Analysis and Planning Support; College of Graduate Studies

Part A – For additions or revisions of programs, tracks or certificates

Brief statement of rationale: (Please indicate the rationale, how it affects the unit and faculty teaching in and students enrolled in the program, track or certificate.)

We want to add both MMC 6XXX: Social Media as Communication and PUR 6XXX: Public Relations in Politics and Government to our list of electives for both the Interpersonal and the Mass Communication tracks of our MA program. An increasing number of our students are working in non-profits that require engaging in public relations work with legislators and other government officials. In addition, a large number of our students are now working as social media managers and consultants so we want to make this course available to them as well.

For Revisions:

Brief listing of Program Changes: (Please indicate the changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.**)

For the list of electives in both Interpersonal and Mass Communication Tracks:
Add MMC 6XXX Social Media as Mass Communication
Add PUR 6XXX Public Relations in Politics and Government

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate?

Yes No

If yes, state the name of the program or track where students are currently enrolled and provide a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? Yes No

Name Change

Are you changing the name of an existing program, track, or certificate? Yes No

If yes, provide the new name of the program, track, or certificate:

Provide the name of the current program, track, or certificate:

When is the name change effective? Please note: A name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.

Will students have the option to stay in their existing program, track, or certificate? Yes No

If you are requesting a CIP Code change for an existing program, track, or certificate, please provide:

old CIP:

new CIP:

If a name change is your only revision, stop here. Otherwise, complete the rest of Part A.

Part A - Continued

Specify the faculty who will participate in the program, track or certificate and their credentials to do so: (List faculty and a brief paragraph of their credentials.)

Impact of changes on students: Will current students be impacted by the addition or revision of a program, track or certificate? If so, how?

If applicable, provide a written agreement (email is fine) from all involved units that they are in support of, will provide courses to, or will participate in the program, track, or certificate. Please attach the correspondence and also list the units here.

If an addition, provide a statement of who is likely to enroll and why. Please state if there is licensure or certification that depends upon this education, etc. Also, complete the following table.

	Year 1	Year 2	Year 3
Headcount			
SCHs			

If an addition, indicate likely career or student outcomes upon completion: (What will students do? What will their job titles be?)

Part A - Continued

If an addition or there are substantial REVISIONS to existing tracks or certificates, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	No. assistantship students	Source of funds	No. fellowship students (specify fellowship)	No. tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

Checklist of items to be provided:

- Electronic graduate catalog copy for additions; track changes included if there are revisions. (required)
- Attach all appropriate course action requests that will be necessary to implement the changes. (required)
- Emails showing consultation with other units. (if applicable)
- If an addition, list of 1-3 students and 1-3 faculty for profiles in the graduate catalog (provide email address so Graduate Studies can contact them to write profiles and take photos). You may provide draft copy of profiles if you wish.
- If an addition, what disciplines does this program, track or certificate belong to? What other UCF graduate programs, tracks, or certificates are related to it? This information will be used to provide additional links for prospective students to search in the online graduate catalog.

Part B – For inactivations or suspensions of programs, tracks, or certificates

Are students currently enrolled in the program? Yes No

If yes, number of current students:

Please specify the intended time period of inactivation or suspension:

Provide rationale for the inactivation or suspension:

If program, track, or certificate is being inactivated or suspended, then attach a “teach out” plan for all current students specifying how they can finish the program or where students will be placed if moving to another program. The “teach out” plan should specify when courses will be offered to enable students to finish. Specify whether students will remain in the existing program to finish, and if so, when the completion date will be, whether students will be moved to another program, etc. Please provide a list of students where applicable.

Sample teach out plan: Enter the terms and courses that will be taught for each term throughout the last semester. **Please delete course prefixes and numbers in this section if no teach out plan is required.**

Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014

Checklist of items to be provided:

- Attach all appropriate course action requests that will be necessary to implement the changes. (required)
- E-mails showing consultation with other units. (if applicable)

MA Mass Communication Track

CURRICULUM

Total Credit Hours Required:

33-34 Credit Hours Minimum beyond the Bachelor's Degree

The MA degree program in Mass Communication is a four-semester program for full-time students. Part-time students may take up to seven years to complete the program. Both thesis and nonthesis options are offered and both consist of a minimum of 33 (nonthesis) or 34 (thesis) semester hours of work. By the end of their first 18 hours of course work, students should decide whether to pursue the thesis or nonthesis option. During their first nine hours of coursework, students are required to complete COM 6008 (ProSeminar) and expected to complete a research methods class (either qualitative or quantitative research methods).

Required Courses—15 Credit Hours

All required courses must be completed with a grade of B- or higher.

- COM 6008 Proseminar in Communication (3 credit hours)
- COM 6303 Qualitative Research Methods in Communication (3 credit hours)
- COM 6304 Quantitative Research Methods in Communication (3 credit hours)
- MMC 6402 Mass Communication Theory (3 credit hours)
- STA 5045 Statistical Analysis of Communication Data (3 credit hours)

Elective Courses—15 Credit Hours

In addition to the courses listed below, special topics courses, up to 6 credit hours of approved independent studies, directed research, internship, and graduate-level courses taken outside the Nicholson School of Communication may be counted as restricted electives pending approval by the program director.

- ADV 6209 Advertising and Society (3 credit hours)
- COM 6025 Health Communication (3 credit hours)
- COM 6047 Interpersonal Support in the Workplace (3 credit hours)
- COM 6048 Communication in Close Relationships (3 credit hours)
- COM 6121 Communication Management (3 credit hours)
- COM 6145 Organizational Communication (3 credit hours)
- COM 6425 Symbolism in Terrorism (3 credit hours)
- COM 6463 Studies in Intercultural Communication (3 credit hours)
- COM 6467 Studies in Persuasion (3 credit hours)
- COM 6468 Communication and Conflict (3 credit hours)
- COM 6525 Communication Strategy and Planning (3 credit hours)
- [COM 5932 Topics in Communication Theory and Research](#) (3 credit hours)

- [MMC 6XXX Social Media as Mass Communication \(3 credit hours\)](#)
- MMC 6202 Legal and Ethical Issues for Communication (3 credit hours)
- MMC 6266 Communications Convergence and Media Planning (3 credit hours)
- MMC 6307 International Communication (3 credit hours)
- MMC 6407 Visual Communication Theory (3 credit hours)
- MMC 6567 Seminar in New Media (3 credit hours)
- MMC 6600 Media Effects and Audience Analysis (3 credit hours)
- MMC 6607 Communication and Society (3 credit hours)
- MMC 6612 Communication and Government (3 credit hours)
- PUR 6005 Theories of Public Relations (3 credit hours)
- PUR 6403 Crisis Public Relations (3 credit hours)
- [PUR 6215 Communicating Corporate Social Responsibility \(3 credit hours\)](#)
- [PUR 6XXX Public Relations in Politics and Government \(3 credit hours\)](#)
- SPC 6442 Small Group Communication (3 credit hours)

MA Interpersonal Communication Track

CURRICULUM

Total Credit Hours Required:

33-34 Credit Hours Minimum beyond the Bachelor's Degree

The MA degree program in Interpersonal Communication is a four-semester program for full-time students. Part-time students may take up to seven years to complete the program. Both thesis and nonthesis options are offered and both consist of a minimum of 33 (nonthesis) or 34 (thesis) semester hours of work. By the end of their first 18 hours of course work, students should decide whether to pursue the thesis or nonthesis option. During their first nine hours of study, students are required to complete COM 6008 (Proseminar in Communication) and expected to complete a research course (either qualitative or quantitative research methods).

Required Courses—18 Credit Hours

All required courses must be completed with a grade of B- or higher.

- COM 6008 Proseminar in Communication (3 credit hours)
- COM 6046 Interpersonal Communication (3 credit hours)
- COM 6303 Qualitative Research Methods in Communication (3 credit hours)
- COM 6304 Quantitative Research Methods in Communication (3 credit hours)
- SPC 6219 Modern Communication Theory (3 credit hours)
- STA 5045 Statistical Analysis of Communication Data (3 credit hours)

Elective Courses—12 Credit Hours

In addition to the courses listed below, special topics courses, up to 6 credit hours of approved independent studies, directed research, internship, and graduate-level courses taken outside the Nicholson School of Communication may be counted as restricted electives, pending approval by the program director.

- ADV 6209 Advertising and Society (3 credit hours)
- COM 6025 Health Communication (3 credit hours)
- COM 6047 Interpersonal Support in the Workplace (3 credit hours)
- COM 6048 Communication in Close Relationships (3 credit hours)
- COM 6121 Communication Management (3 credit hours)
- COM 6145 Organizational Communication (3 credit hours)
- COM 6425 Symbolism in Terrorism (3 credit hours)
- COM 6463 Studies in Intercultural Communication (3 credit hours)
- COM 6467 Studies in Persuasion (3 credit hours)
- COM 6468 Communication and Conflict (3 credit hours)
- COM 6525 Communication Strategy and Planning (3 credit hours)

- [COM 5932 Topics in Communication Theory and Research \(3 credit hours\)](#)
- MMC [6XXX Social Media as Mass Communication \(3 credit hours\)](#)
- MMC 6202 Legal and Ethical Issues for Communication (3 credit hours)
- MMC 6266 Communications Convergence and Media Planning (3 credit hours)
- MMC 6307 International Communication (3 credit hours)
- MMC 6407 Visual Communication Theory (3 credit hours)
- MMC 6567 Seminar in New Media (3 credit hours)
- MMC 6600 Media Effects and Audience Analysis (3 credit hours)
- MMC 6607 Communication and Society (3 credit hours)
- MMC 6612 Communication and Government (3 credit hours)
- PUR 6005 Theories of Public Relations (3 credit hours)
- PUR 6403 Crisis Public Relations (3 credit hours)
- [PUR 6215 Communicating Corporate Social Responsibility \(3 credit hours\)](#)
- [PUR 6XXX Public Relations in Politics and Government](#)
- SPC 6442 Small Group Communication (3 credit hours)



Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs. If there are changes to a program and the changes will affect the program tracks also, one form may be used for both the program and the track.

PLEASE NOTE: The deadline for new tracks or certificates is **February 1 of each year**. Any proposal for new tracks or certificates received after this date will not be included in the next year's catalog. Revisions to existing programs, tracks, or certificates are **due by March 15**. Any proposals for revisions received after that date will not be included in the next year's catalog. Please include catalog copy (description, curriculum, contact information, application requirements, and application deadlines). **For revisions – attach the catalog copy showing changes (use Track Changes in Word).**

College/Unit(s) Submitting Proposal: Sciences

Proposed Effective Term/Year: Spring 2015

Unit(s) Housing Program: Nicholson School of Communication

Name of program, track and/or certificate: Graduate Certificate in Corporate Communication

Brief description of program (this description will show up in the graduate catalog copy): **Do not add complete catalog copy here.**

No changes

DELIVERY - Will program be delivered: Face to face Completely online Mixed delivery

Will program be a market tuition rate program? Yes No

Admissions deadlines: (Please specify if you have a different deadline for the track than for the program?)

Application requirements: (Please specify if you have different application requirements for the track than for the program? Will you admit directly to the track?)

Program Director(s) and contact information: (name, email, phone, campus address, program website address)

Please check one: this action affects a: Program Track Certificate

Please check one: this action is a(n):

- Addition. Please proceed to Part A.
- Revision. If a revision applies to multiple tracks, please list them here and then proceed to Part A:

Graduate Certificate in Corporate Communication

- Inactivation
- Temporary Suspension of Admissions. Give Length of Suspension:
-

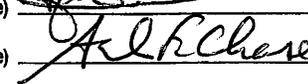
Temporary suspension of admissions: The program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

If you checked inactivation or you are temporarily suspending admissions, please go to Part B and complete it.

Signature Page

Recommend Approval (all approval levels must be signed)

Department Chair (Print)	<u>TIMOTHY F. BIZOWA</u>	(Signature)		Date	<u>10/27/14</u>
College Academic Standards (Print)	<u>Arten F. Chase</u>	(Signature)		Date	<u>11/6/14</u>
College Dean (Print)	_____	(Signature)	_____	Date	_____
Graduate Council (Print)	_____	(Signature)	_____	Date	_____
Graduate Dean (Print)	_____	(Signature)	_____	Date	_____

Approval

Provost and Vice President for Academic Affairs: _____ Date _____

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Research; Academic Services; Faculty Senate;
University Analysis and Planning Support; College of Graduate Studies

Part A – For additions or revisions of programs, tracks or certificates

Brief statement of rationale: (Please indicate the rationale, how it affects the unit and faculty teaching in and students enrolled in the program, track or certificate.)

We want add both MMC 6XXX: Social Media as Mass Communication and PUR 6XXX: Public Relations in Politics and Government to our list of electives in our certificate program. An increasing number of our students are working in non-profits that require engaging in public relations work with legislators and other government officials. In addition, a large number of our students are now working as social media managers and consultants so we want to make this course available to them as well.

We also want to add COM 5932: Topics in Communication Theory and Research and COM6121: Communication Management to the list of electives. We actually meant to include COM 6121 when we established the certificate program and it was an oversight that we didn't. Communication Management is an obviously important course for students in corporate communication. We also want to make one-time courses, taught as COM 5932, related to issues involving Corporate Communication available to certificate students who we feel will benefit from completing the course.

For Revisions:

Brief listing of Program Changes: (Please indicate the changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.**)

For the list of electives in the Graduate Certificate in Corporate Communication:
Add MMC 6XXX Social Media as Mass Communication
Add PUR 6XXX Public Relations in Politics and Government
Add COM 6121 Communication Management
Add COM 5932 Topics in Communication Theory and Research

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate?

Yes No

If yes, state the name of the program or track where students are currently enrolled and provide a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? Yes No

Name Change

Are you changing the name of an existing program, track, or certificate? Yes No

If yes, provide the new name of the program, track, or certificate:

Provide the name of the current program, track, or certificate:

When is the name change effective? Please note: A name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.

Will students have the option to stay in their existing program, track, or certificate? Yes No

If you are requesting a CIP Code change for an existing program, track, or certificate, please provide:

old CIP:

new CIP:

If a name change is your only revision, stop here. Otherwise, complete the rest of Part A.

Part A - Continued

Specify the faculty who will participate in the program, track or certificate and their credentials to do so: (List faculty and a brief paragraph of their credentials.)

Impact of changes on students: Will current students be impacted by the addition or revision of a program, track or certificate? If so, how?

If applicable, provide a written agreement (email is fine) from all involved units that they are in support of, will provide courses to, or will participate in the program, track, or certificate. Please attach the correspondence and also list the units here.

If an addition, provide a statement of who is likely to enroll and why. Please state if there is licensure or certification that depends upon this education, etc. Also, complete the following table.

	Year 1	Year 2	Year 3
Headcount			
SCHs			

If an addition, indicate likely career or student outcomes upon completion: (What will students do? What will their job titles be?)

Part A - Continued

If an addition or there are substantial REVISIONS to existing tracks or certificates, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	No. assistantship students	Source of funds	No. fellowship students (specify fellowship)	No. tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

Checklist of items to be provided:

- Electronic graduate catalog copy for additions; track changes included if there are revisions. (required)
- Attach all appropriate course action requests that will be necessary to implement the changes. (required)
- Emails showing consultation with other units. (if applicable)
- If an addition, list of 1-3 students and 1-3 faculty for profiles in the graduate catalog (provide email address so Graduate Studies can contact them to write profiles and take photos). You may provide draft copy of profiles if you wish.
- If an addition, what disciplines does this program, track or certificate belong to? What other UCF graduate programs, tracks, or certificates are related to it? This information will be used to provide additional links for prospective students to search in the online graduate catalog.

Part B – For inactivations or suspensions of programs, tracks, or certificates

Are students currently enrolled in the program? Yes No

If yes, number of current students:

Please specify the intended time period of inactivation or suspension:

Provide rationale for the inactivation or suspension:

If program, track, or certificate is being inactivated or suspended, then attach a “teach out” plan for all current students specifying how they can finish the program or where students will be placed if moving to another program. The “teach out” plan should specify when courses will be offered to enable students to finish. Specify whether students will remain in the existing program to finish, and if so, when the completion date will be, whether students will be moved to another program, etc. Please provide a list of students where applicable.

Sample teach out plan: Enter the terms and courses that will be taught for each term throughout the last semester. **Please delete course prefixes and numbers in this section if no teach out plan is required.**

Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014

Checklist of items to be provided:

- Attach all appropriate course action requests that will be necessary to implement the changes. (required)
- E-mails showing consultation with other units. (if applicable)

Graduate Certificate in Corporate Communication

CURRICULUM

The program is composed of three required graduate courses and three elective courses that can be incorporated into a master's program of study in Mass or Interpersonal Communication or taken as an add-on to another graduate degree. The required and elective courses are drawn from a limited list of courses that reflect current professional development needs for corporate communication. Students must enroll in COM 6008 in the first semester.

Total Credit Hours Required:

18 Credit Hours Minimum beyond the Bachelor's Degree

Required Courses—9 Credit Hours

- COM 6008 Proseminar in Communication (3 credit hours)
- PUR 6005 Theories of Public Relations (3 credit hours)
- PUR 6403 Crisis Public Relations (3 credit hours)

Electives—9 Credit Hours

- ADV 6209 Advertising and Society (3 credit hours)
- COM 5932 Topics in Communication Theory and Research (3 credit hours)
- COM 6025 Health Communication (3 credit hours)
- COM 6047 Interpersonal Support in the Workplace (3 credit hours)
- COM 6121 Communication Management (3 credit hours)
- COM 6145 Organizational Communication (3 credit hours)
- COM 6304 Quantitative Research Methods in Communication (3 credit hours)
- COM 6303 Qualitative Research Methods in Communication (3 credit hours)
- COM 6467 Studies in Persuasion (3 credit hours)
- COM 6468 Communication and Conflict (3 credit hours)
- COM 6525 Communication Strategy and Planning (3 credit hours)
- MMC 6XXX Social Media as Mass Communication (3 credit hours)
- MMC 6202 Legal and Ethical Issues for Communication (3 credit hours)
- MMC 6266 Communications Convergence and Media Planning (3 credit hours)
- MMC 6307 International Communication (3 credit hours)
- MMC 6407 Visual Communication Theory (3 credit hours)
- MMC 6567 Seminar in New Media (3 credit hours)
- MMC 6600 Media Effects and Audience Analysis (3 credit hours)
- MMC 6402 Mass Communication Theory (3 credit hours)
- PUR 6215 Communicating Corporate Social Responsibility (3 credit hours)
- PUR 6XXX Public Relations in Politics and Government (3 credit hours)



Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs. If there are changes to a program and the changes will affect the program tracks also, one form may be used for both the program and the track.

PLEASE NOTE: The deadline for new tracks or certificates is **February 1 of each year**. Any proposal for new tracks or certificates received after this date will not be included in the next year's catalog. Revisions to existing programs, tracks, or certificates are **due by March 15**. Any proposals for revisions received after that date will not be included in the next year's catalog. Please include catalog copy (description, curriculum, contact information, application requirements, and application deadlines). For revisions – attach the catalog copy showing changes (use Track Changes in Word).

College/Unit(s) Submitting Proposal: COHPA/Criminal Justice

Proposed Effective Term/Year: Fall 2015

Unit(s) Housing Program: Department of Criminal Justice

Name of program, track and/or certificate: Professional Track

Brief description of program (this description will show up in the graduate catalog copy): Do not add complete catalog copy here.

Track revision, no changes suggested

DELIVERY - Will program be delivered: Face to face Completely online Mixed delivery

Will program be a market tuition rate program? Yes No

Admissions deadlines: (Please specify if you have a different deadline for the track than for the program?)

Standard deadlines apply

Application requirements: (Please specify if you have different application requirements for the track than for the program? Will you admit directly to the track?)

No changes suggested

Program Director(s) and contact information: (name, email, phone, campus address, program website address)

Stephen T. Holmes, sholmes@mail.ucf.edu, HPA1-311E, 407-823-2280

Please check one: this action affects a: Program Track Certificate

Please check one: this action is a(n):

- Addition. Please proceed to Part A.
- Revision. If a revision applies to multiple tracks, please list them here and then proceed to Part A:

Inactivation

Temporary Suspension of Admissions. Give Length of Suspension:

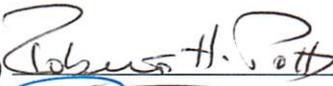
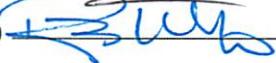
Temporary suspension of admissions: The program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

If you checked inactivation or you are temporarily suspending admissions, please go to Part B and complete it.

Signature Page

Recommend Approval (all approval levels must be signed)

Department Chair (Print)	<u>Roberto H. Patter</u>	(Signature)	<u></u>	Date	<u>11/12/14</u>
College Academic Standards (Print)	<u>Ross Wolf</u>	(Signature)	<u></u>	Date	<u>12/1/14</u>
College Dean (Print)	_____	(Signature)	_____	Date	_____
Graduate Council (Print)	_____	(Signature)	_____	Date	_____
Graduate Dean (Print)	_____	(Signature)	_____	Date	_____

Approval

Provost and Vice President for Academic Affairs: _____ Date _____

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Research; Academic Services; Faculty Senate;
University Analysis and Planning Support; College of Graduate Studies

Part A – For additions or revisions of programs, tracks or certificates

Brief statement of rationale: (Please indicate the rationale, how it affects the unit and faculty teaching in and students enrolled in the program, track or certificate.)

We are recommending a minor revision to our program of study. We wish to remove one course and add another in our core coursework. The number of hours will stay the same.

We will continue to offer the deleted class for the next 4 semesters to teach out those currently in the program. Substitutions will be allowed for those that are not finished within 4 semesters.

For Revisions:

Brief listing of Program Changes: (Please indicate the changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. Remember to attach the catalog copy showing changes, using Track Changes in Word.)

In the core curriculum, the department would like to:

- Delete CCJ-6489 Professionalism in Criminal Justice
- Add in its place a new course CCJ-6XXX Translational Criminal Justice.

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate?

Yes No

If yes, state the name of the program or track where students are currently enrolled and provide a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? Yes No

Name Change

Are you changing the name of an existing program, track, or certificate? Yes No

If yes, provide the new name of the program, track, or certificate:

NA

Provide the name of the current program, track, or certificate:

CJ MS - Professional Track

When is the name change effective? Please note: A name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.

NA

Will students have the option to stay in their existing program, track, or certificate? Yes No

NA

If you are requesting a CIP Code change for an existing program, track, or certificate, please provide:

old CIP:

NA

new CIP:

NA

If a name change is your only revision, stop here. Otherwise, complete the rest of Part A.

Part A - Continued

Specify the faculty who will participate in the program, track or certificate and their credentials to do so: (List faculty and a brief paragraph of their credentials.)

NA

Impact of changes on students: Will current students be impacted by the addition or revision of a program, track or certificate? If so, how?

Only difference will be one course in the core. We will continue to offer the other course so students can complete the program with the Professionalism course or we are willing to substitute the new course in the program of student. The students should not be adversely effected.

If applicable, provide a written agreement (email is fine) from all involved units that they are in support of, will provide courses to, or will participate in the program, track, or certificate. Please attach the correspondence and also list the units here.

NA

If an addition, provide a statement of who is likely to enroll and why. Please state if there is licensure or certification that depends upon this education, etc. Also, complete the following table.

NA

	Year 1	Year 2	Year 3
Headcount	65	65	65
SCHs	195	195	195

If an addition, indicate likely career or student outcomes upon completion: (What will students do? What will their job titles be?)

NA

Part A - Continued

If an addition or there are substantial REVISIONS to existing tracks or certificates, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	No. assistantship students	Source of funds	No. fellowship students (specify fellowship)	No. tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

Checklist of items to be provided:

- Electronic graduate catalog copy for additions; track changes included if there are revisions. (required)
- Attach all appropriate course action requests that will be necessary to implement the changes. (required)
- Emails showing consultation with other units. (if applicable)
- If an addition, list of 1-3 students and 1-3 faculty for profiles in the graduate catalog (provide email address so Graduate Studies can contact them to write profiles and take photos). You may provide draft copy of profiles if you wish.
- If an addition, what disciplines does this program, track or certificate belong to? What other UCF graduate programs, tracks, or certificates are related to it? This information will be used to provide additional links for prospective students to search in the online graduate catalog.

Part B – For inactivations or suspensions of programs, tracks, or certificates

Are students currently enrolled in the program? Yes No

If yes, number of current students:

NA

Please specify the intended time period of inactivation or suspension:

NA

Provide rationale for the inactivation or suspension:

NA

If program, track, or certificate is being inactivated or suspended, then attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if moving to another program. The "teach out" plan should specify when courses will be offered to enable students to finish. Specify whether students will remain in the existing program to finish, and if so, when the completion date will be, whether students will be moved to another program, etc. Please provide a list of students where applicable.

Sample teach out plan: Enter the terms and courses that will be taught for each term throughout the last semester. Please delete course prefixes and numbers in this section if no teach out plan is required.

Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014

Checklist of items to be provided:

- Attach all appropriate course action requests that will be necessary to implement the changes. (required)
- E-mails showing consultation with other units. (if applicable)



Department of Criminal Justice & Legal Studies
College of Health and Public Affairs

INTEROFFICE MEMO

To: COHPA Graduate Council
From: Stephen Holmes
Date: November 11, 2014
Subject: CJ Professional Track Curricular Revisions

The Department of Criminal Justice is proposing one minor revision of our Professional track program of study. This revision includes removing course CCJ-6489 - Professionalism in Criminal Justice Organizations and replacing it with a new course being developed CCJ-6XXX -Translational Criminal Justice.

This new course will teach students how to transform traditional criminal justice practice through research. By bringing evidence to bear on crime policies and practices it is hoped that agents and actors thorough the justice system can bridge the work of research and the challenges of fighting crime to help strengthen and shape communities.

This new course is a welcome addition to our curriculum at the Masters level.

Criminal Justice Professional Track

The Professional track of the Master of Science in Criminal Justice program emphasizes criminal justice research, theory, policy and organizational administration. The program is designed to prepare future criminal justice organizational leaders to be consumers of research and to equip them to summarize and present organizational information.

Read less or more information

International students (F or J visa) are required to enroll in a full-time course load of 9 credit hours during the fall and spring semesters. Only 3 of the 9 credit hours may be taken in a completely online format. For a detailed listing of enrollment requirements for international students, please visit www.intl.ucf.edu. If you have any questions, please consult the International Services Center at 407-823-2337.

CURRICULUM

Total Credit Hours Required:

36 Credit Hours Minimum beyond the Bachelor's Degree

The Criminal Justice Professional MS program requires a minimum of 36 credit hours beyond the bachelor's degree, including a minimum of 21 credit hours of core courses, 6 credit hours from restricted electives and 9 credit hours of unrestricted electives selected in consultation with an adviser.

Required Courses—21 Credit Hours

Core—18 Credit Hours

CCJ 5015 The Nature of Crime (3 credit hours)

CCJ 5456 The Administration of Justice (3 credit hours)

CCJ 6704 Research Methods in Criminal Justice (3 credit hours)

CCJ 6106 Policy Analysis in Criminal Justice (3 credit hours)

CCJ 6118 Criminal Justice Organizations (3 credit hours)

~~CCJ 6489 Professionalism in Criminal Justice Organization (3 credit hours)~~

CCJ-XXX Translational Criminal Justice

Capstone—3 Credit Hours

The Proseminar in Criminal Justice serves as the capstone experience for the program and the culminating learning experience.

CJE 6718 Proseminar in Criminal Justice (3 credit hours)

Students must achieve a grade of "B" (3.0) or higher in every course listed under core requirements and in the capstone course (CJE 6718).

Elective Courses—15 Credit Hours

The combined total of Restricted and Unrestricted 5000 level electives may not exceed 12 credit hours.

Restricted—6 Credit Hours

Select two from the following courses.

CJC 5020 Foundations of Corrections (3 credit hours)

CJE 5021 Foundations of Law Enforcement (3 credit hours)

CJJ 6020 Juvenile Justice (3 credit hours)

CJL 6568 Law and Social Control (3 credit hours)

CJL 6520 American Criminal Courts (3 credit hours)

Unrestricted—9 Credit Hours

Electives (9 credit hours)

Students should consult with the Criminal Justice advisor for approval of general electives outside of the Criminal Justice program prior to enrolling. Criminal Justice courses at the 5000 or 6000 level, not used toward core or restricted electives, are preapproved general electives.

~~Comprehensive Examination~~

~~A final exit examination and survey are required of all students completing the Criminal Justice Master's program. These requirements will be completed online in students' last semester.~~

Independent Learning

Independent learning is demonstrated throughout the curriculum through the process of inquiry and dialogue. Tangible projects such as research projects, scholarly papers, internships, practicum, and presentations at professional conferences also contribute to the self development of our students. The final culminating experience for those enrolled in the professional track results in students taking and satisfactorily completing the Proseminar in Criminal Justice course (CJE 6718), which serves as the capstone course for the degree program.

APPLICATION REQUIREMENTS

For information on general UCF graduate admissions requirements that apply to all prospective students, please visit the Admissions section of the Graduate Catalog. Applicants must apply online. All requested materials must be submitted by the established deadline.

In addition to the general UCF graduate application requirements, applicants to this program must provide:

One official transcript (in a sealed envelope) from each college/university attended.

Statement of career goals, one or two pages indicating how the Criminal Justice MS degree will enhance the applicant's career goals and expectations of the graduate program.

Résumé (no longer than two pages).

Two letters of recommendation. Letters should be from professors or professional references who can attest to the applicant's ability to succeed in graduate coursework and his or her work ethic.

Applicants applying to this program who have attended a college/university outside the United States must provide a course-by-course credential evaluation with GPA calculation. Credential

evaluations are accepted from World Education Services (WES) or Josef Silny and Associates, Inc. only.

Priority admission consideration will be given to applicants with the strongest credentials. Applications will be reviewed on an individual basis. Supplemental coursework may be required for students with bachelor's degrees outside of Criminal Justice or a related field.

Students should be aware that admission to any graduate program is granted on a competitive basis. There may be cases where students meeting minimum requirements are denied admission based on such factors as program capacity or academic discretion. Applicants not meeting the minimum 3.0 GPA standards may be considered as candidates for limited and competitive "provisional" admissions. However, only students with complete applications (final transcript, résumé, letters of recommendation and statement of career goals) will be reviewed under this special admission category.

Please note: Due to restrictive state regulations, UCF is not permitted to provide online courses or instruction to students in the following states. If you reside in one of these states, you may not be permitted to enroll in or be admitted to a UCF online program. Please contact your state's higher education regulation authorities or the UCF Graduate Program (see contact information above) for more details.

Maryland

Minnesota

Application Deadlines

Professional *Fall Priority Fall Spring Summer

Domestic Applicants Jan 15 Jul 15 Dec 1 Apr 15

International Applicants Jan 15 Jan 15 Jul 1 Nov 1

International Transfer Applicants Jan 15 Mar 1 Sep 1 Dec 15

*Applicants who plan to enroll full time in a degree program and who wish to be considered for university fellowships or assistantships should apply by the Fall Priority date.

FINANCIALS

Graduate students may receive financial assistance through fellowships, assistantships, tuition support, or loans. For more information, see the College of Graduate Studies Funding website, which describes the types of financial assistance available at UCF and provides general guidance in planning your graduate finances. The Financial Information section of the Graduate Catalog is another key resource.

Fellowships

Fellowships are awarded based on academic merit to highly qualified students. They are paid to students through the Office of Student Financial Assistance, based on instructions provided by the College of Graduate Studies. Fellowships are given to support a student's graduate study and do not have a work obligation. For more information, see UCF Graduate Fellowships, which includes descriptions of university fellowships and what you should do to be considered for a fellowship.



Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs. If there are changes to a program and the changes will affect the program tracks also, one form may be used for both the program and the track.

PLEASE NOTE: The deadline for new tracks or certificates is **February 1 of each year**. Any proposal for new tracks or certificates received after this date will not be included in the next year's catalog. Revisions to existing programs, tracks, or certificates are **due by March 15**. Any proposals for revisions received after that date will not be included in the next year's catalog. Please include catalog copy (description, curriculum, contact information, application requirements, and application deadlines). **For revisions – attach the catalog copy showing changes (use Track Changes in Word).**

College/Unit(s) Submitting Proposal: COHPA/Criminal Justice

Proposed Effective Term/Year: Fall 2015

Unit(s) Housing Program: Department of Criminal Justice

Name of program, track and/or certificate: Research Track

Brief description of program (this description will show up in the graduate catalog copy): Do not add complete catalog copy here.

Track revision, no changes suggested

DELIVERY - Will program be delivered: Face to face Completely online Mixed delivery

Will program be a market tuition rate program? Yes No

Admissions deadlines: (Please specify if you have a different deadline for the track than for the program?)

Standard deadlines apply

Application requirements: (Please specify if you have different application requirements for the track than for the program? Will you admit directly to the track?)

No changes suggested

Program Director(s) and contact information: (name, email, phone, campus address, program website address)

Stephen T. Holmes, sholmes@mail.ucf.edu, HPA1-311E, 407-823-2280

Please check one: this action affects a: Program Track Certificate

Please check one: this action is a(n):

- Addition. Please proceed to Part A.
- Revision. If a revision applies to multiple tracks, please list them here and then proceed to Part A:

Inactivation

Temporary Suspension of Admissions. Give Length of Suspension:

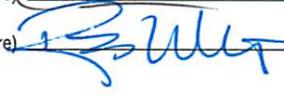
Temporary suspension of admissions: The program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

If you checked inactivation or you are temporarily suspending admissions, please go to Part B and complete it.

Signature Page

Recommend Approval (all approval levels must be signed)

Department Chair (Print)	<u>Roberto H. Potter</u>	(Signature)	<u></u>	Date	<u>11/12/14</u>
College Academic Standards (Print)	<u>Ross Wolf</u>	(Signature)	<u></u>	Date	<u>12/1/14</u>
College Dean (Print)	_____	(Signature)	_____	Date	_____
Graduate Council (Print)	_____	(Signature)	_____	Date	_____
Graduate Dean (Print)	_____	(Signature)	_____	Date	_____

Approval

Provost and Vice President for Academic Affairs: _____ Date _____

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Research; Academic Services; Faculty Senate;
University Analysis and Planning Support; College of Graduate Studies

Part A – For additions or revisions of programs, tracks or certificates

Brief statement of rationale: (Please indicate the rationale, how it affects the unit and faculty teaching in and students enrolled in the program, track or certificate.)

We are recommending a revision to our program of study. We wish to remove one general elective and add another in our core coursework.

In this case, we are adding CJE-6718 as a core requirement and reducing the number of general graduate electives by 1.

The number of hours will stay the same.

For Revisions:

Brief listing of Program Changes: (Please indicate the changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. Remember to attach the catalog copy showing changes, using Track Changes in Word.)

In the core curriculum, the department would like to:

- Add an existing course in the core CJE-6718. Proseminar in Criminal Justice
- Remove a general elective.

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate?

Yes No

If yes, state the name of the program or track where students are currently enrolled and provide a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? Yes No

Name Change

Are you changing the name of an existing program, track, or certificate? Yes No

If yes, provide the new name of the program, track, or certificate:
NA

Provide the name of the current program, track, or certificate:
CJ MS - Research Track

When is the name change effective? Please note: A name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.
NA

Will students have the option to stay in their existing program, track, or certificate? Yes No
NA

If you are requesting a CIP Code change for an existing program, track, or certificate, please provide:

old CIP:
NA

new CIP:
NA

If a name change is your only revision, stop here. Otherwise, complete the rest of Part A.

Part A - Continued

Specify the faculty who will participate in the program, track or certificate and their credentials to do so: (List faculty and a brief paragraph of their credentials.)

NA

Impact of changes on students: Will current students be impacted by the addition or revision of a program, track or certificate? If so, how?

Only difference will be one additional course in the core and one less general elective. The number of hours will stay the same. No students will be adversely affected. Current students wanted to take the new course can do so as one of their general electives. Or students who wish to remain in their catalog year can complete with the original number of general electives.

If applicable, provide a written agreement (email is fine) from all involved units that they are in support of, will provide courses to, or will participate in the program, track, or certificate. Please attach the correspondence and also list the units here.

NA

If an addition, provide a statement of who is likely to enroll and why. Please state if there is licensure or certification that depends upon this education, etc. Also, complete the following table.

NA

	Year 1	Year 2	Year 3
Headcount	65	65	65
SCHs	195	195	195

If an addition, indicate likely career or student outcomes upon completion: (What will students do? What will their job titles be?)

NA

Part A - Continued

If an addition or there are substantial REVISIONS to existing tracks or certificates, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	No. assistantship students	Source of funds	No. fellowship students (specify fellowship)	No. tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

Checklist of items to be provided:

- Electronic graduate catalog copy for additions; track changes included if there are revisions. (required)
- Attach all appropriate course action requests that will be necessary to implement the changes. (required)
- Emails showing consultation with other units. (if applicable)
- If an addition, list of 1-3 students and 1-3 faculty for profiles in the graduate catalog (provide email address so Graduate Studies can contact them to write profiles and take photos). You may provide draft copy of profiles if you wish.
- If an addition, what disciplines does this program, track or certificate belong to? What other UCF graduate programs, tracks, or certificates are related to it? This information will be used to provide additional links for prospective students to search in the online graduate catalog.

Part B – For inactivations or suspensions of programs, tracks, or certificates

Are students currently enrolled in the program? Yes No

If yes, number of current students:

NA

Please specify the intended time period of inactivation or suspension:

NA

Provide rationale for the inactivation or suspension:

NA

If program, track, or certificate is being inactivated or suspended, then attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if moving to another program. The "teach out" plan should specify when courses will be offered to enable students to finish. Specify whether students will remain in the existing program to finish, and if so, when the completion date will be, whether students will be moved to another program, etc. Please provide a list of students where applicable.

Sample teach out plan: Enter the terms and courses that will be taught for each term throughout the last semester. Please delete course prefixes and numbers in this section if no teach out plan is required.

Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014

Checklist of items to be provided:

- Attach all appropriate course action requests that will be necessary to implement the changes. (required)
- E-mails showing consultation with other units. (if applicable)



Department of Criminal Justice & Legal Studies
College of Health and Public Affairs

INTEROFFICE MEMO

To: COHPA Graduate Council
From: Stephen Holmes
Date: November 11, 2014
Subject: CJ Research Track Curricular Revisions

The Department of Criminal Justice is proposing one minor revision of our Research track program of study. This revision includes adding an existing course to serve as the capstone for this track (CJE-6718) and removing one of the free electives.

This change is essential because with the limited number of hours within the track, there is no way the program can insure that students will be immersed in the literature across the three domain of policing, corrections and courts. Further, as a capstone course, the addition of proseminar will assist the department in the institutional effectiveness process.

The number of hours of this track will remain the same.

Criminal Justice Research Track

TRACK DESCRIPTION

The Research track of the Master of Science in Criminal Justice program is designed for students who plan careers as criminal justice research analysts or who plan to enroll in a PhD program when they complete the master's program.

Read less or more information

CURRICULUM

Total Credit Hours Required:

30 Credit Hours Minimum beyond the Bachelor's Degree

The Criminal Justice MS program in Research requires a minimum of 30 credit hours beyond the bachelor's degree, including a minimum of 18 credit hours of core courses, 3 credit hours from restricted electives and 9 credit hours of advanced curriculum that is selected in consultation with the graduate adviser.

Required Courses—18 Credit Hours

CCJ 5015 The Nature of Crime (3 credit hours)

CCJ 5456 The Administration of Justice (3 credit hours)

CCJ 6704 Research Methods in Criminal Justice (3 credit hours)

CCJ 6702 Advanced Research Methods in Criminal Justice (3 credit hours)

CCJ 6706 Quantitative Methods and Computer Utilization in Criminal Justice (3 credit hours)

CCJ 6714 Advanced Quantitative Methods in Criminal Justice (3 credit hours)

Capstone—3 Credit Hours

The Proseminar in Criminal Justice serves as the capstone experience for the program and the culminating learning experience.

CJE 6718 Proseminar in Criminal Justice (3 credit hours)

Students must achieve a grade of "B" (3.0) or higher in every required course listed above.

Elective Courses—9 Credit Hours

The combined total of restricted and unrestricted 5000 level electives may not exceed 9 credit hours.

Restricted—3 Credit Hours

Select one from the following.

CJC 5020 Foundations of Corrections (3 credit hours)

CJE 5021 Foundations of Law Enforcement (3 credit hours)

CJJ 6020 Juvenile Justice (3 credit hours)

CJL 6568 Law and Social Control (3 credit hours)

CJL 6520 American Criminal Courts (3 credit hours)
Unrestricted—9 Credit Hours

Electives (6 credit hours)

Students should consult with the Criminal Justice advisor for approval of general electives outside of the Criminal Justice program prior to enrolling. Criminal Justice courses at the 5000 or 6000 level, not used towards core or restricted electives, are preapproved general electives.

Comprehensive Examination

~~A final exit examination and survey are required of all students completing the Criminal Justice Master's program. These requirements will be completed online in students' last semester.~~

Independent Learning

Independent learning is demonstrated throughout the curriculum through the process of inquiry and dialogue. Tangible projects such as research projects, scholarly papers, internships, practicum, and presentations at professional conferences also contribute to the self development of our students.

APPLICATION REQUIREMENTS

For information on general UCF graduate admissions requirements that apply to all prospective students, please visit the Admissions section of the Graduate Catalog. Applicants must apply online. All requested materials must be submitted by the established deadline.

In addition to the general UCF graduate application requirements, applicants to this program must provide:

One official transcript (in a sealed envelope) from each college/university attended.

Official, competitive GRE scores taken within the last five years in the Verbal, Quantitative and Analytical Writing sections.

Statement of career goals, one or two pages indicating how the Criminal Justice MS degree will enhance the applicant's career goals, expectations of the graduate program, and research interests.

Résumé (no longer than two pages).

Two letters of recommendation. Letters should be from professors or professional references who can attest to the applicant's ability to succeed in graduate coursework and his or her work ethic.

Applicants applying to this program who have attended a college/university outside the United States must provide a course-by-course credential evaluation with GPA calculation. Credential evaluations are accepted from World Education Services (WES) or Josef Silny and Associates, Inc. only.

Students should be aware that admission to any graduate program is granted on a competitive basis. There may be cases where students meeting minimum requirements are denied admission based on such factors as program capacity or academic discretion. Applicants not meeting the minimum 3.0 GPA standards may be considered as candidates for limited and competitive "provisional" admissions. However, only students with complete applications (final

transcript, résumé, letters of recommendation and statement of career goals) will be reviewed under this special admission category. GRE scores are required for all applicants pursuing provisional admissions.

Application Deadlines

Research	*Fall Priority	Fall	Spring	Summer
Domestic Applicants	Jan 15	Jul 15	Dec 1	Apr 15
International Applicants	Jan 15	Jan 15	Jul 1	Nov 1
International Transfer Applicants	Jan 15	Mar 1	Sep 1	Dec 15

*Applicants who plan to enroll full time in a degree program and who wish to be considered for university fellowships or assistantships should apply by the Fall Priority date.

FINANCIALS

Graduate students may receive financial assistance through fellowships, assistantships, tuition support, or loans. For more information, see the College of Graduate Studies Funding website, which describes the types of financial assistance available at UCF and provides general guidance in planning your graduate finances. The Financial Information section of the Graduate Catalog is another key resource.

Fellowships

Fellowships are awarded based on academic merit to highly qualified students. They are paid to students through the Office of Student Financial Assistance, based on instructions provided by the College of Graduate Studies. Fellowships are given to support a student's graduate study and do not have a work obligation. For more information, see UCF Graduate Fellowships, which includes descriptions of university fellowships and what you should do to be considered for a fellowship.

Rationale: This is a major social problem in society today. This course has been offered as a special topics course in the past. We are now applying for a permanent course number.

Majors taking course: None, elective for the Criminal Justice MS program

CCJ 6XXX

HPA-CJ

3(3,0)

Translational Criminal Justice: PR: Admission to CJ Graduate Program, CCJ-6704 or Consent of Instructor. This course will serve as an advanced course to for students wishing to gain an in-depth understanding of how research in the areas of policing, courts and corrections can be translated into practice. *Spring, Summer, Fall.*

Abbrev: (30 of 30 chars) Translational Criminal Justice

Discussion with others: Not necessary. This course only deals with CJ issues and research

Rationale: The idea and concept behind moving research to practice is critical in our field. While we have always valued and published best practice, whole journals and research areas are now being devoted to translational criminal justice. We are keeping up with the times and including a class on this in our core curriculum.

Majors taking course: Criminal Justice Master's Program - Professional Track

College of Medicine Course Additions

Tabled. Consult with Spanish Department regarding the syllabus and to ensure no overlap. Check with them on possible collaboration.

MDE 8XXX

COM-ALL

6(6,0)

Medical Spanish Elective: PR: At least two years of high school Spanish or equivalent language exposure. Designed for medical students with at least basic Spanish knowledge to improve their understanding of medical Spanish. *Spring, Summer, Fall.*

Abbrev: (24 of 30 chars) Medical Spanish Elective

MDE 8XXX

COM-ALL

6(6,0)

Pediatric Pathology and Laboratory Medicine: PR: Completion of M3 academic year. This elective introduces students to principles and practice of human pathology with emphasis on pediatric diseases. Daily activities emphasize clinicopathological correlations and formal supervised study in anatomic and clinical pathology. *Spring, Summer, Fall.*

Abbrev: (27 of 30 chars) Pediatric Path/Lab Medicine

MDE 8XXX

COM-ALL

6(6,0)

Emergency Ultrasound Elective: PR: Completion of the M3 academic year. This elective is intended to help integrate knowledge, skill and experience to perform and interpret ultrasound imaging at the patient's bedside. *Spring, Summer, Fall.*

Abbrev: (20 of 30 chars) Emergency Ultrasound

MDE 8XXX

COM-ALL

6(6,0)

Cardiothoracic Surgery: PR: Completion of the M3 academic year. The student will be joining the team in daily rounds, scrubbing in surgeries, and following post-operative patients, and participating in a weekly outpatient clinic. *Spring, Summer, Fall.*

Abbrev: (22 of 30 chars) Cardiothoracic Surgery

MDE 8XXX

COM-ALL

6(6,0)

Post-Traumatic Stress Disorder Clinic: PR: Completion of the M3 academic year; Instructor consent; UCF COM students only. Participate in the assessment and treatment of patients with combat-related post-traumatic stress disorder. Experiences may include diagnostic assessments, assisting in conducting individual and group treatments and participating in ongoing research protocols. *Spring, Summer, Fall.*

Abbrev: (11 of 30 chars) PTSD Clinic

MDI 8XXX **COM-ALL** **6(6,0)**

Acting Internship in Pediatric Orthopedic Surgery: PR: Completion of M3 academic year. The student in AI Pediatric Orthopedic Surgery will be focused on the orthopedic surgical care of children. He/She will lead the orthopedic surgical service in the outpatient and inpatient setting. *Spring, Summer, Fall.*

Abbrev: (28 of 30 chars) AI in Ped Orthopedic Surgery

College of Sciences Course Additions

MMC 6XXX **COS-COMM** **3(3,0)**

Social Media as Mass Communication: PR: COM 6008 or CI. Overview of social media and its role in mass communication and society. A particular emphasis on scholarship and practice in corporate communication. *Occasional.*

Abbrev: (26 of 30 chars) Social Media Communication

Discussion with others: n/a

Rationale: Our alumni surveys and data gathered from Linked-In shows that our students are being hired as social media managers for a variety of organizations. Alumni surveys suggest that students want additional training in this area. We have recently hired a faculty member specializing in social media management so we want to make available a course specifically in this area to our students.

PUR 6XXX **COS-COMM** **3(3,0)**

Communication and Public Relations in Politics and Government: PR: COM 6008 or CI. Role of professional and practical public relations communication skills and knowledge in contemporary politics and government. *Fall.*

Abbrev: (30 of 30 chars) Public Relations in Government

Discussion with others: K. Hamann from Political Science approved course. EM can be provided upon request.

Rationale: We are in the process of building a strategic communication specialty within the Mass Communication. This course fits our emerging focus on strategic communication (which is basically a combination of PR and Risk Communication). A course that focuses on the process of communicating corporate or other advocacy group interests to individuals in the government and to government agencies, congressional committees, and so forth fits this curricula in a clear and important way.

CPO 6XXX **COS-POLS** **3(3,0)**

Political Development: PR: Admission to graduate degree-seeking program, or CI. Analyze the political determinants of economic development and the economic causes of political outcomes such as democratization. *Occasional.*

Abbrev: (21 of 30 chars) Political Development

Discussion with others: Anthropology has no objections (email available upon request); Sociology and History have been contacted but no response yet.

Rationale: This course will enhance the new Security Studies PhD Program as well as the existing MA program. The political determinants of economic development and the economic causes of political outcomes such as democratization are an increasingly-essential component of security studies.

PSB 6XXX

COS-PSYCH

3(3,0)

Psychophysiology: PR: Graduate standing, or CI. Anatomy and function of the nervous system, use of psychophysiological recording methods, and design of studies exploring the biological bases and indicators of behavior. *Spring.*

Abbrev: (16 of 30 chars) Psychophysiology

Discussion with others: We have conferred with the Burnett School of Biomedical Sciences to ensure that the proposed course is not redundant with their existing course offerings in this domain. Emails available upon request.

Rationale: Internal review and comparison with our aspirational peers indicate a weakness in neuroscience training at the graduate level in the Department of Psychology. This course will be one of four new elective courses offered by the department that compose a new graduate concentration in cognitive neuroscience within the Applied Experimental and Human Factors Ph.D. program track. The initiative has received support from the university in the form of a new tenure-earning faculty position as part of the campus strategic hiring program.

PSB 6XXX

COS-PSYCH

3(3,0) The

Neuroanatomical Basis of Psychological Function: PR: Graduate standing, or CI.

Fundamental human neuroscience course that includes thorough review of neuroanatomy and physiology at cellular, anatomical and functional region levels in the context of psychological function. *Fall.*

Abbrev: (29 of 30 chars) Neuro Basis of Psych Function

Discussion with others: We have conferred with the Burnett School of Biomedical Sciences to ensure that the proposed course is not redundant with their existing course offerings in this domain. Emails available upon request.

Rationale: Internal review and comparison with our aspirational peers indicate a weakness in neuroscience training at the graduate level in the Department of Psychology. This course will be one of four new elective courses offered by the department that compose a new graduate concentration in cognitive neuroscience within the Applied Experimental and Human Factors Ph.D. program track. The initiative has received support from the university in the form of a new tenure-earning faculty position as part of the campus strategic hiring program.

PSB 7XXX

COS-PSYCH

3(3,0)

Advanced Topics in Cognitive Neuroscience: PR: Graduate standing, or CI. In-depth study of the neural substrates underlying cognitive processing (e.g., attention, memory, language) and the linkage between the brain and behavior. *Fall.*

Abbrev: (23 of 30 chars) Adv Topics Cog Neurosci

Discussion with others: We have conferred with the Burnett School of Biomedical Sciences to ensure that the proposed course is not redundant with their existing course offerings in this domain. Emails available upon request.

PR: ~~Graduate standing~~ Admission to MSW and SOW 6123 or C.I.

~~Study of sexual orientation in a cultural context, the effects of~~ Focus on Social Work resources, social policy on the Gay and Lesbian community clinical assessment, diagnosis and the role therapeutic interventions of social work advocacy. LGBTQ+ individuals, families, groups and communities

Abbrev (29 of 30): ~~Gay & Lesbian Expr in Amer Soc~~ **Clinical SW Pract with LGBTQ+**

Term Offered: ~~Summer~~ Occasional

Discussion with others: No duplications or conflicts - course focuses on social work practice

Rationale: The course name is being changed to reflect the clinical nature of the course and to be consistent with current terminology used in social work practice.

There are no programs that list SOW 6670.

PAD 5146 **Nonprofit Resource Development** **3(3,0)**

PR: Admission to ~~master~~ Master of Nonprofit Management degree, Management, Certificate in Nonprofit Management, Certificate in Fundraising or C.I.

Examines human resource development and financial resource development in nonprofit organizations including management issues.

Discussion with others: Existing Course - No Conflict

Rationale: Change in prerequisite

Majors taking course: MNM

There are no programs that list PAD 5146.

PAD 5850 **Grant and Contract Management** **3(3,0)**

PR: Admission to the Master of Nonprofit Management, or Master of Research Administration, Certificate in Nonprofit Management, Certificate in Emergency Management degree, Nonprofit certificate and Homeland Security, Certificate in Public Administration, or Certificate in Fundraising, or C.I.

Study of government or public nonprofit agency grant and contract administration and management responding to funding assistance solicitations and grant and contract preparation, evaluation, and presentation.

Discussion with others: Existing Course - No Conflicts

Rationale: Clarification in prerequisites

Majors taking course: MNM

There is 1 program that lists PAD 5850: Nonprofit Management/National Certification in Nonprofit

Management - Minor

PAD 5855 **Introduction to Public Procurement** **3(3,0)**

PR: ~~C.I.~~ Admission to Master of Public Administration, or Master of Nonprofit Management, or C. I.

Acquisition of knowledge and skills relating to the public procurement process. Discussion with others: Existing Course - No Conflicts

Rationale: Change in prerequisite

There are no programs that list PAD 5855.

