



**Texas A&M University**  
**New Certificate, Bachelors, Masters, or Doctoral Program**  
**Undergraduate ♦ Graduate ♦ Professional**  
**♦ Proposal Checklist ♦**

**Program Funding**

Has program funding been finalized at the department or college level?  Yes  No

If no, explain or attach budget: \_\_\_\_\_

Will new costs for the first five years of the program be under \$2 million?  Yes  No

If new costs exceed \$2 million, coordinating board approval is required.

**Submitted by (Contact Person):**

Julie Harlin	j-harlin@tamu.edu
_____	_____
Name	Email
Associate Professor	979-862-3014
_____	_____
Title	Phone

**Certification Statement**

By signing below, the Dean of the College certifies the proposed program complies with coordinating board standards. If the program is delivered through Distance Education, the Dean of the College certifies that they are following the *Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically*.

*Use additional signature lines if program is between three or more departments or colleges.*

*Jack Elliot* 8/8/16  
 \_\_\_\_\_  
 Signature, Department Head or Interdisciplinary Program Chair Date

\_\_\_\_\_  
 Signature, Department Head or Interdisciplinary Program Chair (if joint program) Date

John (Jack) Elliot  
 \_\_\_\_\_  
 Typed or Printed Name

\_\_\_\_\_  
 Typed or Printed Name

\_\_\_\_\_  
 Chair, College Review Committee Date

*David W. Reed* 8/22/16  
 \_\_\_\_\_  
 Chair, College Review Committee Date

\_\_\_\_\_  
 Dean of College Date

*David W. Reed* 8/22/16  
 \_\_\_\_\_  
 Dean of College Date

\_\_\_\_\_  
 Chair, University Curriculum Committee or Graduate Council Date

*Al Gore* 9/9/16  
 \_\_\_\_\_  
 Chair, University Curriculum Committee of Graduate Council Date

Additional Approvals Required: Faculty Senate and President.

## New Program Request Form for Certificate Programs

**Directions:** An institution shall use this form to propose a new bachelor's or master's degree program. In completing the form, the institution should refer to the document *Standards for Bachelor's and Master's Programs*, which prescribes specific requirements for new degree programs. **Note:** This form requires signatures of (1) the Chief Executive Officer, certifying adequacy of funding for the new program; (2) a member of the Board of Regents (or designee), certifying Board approval; and (3) if applicable, a member of the Board of Regents (or designee), certifying that criteria have been met for staff-level approval. **NOTE:** Preliminary authority is required for all engineering programs. An institution that does not have preliminary authority for a proposed engineering program shall submit a separate request for preliminary authority prior to submitting the degree program request form. That request shall address criteria set in Coordinating Board rules Section 5.24(a).

### Administrative Information

1. **Institution:** *Texas A&M University*
2. **Program Name** – Show how the program would appear on the Coordinating Board's program inventory (e.g., *Bachelor of Business Administration degree with a major in Accounting*):  
*Certificate in Advanced Pedagogy in Agriculture*
3. **Proposed CIP Code:** 01.0801
4. **Brief Program Description** – Describe the program and the educational objectives:  
*The Certificate in Advanced Pedagogy in Agriculture is designed for students to continue their education and develop professionally in pedagogy principles and delivery. This program is offered using asynchronous delivery methods, students may complete courses from their own computer, providing flexibility for students to take courses in the manner that best fits their schedule. The courses are also offered face to face on campus, providing students with additional options, and a comparison group for programmatic assessment. This certificate is appropriate for teachers, advisors, coaches, coordinators, and others who want to develop more advanced skills in working with youth in agriculture and related settings.*  
  
Number of Semester Credit Hours Required: *14 hours*
5. **Administrative Unit** – Identify where the program would fit within the organizational structure of the university (e.g., *The Department of Electrical Engineering within the College of Engineering*):  
*Department of Agricultural Leadership, Education, and Communications*
6. **Proposed Implementation Date** – Report the first semester and year that students would enter the program: *Fall semester of academic year ~~2016-2017~~ 2017-2018*
7. **Contact Person** – Provide contact information for the person who can answer specific questions about the program:

**Name:** *Julie Harlin*  
**Title:** *Associate Professor*  
**E-mail:** *j-harlin@tamu.edu*  
**Phone:** *979-862-3014*

## Program Information

### I. Need

*Note: Complete I.A and I.B only if preliminary authority for the program was granted more than four years ago. This includes programs for which the institution was granted broad preliminary authority for the discipline.*

- A. Job Market Need – Provide short- and long-term evidence of the need for graduates in the job market. *There is a shortage of agricultural science teachers state and nationwide. Those with masters degrees are in great demand and are the first hired each school year. In 2015, we started the school year with over 60 open positions.* *for primary school Ag teachers State of Texas*
- B. Student Demand – Provide short- and long-term evidence of demand for the program. *We have 5-10 graduate students completing their masters both at a distance and face to face with an interest in teaching youth. Providing courses as a certificate will help them direct their studies while best preparing them for specific positions.*
- C. Enrollment Projections – Use this table to show the estimated cumulative headcount and full-time student equivalent (FTSE) enrollment for the first five years of the program. *(Include majors only and consider attrition and graduation.)*

YEAR	1	2	3	4	5
Headcount	3	5	8	10	12
FTSE	2	3	5	6	7

### II. Quality

- A. Certificate and Degree Requirements – Use this table to show the certificate and degree requirements of the program. *(Modify the table as needed; if necessary, replicate the table for more than one option.)*

Category	Semester Credit Hours
General Education Core Curriculum <i>(bachelor's degree only)</i>	
Required Courses	14
Prescribed Electives	0
Free Electives	0
Other <i>(Specify, e.g., internships, clinical work)</i>	<i>(if not included above)</i>
TOTAL	14

The program requires a capstone experience to solidify skills and enhance the graduate experience. The Capstone Experience will be tailored to individual student needs in consultation with the committee chair, graduate committee and certificate committee. Examples of appropriate activities include, but are not limited to: development and documentation of a program, collection and dissemination of data that impacts practices, shadowing experiences or field trips to other programs documented and shared. It is expected that the results of the capstone will be shared with a larger audience (presentation at an in-service, professional development presentation, area, state or national conference, or other appropriate venue).

- B. Curriculum – Use these tables to identify the required courses and prescribed electives of the program, and curriculum as it will appear in the undergraduate and graduate catalog. Note with an asterisk (\*) courses that would be added if the program is approved. (Add and delete rows as needed. If applicable, replicate the tables for different tracks/options as shown in the undergraduate catalog.)

Prefix and Number	Required Courses	SCH
ALEC 601 OR ALEC 611	Advanced Methods in Agriculture Education OR Advanced Methods in Distance Education	3
ALEC 607	Youth Leadership Programs	3
ALEC 630	Guidance and Counseling for Rural Youth	3
ALEC 623 OR ALEC 625	Survey of Evaluation Strategies for Agriculture OR Program Evaluation and Organizational Accountability	3
ALEC 685	Directed Studies (Capstone Experience)	2

Prefix and Number	Prescribed Elective Courses	SCH
	None	

	<b>TOTAL SCH</b>	<b>14</b>
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- C. Faculty – Use these tables to provide information about Core and Support faculty. Add an asterisk (\*) before the name of the individual who will have direct administrative responsibilities for the program. (Add and delete rows as needed.)

Name of <u>Core</u> Faculty and Faculty Rank	Highest Degree and Awarding Institution	Courses Assigned in Program	% Time Assigned To Program
e.g. Robertson, David Asst. Professor	Ph.D. in Molecular Genetics Univ. of Texas at Dallas	MG200, MG205, MG224 (Lab Only)	50%
*Julie Harlin	Ph.D. in Agricultural Education Oklahoma State University	ALEC 601 and ALEC 630	5%
Barry Boyd	Ph.D. in Agricultural Education Texas A&M University	ALEC 607	1.25%

Theresa Murphrey	Ph.D. in Agricultural Education Texas A&M University	ALEC 623	1.25%
Kim Dooley	Ph.D. in Agricultural Education Texas A&M University	ALEC 611	1.25%
Chanda Elbert	Ph.D. in Agricultural Education Penn State University	ALEC 625	1.25%

Name of <u>Support</u> Faculty and Faculty Rank	Highest Degree and Awarding Institution	Courses Assigned in Program	% Time Assigned To Program
None			

- D. Students – Describe general recruitment efforts and admission requirements. How will students be accepted into the program? In accordance with the institution's Uniform Recruitment and Retention Strategy, describe plans to recruit, retain, and graduate students from underrepresented groups for the program.

*Students will be recruited through faculty engagement at conferences and conventions, mailouts, and emails.*

- E. Library – Provide the library director's assessment of library resources necessary for the program. Describe plans to build the library holdings to support the program.

*Because all these courses are currently taught, there should be no additional library resources required for the certificate program.*

- F. Facilities and Equipment – Describe the availability and adequacy of facilities and equipment to support the program. Describe plans for facility and equipment improvements/additions.

*Because all these courses are currently taught, there should be no additional facility or equipment improvements/additions needed for the certificate program.*

- G. Accreditation – If the discipline has a national accrediting body, describe plans to obtain accreditation or provide a rationale for not pursuing accreditation.

*N/A*

- H. Evaluation – Describe the evaluation process that will be used to assess the quality and effectiveness of the new degree program.

*Graduates obtaining the certificate will be asked to participate in qualitative and quantitative assessments to determine the effectiveness of the certificate program. These include follow up interviews, online surveys, and student evaluations of the courses in the program.*

- I. Administration of Program – Describe how the program will be administered. Where will the program be administered (i.e., department, college)?

*The program will be administered out of the Department of Agricultural Leadership, Education, and Communications.*

III. **Costs and Funding**

Five-Year Costs and Funding Sources - Use this table to show five-year costs and sources of funding for the program.

*Because the courses are currently taught, there is no additional cost or funding associated to offer this certificate.*

Five-Year Costs		Five-Year Funding	
Personnel <sup>1</sup>	\$0	Reallocated Funds	\$0
Facilities and Equipment	\$0	Anticipated New Formula Funding <sup>3</sup>	\$0
Library, Supplies, and Materials	\$0	Special Item Funding	\$0
Other <sup>2</sup>	\$0	Other <sup>4</sup>	\$0
<b>Total Costs</b>	<b>\$0</b>	<b>Total Funding</b>	<b>\$0</b>

1. Report costs for new faculty hires, graduate assistants, and technical support personnel. For new faculty, prorate individual salaries as a percentage of the time assigned to the program. If existing faculty will contribute to program, include costs necessary to maintain existing programs (e.g., cost of adjunct to cover courses previously taught by faculty who would teach in new program).
2. Specify other costs here (e.g., administrative costs, travel).
3. Indicate formula funding for students new to the institution because of the program; formula funding should be included only for years three through five of the program and should reflect enrollment projections for years three through five.
4. Report other sources of funding here. In-hand grants, "likely" future grants, and designated tuition and fees can be included.

## Signature Page

1. Adequacy of Funding – The chief executive officer shall sign the following statement:

*I certify that the institution has adequate funds to cover the costs of the new program. Furthermore, the new program will not reduce the effectiveness or quality of existing programs at the institution.*

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

2. Board of Regents or Designee Approval – A member of the Board of Regents or designee shall sign the following statement:

*On behalf of the Board of Regents, I approve the program.*

\_\_\_\_\_  
Board of Regents (Designee)

\_\_\_\_\_  
Date of Approval

3. Board of Regents Certification of Criteria for Commissioner of Assistant Commissioner Approval – For a program to be approved by the Commissioner or the Assistant Commissioner for Academic Affairs and Research, the Board of Regents or designee must certify that the new program meets the eight criteria under TAC Section 5.50 (b): The criteria stipulate that the program shall:

- (1) be within the institution's current Table of Programs;
- (2) have a curriculum, faculty, resources, support services, and other components of a degree program that are comparable to those of high quality programs in the same or similar disciplines at other institutions;
- (3) have sufficient clinical or in-service sites, if applicable, to support the program;
- (4) be consistent with the standards of the Commission of Colleges of the Southern Association of Colleges and Schools and, if applicable, with the standards or discipline-specific accrediting agencies and licensing agencies;
- (5) attract students on a long-term basis and produce graduates who would have opportunities for employment; or the program is appropriate for the development of a well-rounded array of basic baccalaureate degree programs at the institution;
- (6) not unnecessarily duplicate existing programs at other institutions;
- (7) not be dependent on future Special Item funding
- (8) have new five-year costs that would not exceed \$2 million.

*On behalf of the Board of Regents, I certify that the new program meets the criteria specified under TAC Section 5.50 (b).*

\_\_\_\_\_  
Board of Regents (Designee)

\_\_\_\_\_  
Date