

## Catalog Change Form

Document # UCC 241  
Date Received \_\_\_\_\_

**CATALOG YEAR 2011-2012**  
(Please use separate form for each add/change)

COLLEGE/SCHOOL/SECTION: **College of Education/Educational Administration Program**

**Course:** Add: **XXX** Delete: \_\_\_\_  
(check all that apply) Change: Number \_\_\_\_ Title \_\_\_\_ SCH \_\_\_\_ Description \_\_\_\_ Prerequisite \_\_\_\_  
New course will be part of major X minor \_\_\_\_ as a required \_\_\_\_  
or elective \_\_\_\_ course  
New course will introduce X, reinforce \_\_\_\_, or apply X concepts

If new, provide Course Prefix, Number, Title, **Measurable** Student Learning Outcomes, SCH Value, Description, prerequisite, and lecture/lab hours if applicable. If in current online catalog, provide change and attach text with changes in red and provide a brief justification.

**EDAM 5324 *Administration of School Personnel and Law***. Three Semester hrs.

**Course Description:** This course is designed to provide those students entering the field of school administration with an understanding of theories of personnel administration and law as they relate to the recruitment, selection, placement and induction, staff development, performance evaluation, salary and compensation, collective negotiations, and the legal, ethical, and policy issues in the administration of human resources. Prerequisite(s): EDAM 5301, EDAM 5305, EDAM 5320, EDGR 5308, and EDGR 5320. Course may substitute for one of the following: EDAM 5313, EDAM 5332, EDAM 5327.

**Justification:** EDAM 5324 Administration of School Personnel and Law is being proposed for adoption as a new course for the following reasons. As the field of school administration continues to evolve, the faculty in the educational administration and principal preparation programs recognize the need to offer a curriculum that reflects current administrative thought in the field and that will also more effectively prepare students for their work as school administrators. Additionally, program faculty also believe that students should be provided with a menu of courses that will allow students the flexibility to choose a combination of courses that not only represents their particular school administrative interests but also satisfies all of the degree requirements in the graduate program and that will better prepare them for the field of practice.

### **Student Learning Outcomes**

Upon completion of the course, the student will be able to:

- Apply leadership theories for human resources administration in the school and school district organizational setting.
- Assess the human resources needs of a school campus, a school district department, and the school district organization, and develop a comprehensive long-range personnel plan based upon the assessment.

- Apply several methods for the recruitment of personnel for a school campus, a department, and a school district.
- Carry-out legally sound administrative processes in the selection of school and school district personnel.
- Develop and implement teacher mentoring programs for individual school campuses.
- Construct and implement a long-range staff development and training program for a school organization.
- Conduct legally sound and effective performance evaluations of school district personnel using school district and state evaluation systems.
- Study data and recognize trends that impact school district salary and compensation systems.

**Program:** Add: \_\_\_ Change: \_\_\_ Attach new/changed Program of Study description and 4-year plan. If in current catalog, provide change and attach page with changes in red.

**Minor:** Add: \_\_\_ Delete: \_\_\_ Change: \_\_\_ Attach new/changed minor. If in current catalog, provide change and attach page with changes in red.

**Faculty:** Add: \_\_\_ Delete: \_\_\_ Change: \_\_\_ Attach new/changed faculty entry. If in current catalog, provide change and attach page with changes in red.

**College Introductory Pages:** Add information: \_\_\_ Change information: \_\_\_ Attach new/changed information. If in current catalog, provide change and attach page with changes in red.

**Other:** Add information: \_\_\_ Change information: \_\_\_ Attach new/changed information. If in current catalog, provide change and attach page with changes in red.

Approvals:	Signature	Date
Chair Department Curriculum Committee	_____	_____
Chair Department	_____	_____
Chair College Curriculum Committee	_____	_____
Dean 03/01/10	_____	_____