

TRANSMITTAL MEMO

1. This is to change the title and description of course CTTE 4/56017 from **Youth Organizations in CTTE to Student-Centered Leadership in CTTE**
2. This is to revise the course content for Family and Consumer Science Education (work and family) to remove an elective and add a required course. Also change the elective requirements and format to make it clear to students as to what is to be taken.

PROPOSAL SUMMARY

- 1. CHANGE OF NAME OF COURSE:** The role of leadership in CTTE has expanded and the existing title of the course is too narrow. The current title **Youth Organizations in CTTE** does not reflect the current practices.

CHANGE IN DESCRIPTION: The description needs to reflect the changes that are requested in the name of the course. Change from: **Study of youth organizations in Career Technical Education and purposes and advisor's role to Study ;of the role of leadership and youth organizations in Career Technical Education with emphasis on the organization and purpose of student-centered leadership and the role of the advisor related to leadership in CTTE.**
- 2. ADDING A COURSE OF WORK AND FAMILY REQUIREMENTS AND CHANGE OF ELECTIVES:**

Background information: At this time the work and family requirements have the opportunity to select at total of 12 elective courses to take with a few recommendations which are listed.

Proposal: Remove one elective choice (3 hours), add a required course--- **HM 13022 Sanitation and Safety Principals and Practices** and change the elective amount **from 12 to 9** and **add to the choices and wording.**

Rationale: In today's society there is a greater need to be aware of the safety and sanitation in the classroom as well as in the home. Addition of the course **HM 13022 Sanitation and Safety Principals and Practices** will strengthen and add the needed content related to food preparation. The selection of the courses for electives needs to be expanded to give students variety of courses to fit student's interest as well as the practices as to what is being taught in the schools.

Effect on current program: will strengthen the content of the program

Scope of Action: This action will have little effect on the HM department for the number of students would be small and the HM program

department has already added sections to their program to accommodate the increase of students taking this course.

Change in elective selection and wording for clarification:

From:

CHANGE



Work & Family (AAA) (24 hours)		
HM	23012	Food Study 3
HDFS	24012	Child Development 3
HDFS	41095	WKS: Family & Cons Iss 3
FD&M	10030	Fashion Fabrics 3
<i>Choose TWO:</i>		6
	24013	Early Adolescence
HDFS		
GERO	44030	Adult Dev. & Aging
HDFS	44029	Family Policy
HDFS	44023	Bldg Family Strengths
Electives	_____	3
		3

To: ELECTIVES CHOOSE THREE (3) 9

(from the following courses or advisors approval)

- HDFS 24013 Early Adolescence
- GERO 44030 Adult Dev. & Aging
- HDFS 44029 Family Policy
- HDFS 44023 Bldg Family Strengths
- HM 13023 Techniques of Food Production

KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **11-Sep-08** Curriculum Bulletin _____
 Effective Date **Fall 2009** Approved by EPC _____

Department **ACHVE**
 College **EH - Education, Health and Human Services**
 Proposal **Revise Course**
 Course Subject **CTTE** Course Number **46017**
 Course Title **Youth Organization in CTTE**
 Minimum Credits **03** Maximum Credits **03**

- | | | |
|--|--|---|
| Checked items
are new
or revised | <input type="checkbox"/> Subject | <input type="checkbox"/> Cross-Listed / Slash |
| | <input type="checkbox"/> Number | <input type="checkbox"/> Grade Rule |
| | <input checked="" type="checkbox"/> Title | <input type="checkbox"/> Credit by Exam |
| | <input checked="" type="checkbox"/> Title Abbreviation | <input type="checkbox"/> Course Fee |
| | <input type="checkbox"/> Credit Hours | <input type="checkbox"/> Liberal Education Requirements (LER) |
| | <input type="checkbox"/> Prerequisites | <input type="checkbox"/> Writing-Intensive (WIC) |
| | <input checked="" type="checkbox"/> Description | <input type="checkbox"/> Diversity |
| | <input type="checkbox"/> Schedule Type | <input type="checkbox"/> Other |

Describe impact on other policies, programs or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need, audience, prerequisites; teacher education licensure):
NONE

Units consulted (other departments, programs or campuses affected by this proposal):
ACHVE Undergraduate Curriculum Committee, EHHS Undergraduate Curriculum Council

REQUIRED ENDORSEMENTS

<i>Donald L. Bales</i>	9 / 12 / 08
Department Chair / School Director / Campus Dean	
	_ / _ / _
College Dean	
	_ / _ / _
Executive Dean of Regional Campuses	
	_ / _ / _
Senior Vice President for Academic Affairs and Provost	

BASIC DATA SHEET

Complete all fields. Data entered below should reflect new/revised information.

Preparation Date **11-Sep-08** Requested Effective Term **Fall 2009**
 Course Subject **CTTE** Course Number **46017**
 Course Title **Student-Centered Leadership in CTTE**
 Title Abbreviation **Student-Centered Leader In Cte**
 NOTE: Maximum 30 spaces, with no punctuation or special characters (exception: forward slash "/" is allowed with no spaces before or after the slash)
 Slash Course **5 / /** Cross-listed with _____ Cross-list Banner code _____
 4/5, 4/5/7 or 6/8 NOTE: To be completed by Curriculum Services.
 Minimum Credit **03** to or Maximum Credit **03** (e.g., 3 to 3 credits, 1 to 12 credits, 2 or 4 credits)
 Contact Hours Lecture Minimum Hours to or Maximum Hours
 Per Week Laboratory Minimum Hours to or Maximum Hours
 Other Minimum Hours to or Maximum Hours
 NOTE: Contact hours should be per week.
 Repeat Status **NR - Course may not be repeated**
 If repeats, course limit **OR** maximum hours
 Course Level **UG - Undergraduate**
 Grade Rule **C - Letter or In Progress (IP)**
 Schedule Type(s) **LEC - Lecture**
 Course Attribute(s) **select one**
 Credit By Exam **N - Credit by Exam Not Approved**

COMPLETE ONLY WHAT IS APPLICABLE TO THE COURSE

Prerequisite

Course(s) **NONE**

NOTE: List minimum-grade requirement for course prerequisites if other than "D."

Test Score(s)

Corequisite(s)

Registration is by special approval only Yes No

NOTE: Checking "yes" means all students must seek approval from department to register.

Restrict Registration

(e.g., VCD majors, East Liverpool Campus, junior level and above, graduate standing, BA-CHEM program)

COMPLETED BY CURRICULUM SERVICES

OBR Program Code _____

OBR Subsidy Code _____

OBR Course Level _____

CIP Code _____

Catalog Description **Study of the role of leadership and youth organizations in Career Technical Education with emphasis on the organization and purpose of student leadership and the role of the advisor related to leadership in CTTE**

Complete the following only if applicable:

Previous Title **Youth Organizations in CTTE**

Previous Subject **CTTE** Previous Number **46017**

Term Start _____ Term End _____ NOTE: To be completed by Curriculum Services.

Content Outline (include contact hours for each section)

Contact Hours	Outline
5.00	Philosophy Behind Youth Organizations in Career Technical Education
10.00	Organization of Groups
10.00	Types of Career Technical Youth Organizations
10.00	Club Activities - Program of Work
10.00	Parlimamentary Procedure

45 Total Contact Hours

Textbook(s) Used in this Course	NONE
Writing Expectations	Paper on organizational concepts and strategies
Instructor(s) Expected To Teach	CTTE Faculty
Instructor(s) Contributing to Content	P. O'Connor/D. Richmond


REQUIRED ENDORSEMENT

Donald K. Baker
 Department Chair / School Director / Campus Dean

9/12/08

INTERDEPARTMENTAL MEMO
School of Family and Consumer Studies
College of Education, Health, and Human Services
Kent State University

TO: Donna Richmond
Adult Counseling, Health & Vocational Education

FROM: Barbara Scheule
Associate Professor
Hospitality Management 

RE: Addition of *HM 13022 Sanitation and Safety* to the B.S.E in Family and
Consumer Science Education program

DATE: September 10, 2008

CC: Mary Dellmann-Jenkins
Director, School of Family and Consumer Studies

The NF: Hospitality Management program faculty support your request to add HM 13022 Sanitation and Safety as a required course within the curriculum of the B.S.E in Family and Consumer Science Education program. We understand this change in requirements will result in 5-10 additional students in the class per year. At this time, we offer this class both spring and fall semesters and we will be able to accommodate these students.

We agree that with the current emphasis and concern about food safety, the addition of this course will enable teachers within our schools to have a stronger food safety knowledge base, thus benefiting society at large as well as our industry.

21023 Financing the Business Venture (3)
Course deals with determining capital needs, identifying sources of capital, developing a financial plan and interpreting financial statements. Both public and private loan programs will be reviewed. Prerequisite: BMRT 21020 or special approval of full-time BMRT faculty.

21050 Fundamentals of Marketing Technology (3)
Study of the basic concepts and principles involved in marketing a product/service with an emphasis on the marketing mix variables: product, price, place and promotion. Prerequisite: BMRT 11000 and ECON 22060.

21051 Fundamentals of Retailing (3)
A survey of retailing that emphasizes skills necessary for store organization, location, layout, pricing, merchandising and inventory control. New retail concepts are stressed. Prerequisite: BMRT 11000 or special approval of BMRT faculty.

21052 Professional Selling Techniques (3)
Study of personal selling as a promotional technique to determine and satisfy the needs of buyers and to build a long-term relationship among all parties. Prerequisite: BMRT 11000 or special approval of full-time BMRT faculty.

21053 Advertising in Business (3)
A practical approach to the study of advertising. Emphasis is on the effective use of the media, creating advertising operations and advertising management. Prerequisite: BMRT 21050 or special approval of BMRT faculty.

21054 Insurance Principles (2)
Introduction to the types of insurance, risk management and ethics of insurance. Other topics to be addressed are contract law and retirement planning. Prerequisite: BMRT 11000 or special approval of BMRT faculty.

21055 Retail Merchandising (3)
Principles and procedures of retail merchandising. Problem solving for merchandising and utilization of mathematical models. Procedures for planning and control of merchandise. Prerequisite: BMRT 21051 or special approval of BMRT faculty.

21056 Principles of Visual Display (3)
Basic principles of visual display. Introduction to basic equipment used in display work. Window and interior displays in department and specialty stores. Prerequisite: BMRT 21051 or special approval of BMRT faculty.

21092 Internship in Management Technology (1-3)*
Students participate in a supervised educational experience. Each credit hour requires a minimum of seven hours work without pay or 10 hours work with pay per week for 15 weeks. IP grade permissible. Prerequisite: special approval of full-time BMRT faculty.

21095 Special Topics (1-3)*
(Repeated registration permissible) Special topics in business technology announced when scheduled. Prerequisite: special approval of full-time BMRT faculty.

21096 Individual Investigation in Business Technology (1-3)*
Individual study in business and related fields. Open to business technology students only. IP grade permissible. Prerequisite: special approval of full-time BMRT faculty.

CAREER TECHNICAL TEACHER EDUCATION (CTTE)

36014 Evaluation Practices in Career Technical Education (3)
Study and construction of evaluation devices for use in lab and related technology courses, test construction, standardized and nonstandardized test procedures. This course includes 10 field/clinical hours. Prerequisite: none.

36020 Occupational Experience: Technology (12)
Written examination covering technology of a specific occupation. Prerequisite: department special approval.

36021 Occupational Experience: Manipulative (12)
Manipulative examination covering competencies and techniques of an occupation. Prerequisite: department special approval.

40093 Variable Topic Workshop in Career Technical Education (1-5)
Topics of special interest to students desiring to intensify their knowledge in a particular area of career technical education. S/U grading. Prerequisite: department special approval.

44618 Elements of Experience-Based Education (3)
Examination of various aspects of experience-based education includes exploratory, observation, lab and paid work experiences. Prerequisite: none.

45372 Issues in Career Technical Education Subjects (3)
Exploration of issues and trends unique to specific career technical education subjects. Prerequisite: none.

45377 Career and Technical Education: Advanced Methodologies (3)
Selection, organization and presentation of subject matter pertaining to specific subjects in career and technical education. Emphasis on methods and techniques through theory and practice. Course includes 30 field/clinical hours. Prerequisite: none.

46001 Organization of Career and Technical Education (3)
Study of the principles and subject areas related to career and technical education at middle school, secondary and adult education levels. Prerequisite: none. This course may be used to satisfy the writing-intensive requirement with approval of major department.

46002 In-Service Teaching I (2)
Overview of teaching process in career technical teacher education. Emphasizes techniques of skill development and assessment; includes organizing for instruction, individual behavior, organizational relationships and application steps. Prerequisite: none.

46003 In-Service Teaching II (1)
Continuation of CTTE 46002. Involves professional development, licensure preparation for career technical instructors and organized class instruction. Prerequisite: none.

46015 Methods of Career and Technical Education (3)
Organization and management of classroom and lab; includes purchasing equipment and supplies, safety instruction planning, establishing policies, maintaining records, and individual and group instructional strategies. Prerequisite: none.

46017 Youth Organizations in Career-Technical

- Study of the role of leadership and youth organization with emphasis on the organization and the role of the advisor related to leadership

46018 Disadvantaged Youth in Career Technical Education (3)
Developing an understanding of disadvantaged youth stressing their characteristics as they pertain to career technical education programs. Prerequisite: none.

46019 Coordination of Career Technical Cooperative Education Programs (3)
Reviews duties, problems, techniques of home, school and work coordination. Internship site selection, job development, servicing the job station, coordinating classroom and work experience. A study of important linkage to local business/industry and education support agencies for career and technical development. Prerequisite: none.

*Course ineligible to be repeated for GPA recalculation.
**Courses offered only at Regional Campuses.