



UNIVERSITY
AT ALBANY

State University of New York

Senior Vice President for Academic Affairs & Provost

Amended Proposal - December 2016

October 26, 2016

Dr. Alexander Cartwright
Provost and Executive Vice Chancellor
State University of New York
System Administration
State University Plaza
Albany, New York 12246

Dear Dr. Cartwright:

On behalf of the faculty at the University at Albany, I am pleased to transmit the attached proposals for reasonably minor curricular change to our licensure qualifying M.S. and B.A./M.S. programs in Mental Health Counseling.

These proposals have been fully considered and approved through our campus governance system. The proposed change to the programs involves (only) one course, but one that satisfies a licensure content area requirement (Human Growth & Development). Accordingly, we believe that updated program registration is warranted.

We are appreciative for anticipated efforts by staff in your Office of Program Review for the consideration of the proposal. Should there be any technical questions or the need for additional materials, please have inquiries directed to Jonathan Bartow, Vice Dean for Graduate Education (jbartow@albany.edu) at our campus. As always, we thank you for your on-going support.

Sincerely,

Darrell P. Wheeler, PHD, MPH
Interim Provost and Senior Vice President for Academic Affairs

Enclosure

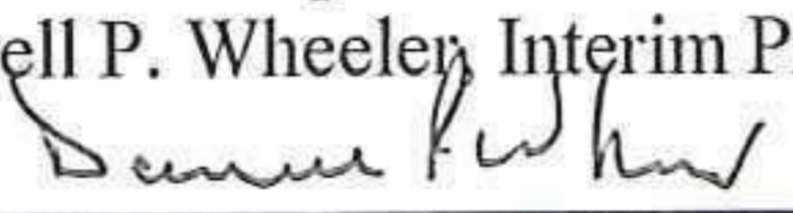
c. Dean Kevin Williams
Dean Robert Bangert-Drowns
Professor Jason Gallo
Vice Dean Jon Bartow



Program Revision Proposal: Changes to an Existing Program

Form 3A
Version 2014-11-17

SUNY approval and SED registration are required for many changes to registered programs. To request a change to a registered program leading to an undergraduate degree, a graduate degree, or a certificate that does not involve the creation of a new program,¹ a Chief Executive or Chief Academic Officer must submit a **signed cover letter and this completed form** to the SUNY Provost at program.review@suny.edu.

Section 1. General Information	
a) Institutional Information	Institution's 6-digit <u>SED Code</u> : 210500
	Institution's Name: University at Albany, SUNY
	Address: 1400 Washington Avenue, Albany, NY 12222
b) Program Locations	List each campus where the entire program will be offered (with each institutional or branch campus 6-digit <u>SED Code</u>): 210500
	List the name and address of <u>off-campus locations</u> (i.e., <u>extension sites or extension centers</u>) where courses will offered, or check here [<input checked="" type="checkbox"/>] if not applicable:
c) Registered Program to be Changed	Program Title: Mental Health Counseling
	<u>SED Program Code</u> 02961
	<u>Award(s)</u> (e.g., A.A., B.S.): M.S.
	Number of Required Credits: Minimum [60] If tracks or options, largest minimum []
	<u>HEGIS Code</u> : 2104.10
	<u>CIP 2010 Code</u> : 51.1508
	Effective Date of Change: May 2016
	Effective Date of Completion ²
d) Campus Contact	Name and title: Jason Gallo, Ph.D., Director of Master's Programs Telephone and email: 518-442-5042, jgallo@albany.edu
e) Chief Executive or Chief Academic Officer Approval	Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation, and the institution's commitment to support the proposed program. <i>E-signatures are acceptable.</i> Name and title: Darrell P. Wheeler, Interim Provost & Senior Vice President for Academic Affairs Signature and date:  26 October 2016
	If the program will be registered jointly³ with one or more other institutions, provide the following information for each institution:
	Partner institution's name and 6-digit <u>SED Code</u> : Name, title, and signature of partner institution's CEO (or append a signed letter indicating approval of this proposal):

¹ To propose changes that would create a new program, Form 3B, [Creating a New Program from Existing Program\(s\)](#), is required.

² If the current program(s) must remain registered until enrolled students have graduated, the anticipated effective date by which continuing students will have completed the current version of the program(s).

³ If the partner institution is non-degree-granting, see SED's [CEO Memo 94-04](#).

Section 2. Program Information

Section 2.1. Changes in Program Content

No changes in program content. *Proceed to Section 2.2.*

a) **Check all that apply. Describe each proposed change and why it is proposed.**

- Cumulative change from SED’s last approval of the registered program of one-third or more of the minimum credits required for the award (e.g., 20 credits for associate degree programs, 40 credits for bachelor’s degree programs)
- Changes in a program’s focus or design
- Adding or eliminating one or more options, concentrations or tracks
- Adding or eliminating a requirement for program completion (such as an internship, clinical placement, cooperative education, or other work or field-based experience)
- Altering the liberal arts and science content in a way that changes the degree classification of an undergraduate program, as defined in [Section 3.47\(c\)\(1-4\) of Regents Rules](#)

b) **Provide a side-by-side comparison of all the courses in the existing and proposed revised program that clearly indicates all new or significantly revised courses, and other changes.**

EXISTING PROGRAM	REVISED PROGRAM
Specialized courses in Counseling as follows: (36 credits)	Specialized courses in Counseling as follows: (36 credits)
ECPY 521	ECPY 521
ECPY 601	ECPY 601
ECPY 603	ECPY 603
ECPY 604	ECPY 604
ECPY 607	ECPY 607
ECPY 608	ECPY 608
ECPY 612	ECPY 612
ECPY 614	ECPY 614
ECPY 627	ECPY 627
ECPY 630	ECPY 630
ECPY 667	ECPY 667
EPSY 522 Adolescent Development	EPSY 524 Lifespan Human Development
Fieldwork in Counseling: (15 credits)	Fieldwork in Counseling: (15 credits)
ECPY 602	ECPY 602
ECPY 606	ECPY 606
Electives as advised: (9 credits)	Electives as advised: (9 credits)

c) For each new or significantly revised course, **provide** a syllabus at the end of this form, and, on the *SUNY Faculty Table* provide the name, qualifications, and relevant experience of the faculty teaching each new or significantly revised course. NOTE: *Syllabi for all courses should be available upon request. Each syllabus should show that all work for credit is college level and of the appropriate rigor. Syllabi generally include a course description, prerequisites and*

corequisites, the number of lecture and/or other contact hours per week, credits allocated (consistent with SUNY policy on credit/contact hours), general course requirements, and expected student learning outcomes.

The course being substituted into the curriculum (EPSY524) is an existing course already being taught.

d) What are the additional costs of the change, if any? If there are no anticipated costs, explain why.

There are no additional costs. Both courses, EPSY 522 and EPSY 524, are presently offered in the School of Education. The proposed change is simply to switch which of these courses already being offered will fulfill the human growth and development coursework requirement.

Section 2.2. Other Changes

Check all that apply. Describe each proposed change and why it is proposed.

Program title

Program award

Mode of delivery

NOTES: (1) If the change in delivery enables students to complete 50% or more of the program via distance education, submit a Distance Education Format Proposal as part of this proposal. (2) If the change involves adding an accelerated version of the program that impacts financial aid eligibility or licensure qualification, SED may register the version as a separate program.

Format change(s) (e.g., from full-time to part-time), based on SED definitions, for the **entire** program

1) State proposed format(s) and consider the consequences for financial aid

2) Describe availability of courses and any change in faculty, resources, or support services.

A change in the total number of credits in a certificate or advanced certificate program

Any change to a registered licensure-qualifying program, or the addition of licensure qualification to an existing program. **Exception:** Small changes in the required number of credits in a licensure-qualifying program that do not involve a course or courses that satisfy one of the required content areas in the profession.

Present human growth and development requirement: EPSY 522 Adolescent Development

Proposed change to meet the requirement: EPSY 524 Lifespan Human Development

This proposed change is to expand the number of states in which the program's curriculum will meet licensure requirements. New York State licensure requirements state that the area of human growth and development needs to be covered within the curriculum. Specific coursework is not defined in the New York State licensure requirements, and this requirement has previously been met by EPSY 522. However, other states require coursework that covers human lifespan development, which EPSY 524 meets. Note, EPSY 524 still fulfills the licensure requirements of New York State, and simply expands on the already covered area of human growth and development.

All other present coursework will remain the same.

Section 3. Program Schedule and Curriculum

a) For **undergraduate programs**, complete the *SUNY Undergraduate Program Schedule* to show the sequencing and scheduling of courses in the program. If the program has separate tracks or concentrations, complete a *Program Schedule* for each one.

NOTES: *The Undergraduate Schedule must show all curricular requirements and demonstrate that the program conforms to SUNY's and SED's policies.*

- *It must show how a student can complete all program requirements within SUNY credit limits, unless a longer period is selected as a format in Item 2.1(c): two years of full-time study (or the equivalent) and 64 credits for an associate degree, or four years of full-time study (or the equivalent) and 126 credits for a bachelor's degree. Bachelor's degree programs should have at least 45 credits of upper division study, with 24 in the major.*
- *It must show how students in A.A., A.S. and bachelor's programs can complete, within the first two years of full-time study (or 60 credits), no fewer than 30 credits in approved SUNY GER courses in the categories of Basic Communication and Mathematics, and in at least 5 of the following 8 categories: Natural Science, Social Science, American History, Western Civilization, Other World Civilizations, Humanities, the Arts and Foreign Languages*
- *It must show how students can complete Liberal Arts and Sciences (LAS) credits appropriate for the degree.*
- *When a SUNY Transfer Path applies to the program, it must show how students can complete the number of SUNY Transfer Path courses shown in the Transfer Path Requirement Summary within the first two years of full-time study (or 60 credits), consistent with SUNY's Student Seamless Transfer policy and MTP 2013-03.*
- *Requests for a program-level waiver of SUNY credit limits, SUNY GER and/or a SUNY Transfer Path require the campus to submit a Waiver Request –with compelling justification(s).*

EXAMPLE FOR ONE TERM: Undergraduate Program Schedule

Term 2: Fall 20xx	Credits per classification					New	Prerequisite(s)
	Cr	GER	LAS	Maj	TPath		
ACC 101 Principles of Accounting	4			4	4		
MAT 111 College Mathematics	3	M	3	3			MAT 110
CMP 101 Introduction to Computers	3						
HUM 110 Speech	3	BC	3			X	
ENG 113 English 102	3	BC	3				
Term credit total:	16	6	9	7	4		

b) For **graduate programs**, complete the *SUNY Graduate Program Schedule*. If the program has separate tracks or concentrations, complete a *Program Schedule* for each one.

NOTE: *The Graduate Schedule must include all curriculum requirements and demonstrate that expectations from Part 52.2(c)(8) through (10) of the Regulations of the Commissioner of Education are met.*

SUNY Graduate Program Schedule OPTION: You can insert an Excel version of this schedule *AFTER* this line, and delete the rest of this page.)

Program/Track Title and Award: Master's in Mental Health Counseling

- a) Indicate academic calendar type: [X] Semester [] Quarter [] Trimester [] Other (describe): _____
- b) Label each term in sequence, consistent with the institution's academic calendar (e.g., Fall 1, Spring 1, Fall 2)
- c) Use the table to show how a typical student may progress through the program; copy/expand the table as needed.
- d) Complete the last row to show program totals and comprehensive, culminating elements. Complete all columns that apply to a course.

Term 1: Summer I						Term 2: Fall I					
Course Number & Title	Credits	New	Co/Prerequisites	Course Number & Title	Credits	New	Co/Prerequisites	Course Number & Title	Credits	New	Co/Prerequisites
ECPY 521 Introduction to Mental Health Counseling	3			ECPY 601 Introduction to Counseling Theory and Practice	3		Consent of instructor				
ECPY 630 Behavioral Disorders	3		Undergraduate course in abnormal psychology	ECPY 604 Career Development	3		Graduate status				
ECPY 667 Research Principles and Methods in Counseling	3		Undergraduate course in statistics	EC PY 608 Foundations and Techniques of Group Counseling	3						
EPSY 524 Lifespan Human Development	3			ECPY 612 Intermediate Counseling Theory and Practice	3		ECPY 601, may be taken concurrently. Restricted to department's master's and doctoral students.				
Term credit total: 12						Term credit total: 12					
Term 3: Spring I						Term 4: Summer II					
Course Number & Title	Credits	New	Co/Prerequisites	Course Number & Title	Credits	New	Co/Prerequisites	Course Number & Title	Credits	New	Co/Prerequisites
ECPY 602 Practicum in Counseling	3		ECPY 601, 612, 608, 630	ECPY 606 Internship in Counseling	6		ECPY 601, 602, 603, 604, 608, 612, 627, 630				
ECPY 603 Assessment Techniques in Counseling and Rehabilitation	3			Elective	3						
ECPY 614 Substance Abuse and Addictive Behaviors	3			Elective	3						
ECPY 627 Multicultural Perspectives: Counseling Theory and Practice	3		ECPY 601, 604, 608, 612, 630								
Term credit total: 12						Term credit total: 12					
Term 5: Fall II						Term 6:					
Course Number & Title	Credits	New	Co/Prerequisites	Course Number & Title	Credits	New	Co/Prerequisites	Course Number & Title	Credits	New	Co/Prerequisites
ECPY 606 Internship in Counseling	6		ECPY 601, 602, 603, 604, 608, 612, 627, 630								
ECPY 607 Techniques of Consultation and Supervision	3		ECPY 601, 608								
Elective	3										
Term credit total: 12						Term credit total: 12					
Term 7:						Term 8:					
Course Number & Title	Credits	New	Co/Prerequisites	Course Number & Title	Credits	New	Co/Prerequisites	Course Number & Title	Credits	New	Co/Prerequisites
Term credit total: 12						Term credit total: 12					

