

MEMORANDUM

TO: James Mower, Senate Chair
FROM: Havidán Rodríguez, President
DATE: November 14, 2018
SUBJECT: Senate Bill Approval

I am pleased to approve the following Senate Bill, which was recommended following approval by the University Senate at its meeting of October 15, 2018:

Senate Bill 1819-04: PROPOSAL TO ESTABLISH AN UNDERGRADUATE
MINOR IN SOCIAL WELFARE STUDIES

Approved: _____

Havidán Rodríguez, President

UNIVERSITY SENATE
UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

Introduced by: The Undergraduate Academic Council
University Policy and Planning Council

Date: November 12, 2018

**PROPOSAL TO ESTABLISH AN UNDERGRADUATE MINOR IN SOCIAL
WELFARE STUDIES**

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

1. That the University Senate approves the attached program proposal as submitted by the School of Social Welfare and approved by UA and UPPC
2. That this takes effect for the Fall 2019 semester.
3. That this proposal be forwarded to President Havidán Rodríguez for approval.

Course and Program Action Form

Proposal No. _____

Please check one: Course Proposal Program Proposal

Please mark all that apply:

<input type="checkbox"/> New Course	Revision of:	<input type="checkbox"/> Number	<input type="checkbox"/> Description
<input type="checkbox"/> Cross-Listing		<input type="checkbox"/> Title	<input type="checkbox"/> Prerequisites
<input type="checkbox"/> Shared-Resources Course		<input type="checkbox"/> Credits	
<input type="checkbox"/> Deactivate/Activate Course (boldface & underline as appropriate)		<input checked="" type="checkbox"/> Other (specify):	Addition of new minor in social welfare studies

Department: Social Welfare Effective Semester, Year: Fall 2019

Course Number Current: _____ New: _____ Credits: _____

Course Title: _____

Course Description to appear in Bulletin:

See course requirements for the new minor in Social Welfare Studies. The course descriptions will be identical to those in the major.

Prerequisites statement to be appended to description in Bulletin:

If S/U is to be designated as the **only** grading system in the course, check

This course is (will be) cross listed with (i.e., CAS ###): _____

This course is (will be) a shared-resources course with (i.e., CAS ###): _____

Explanation of proposal:

See attached proposal.

Other departments or schools which offer similar or related courses and which have certified that this proposal does not overlap their offering:

If this proposal is for an interdisciplinary program, please indicate the Department where the major/minor will be housed:

Chair of Proposing Department (TYPE NAME)	Approval Date	Chair of College Academic Programs Committee	Approval Date
Mary McCarthy	10/15/18	Mary McCarthy	5/10/18
Chair of Departments having cross-listed course(s) [Copy of e-mail approval(s) on following page.]	Approval Date	Dean of College	Approval Date
Aaron Meier see attached email	9/18	Lynn Warner	10/15/18
Chair of Departments having cross-listed course(s) [Copy of e-mail approval(s) on following page.]	Approval Date	Undergraduate Studies	Approval Date
Heidi Andrade see attached email	9/18		

**School of Social Welfare
Undergraduate Program Committee
Proposal
Social Welfare Studies Minor
October 12, 2018**

Background

The University at Albany requires all undergraduate students to complete a major and minor during their studies at U Albany. The social welfare program has been designated as both a major and minor given the credit distribution. We are now proposing to offer a minor in Social Welfare Studies.

University policy states that the following:

BS degree requires the completion of a minor consisting of 18-24 graduation credits, which must include a minimum of 9 graduation credits in coursework requiring one or more prerequisite courses or courses at or above the 300 level. For students with only one major and one minor, the same course may not be used to fulfil both major and minor requirements. No student may use a minor title, which is the same as the title of the student's major.

Social Welfare Studies Minor

Justification

We have been approached for several years by Advisement Services, Student Support, and the Undergraduate Deans Office to consider offering a minor in social welfare. Students pursuing degrees in Human Development, sociology, psychology, and education are interested in including social welfare courses as part of their degree program, which are aligned with their career interests in these disciplines.

The minor would also make it easier for students admitted to the Social Welfare major to graduate if they are unable to complete the major requirements. Finally, students in psychology, human development and sociology who learn about social work in their junior year, when it is too late to apply for the major, can select the minor as a way to explore a graduate degree in social work. It could provide a pathway to the MSW program for current U Albany students.

Course of Study

Course distribution for 18 credits

Semester	Course	Credits	Description
Fall or Spring	RSSW 290	3	Community and Public Service Program
Fall or spring	RSSW 210	3	American Social Welfare System
Fall	RSSW 301 or EPSY 224	3	Human Development life cycle/Life Span Development
Fall	RSSW 408	3	Organizational and Community Theory (pre req RSSW 210)
Spring	RSSW 322 or ASOC 220	3	Introductory Research Methods in Social Welfare/Introduction to Social Research
Spring	RSSW 409	3	Introduction to Social Policy Analysis (pre req 408)
<p>Students majoring in Human Development who complete EPSY224 in the major may substitute RSSW 390 for the human development course in the social welfare studies minor.</p> <p>Students majoring in Sociology who complete ASOC 220 in the major may substitute RSSW 390 for the Research Methods course in the social welfare studies minor.</p>			

Course Content

The course content will be the same for the major and minor including on-line and blended course formats.

Impact

RSSW 210 would be uncapped or capped at 50 to ensure sufficient seats for students in the major and minor. We currently fund an instructor for both semesters and this would continue.

Courses highlighted in yellow will require an additional section, increasing the number of part time lecturers by two each semester (4 for the academic year). Our current plan is to have a section of these courses on the downtown campus for majors where the class is offered one day a week for 3 hours and one on the uptown campus for minors following a more tradition two or three day a week schedule.

Course Descriptions for Social Welfare Studies Minor

RSSW 210 Social Welfare in the United States (3)

Within the context of societal responsiveness to human needs, this course examines U.S. social welfare policies and programs as influenced by economic, political, and social changes. Addresses current public and private social welfare efforts and underlying value issues. Examines the role of professional social work within social welfare. Open to sophomores, juniors, and seniors only.

R SSW 290 Community and Public Service Program (3)

This is a service-based course that requires a minimum of 100 hours per semester (about 7.5 hours per week full semester; about 12.5 hours per week for 8 Week 2) of volunteer work in public or nonprofit organizations that provide service to the community. In addition to volunteering, the course requires the development of learning goals, reflection on service experience and additional required documents. Prerequisite(s): at least second semester freshman and permission of instructor. *S/U* graded.

R SSW 301 Human Behavior and The Social Environment (3)

Knowledge of human behavior and the social environment as a basis for generalist practice with individuals, families, groups, and communities. Includes theoretical and empirical knowledge about the range of normal bio-psycho-social development and the nature and impact of oppression and discrimination on individuals and families throughout the life course. For majors only. Prerequisite(s): permission of instructor.

R SSW 322 Introductory Research Methods in Social Welfare (3)

Introduction to quantitative and qualitative research methods in social work, including content on: defining social work research problems, developing and testing hypotheses, the logic of causal inference, sampling, measurement (including reliability and validity), basic skills in data analysis and research utilization, the ethics of research, and research issues concerning human diversity and power. Emphasizes methods and content relevant to social work practice and the problems of social welfare. For majors only. Prerequisite(s): permission of instructor.

R SSW 390 Community and Public Service Program II (3)

This is a service-based course that builds on prior community service experience by asking students to think critically about their community service experience through the lens of relevant scholarly literature. Requires 100 hours of service at a not-for-profit or public organization. In addition to volunteer service, each student is required to read selected articles and reflect on their experience by responding to discussion questions and completing a reflective writing assignment centered on personal leadership assessment and development. Prerequisite(s): R SSW 290 or R SSW 291 and permission of instructor. *A-E* graded.

R SSW 408 Organizational and Community Theory (3)

An introduction to social work practice at the organizational and community levels, with emphasis on oppressed populations. Includes the history of communities, organizations, and macro-practice in social work; major approaches to organizational behavior and community dynamics; the nature of non-clinical social work; the organizational and community contexts for

the provision of social services; and skills for working in organizations and communities. For majors only. Prerequisite(s): permission of instructor, R SSW 210 and 301.

R SSW 409 Introduction to Social Policy Analysis (3)

Within an historical context, current social welfare policies and programs will be examined in terms of their rationale, implementation, and effectiveness. The strengths, limitations, and alternatives to governmental intervention in social welfare. Emphasis on concepts and frameworks for analyzing social welfare policies and programs, with special attention to their differential impact on at-risk and oppressed populations. For majors only. Prerequisite(s): permission of instructor, R SSW 408.

A SOC 220 Introduction to Social Research (3)

Examination of the assumptions and techniques of social research: problems of design, data collection, quantitative and qualitative analysis; review of current research in professional journals; the uses of survey research; application of concepts through individual and class projects. A SOC 220 is restricted to A-E grading after matriculation at Albany. A SOC 220 must be completed with a C or better for the major in Sociology. Prerequisite(s): A SOC 115.

E PSY 224 Lifespan Development (3)

Theory and research relating to the typical intellectual, social and emotional development over the lifespan, including the adult years.

From: [Newton, Dayna K](#)
To: [McCarthy, Mary](#); [Andrade, Heidi L](#)
Subject: RE: Inquiry from School of Social Welfare
Date: Friday, October 12, 2018 11:04:36 AM

Hi Mary,

Yes you will have our support for this minor. The only concern was that it would add additional seats to our already packed EPSY 224 class but I do agree that the students selecting 224 will be our majors.

Please let me know if you need anything else.

Have a great weekend!

Dayna

Dayna KT Newton

Academic and Administrative Coordinator

Human Development Major

Department of Educational and Counseling Psychology

University at Albany

(518)442-5065 / Education Building 233

[CLICK HERE to make an appointment](#) (Select Departmental Advising)

Walk In Hours: Monday 9:30 – 11am & Thursday 11 – 1pm.

From: McCarthy, Mary
Sent: Friday, October 12, 2018 10:41 AM
To: Andrade, Heidi L; Newton, Dayna K
Subject: RE: Inquiry from School of Social Welfare

Dear Heidi and Dayna,

I sent the information requested a couple of weeks ago. We are moving forward with the proposal for the minor and wanted to make sure I can tell the UAC that your program supports the minor and the inclusion of 224 as a course that will meet the human behavior requirement. Thank you. Mary

From: Andrade, Heidi L
Sent: Monday, September 10, 2018 11:12 AM
To: Newton, Dayna K <dnewton@albany.edu>; McCarthy, Mary <mmccarthy@albany.edu>
Subject: Re: Inquiry from School of Social Welfare

Hello Mary,

Thanks for being in touch about the new social welfare minor -- it's a great idea, and I'm happy to support it in whatever way I can. Could you please send two things to Dayna and I: 1) a syllabus for RSSW 302, and 2) an estimate of the number of additional students who might enroll in 224 when the minor is available.

Best,

Heidi

From: Newton, Dayna K
Sent: Monday, September 10, 2018 9:09 AM
To: McCarthy, Mary
Cc: Andrade, Heidi L
Subject: RE: Inquiry from School of Social Welfare

Hi Mary,

I am enjoying fall as well. We went apple picking with the family this weekend! I believe you would need permission from our division director to allow EPSY 224 to count toward the social welfare minor. I have copied her on this email. Once she has approved this I will type up the letter for you. Also, can you send me information on the minor? I would love to know more about it and be able to educate our majors about a different minor option.

Thanks,

Dayna

Dayna KT Newton

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Human Development Major

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University at Albany

(518)442-5065 / Education Building 233

[CLICK HERE to make an appointment](#) (Select Departmental Advising)

Walk In Hours: Monday 9:30 – 11am & Thursday 11 – 1pm.

From: McCarthy, Mary
Sent: Friday, September 07, 2018 4:01 PM
To: Newton, Dayna K
Subject: Inquiry from School of Social Welfare

Dayna,

I hope your fall is off to a good start. We are busy with our new junior class and just finished our application for reaccreditation, which went in on August 1 so the summer is well...a black hole. Now I have my head up and love this fall weather.

Can you direct me to the best person in your department to approach about a new social welfare studies minor? We will be requiring a human behavior course (which we offer) but

wanted to give students credit for this requirement if they completed EPSY 224. I believe I will need a letter or email from your department stating that they are aware that we will accept EPSY 224 in lieu of our RSSW 302 course for minors and have no objection to this plan.

Thank you for your guidance. With warm regards. Mary

Mary McCarthy, Ph.D., LMSW
Undergraduate Program Director
University at Albany
School of Social Welfare
P 518.442.5338
C 518.527.7420
mmccarthy@albany.edu
www.albany.edu/ssw

From: [Major, Aaron](#)
To: [McCarthy, Mary](#)
Subject: Re: Inquiry from School of Social Welfare
Date: Friday, September 14, 2018 4:13:11 PM

Hi Mary,

Our Undergraduate Committee saw no problem with this proposal, so please feel free to move ahead with listing our 220 for this new minor.

Thanks for running it by me and good luck getting the minor off the ground,

Aaron

From: Major, Aaron
Sent: Monday, September 10, 2018 2:10:23 PM
To: McCarthy, Mary
Subject: Re: Inquiry from School of Social Welfare

Sounds like it wont be much of an issue. Let me run this by our Chair and undergraduate committee.

Aaron

From: McCarthy, Mary
Sent: Sunday, September 9, 2018 3:57:59 PM
To: Major, Aaron
Subject: RE: Inquiry from School of Social Welfare

Dear Aaron,

We really have no idea. We are predicting around 50 students at most for the minor and we will be offering our research course on the uptown campus. This course is already fully on-line, although we offer it to our students as a blended course, so we might be offering it as an on-line course for students in the minor.

I would expect that a small number of students would choose the sociology course and for sociology majors who might want the social welfare minor, it would meet the requirement for both so that would be a plus for your majors. That's my best guess at this time.

We can also meet after a year or two and see if the sociology option has created a burden for your department and figure out how to adjust for this or eliminate the course as meeting our requirement. Thank you for the quick response. Let me know if you have other questions or concerns. Mary

From: Major, Aaron
Sent: Saturday, September 8, 2018 8:58 AM

To: McCarthy, Mary <mmccarthy@albany.edu>
Subject: Re: Inquiry from School of Social Welfare

Hi Mary,

I don't think there should be a problem with this. Could you give a sense of how many students we might be looking at here (even a rough ballpark). SOC 220 is one of the few courses that we have that is both required for our majors and capped at 25 students. I just want make sure that we wont need to offer additional sections to cover the added demand.

Thanks,

Aaron

From: McCarthy, Mary
Sent: Friday, September 7, 2018 4:10:16 PM
To: Major, Aaron
Subject: Inquiry from School of Social Welfare

Dear Aaron,

By way of introduction, I am the director of the Undergraduate program for the School of Social Welfare. We are planning to submit a proposal to the Undergraduate Academic Council for a minor in social welfare studies. One of the requirements for the new minor is RSSW 322: Introduction to Research Methods in Social Welfare. The content provides an introduction to quantitative and qualitative methods in social work. We would like to accept credit for this requirement if students take ASOC 220, which is very similar to our course. If you have no objection to this plan, I will need a letter or email from you stating that you are aware of this alternative course to meet the requirements of the minor in social welfare studies and have no objection for the course action paperwork.

If you would like to discuss this proposal with me, I am happy to come by your office or schedule a call with you. Thank you in advance for your attention to this request and nice to meet you virtually.
Mary McCarthy

Mary McCarthy, Ph.D., LMSW
Undergraduate Program Director
University at Albany
School of Social Welfare
P 518.442.5338
C 518.527.7420
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www.albany.edu/ssw



When submitting a program proposal please submit this form to indicate the resource implications of the proposal.

Proposal Title: Minor in Social Welfare Studies

College or School Social Welfare **Department** _____

Program Director or Sponsor Mary McCarthy **Email** mmccarthy@albany.edu

Action Category Program Proposal Does this proposal include any space resource implications? Approx. sq. ft. needed: _____ Yes
 Other (describe) No

Action Type New Does the Office of Financial Aid identify this as a **Gainful Employment Program (GEP)**? Yes
 Revision No
 Deactivation
 Other (describe)

Brief Description of Proposal: *(attach additional pages if necessary)*

The School of Social Welfare is proposing to establish a minor in Social Welfare Studies to add to the available offerings to meet the University requirement for all undergraduate students to complete a major and minor. Students pursuing degrees in Human Development, sociology, psychology, and education are interested in including social welfare courses as part of their degree program, which are aligned with their career interests in these disciplines.

The minor would also make it easier for students admitted to the Social Welfare major to graduate if they are unable to complete the major requirements. Finally, students in psychology, human development and sociology who learn about social work in their junior year, when it is too late to apply for the major, can select the minor as a way to explore a graduate degree in social work. It could provide a pathway to the MSW program for current U Albany students.

Course of Study

See attached proposal



Is there an impact on other service units? Please attach documentation that you have consulted with each unit listed below:

Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ITS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	University Libraries
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scientific Core Facilities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other services (i.e., advisement, parking, facilities, security), please list:

Is there an impact on other academic programs? Please list all academic departments consulted regarding impact and attach documentation.

We would accept credits towards the minor for 1 course in Human Development and one course in Sociology. Emails providing support from the Department Directors are attached.

Faculty and Staff (attach additional pages if necessary)

(a) Describe new faculty hiring needed during the next 3 years

(b) Explain how program will be administered for the purposes of admissions, advising, course offerings, etc. Discuss the available support staff.

(a) We will need to assign faculty or part time lecturers to teach 2 new sections of social welfare courses each semester to accommodate the additional students. We have faculty and part time lecturers who can teach this content.

(b) Once this minor is approved, information will be available in the Undergraduate Bulletin. The program director will meet with Advisement Services and departmental advisors to review the requirements so advisors are informed. Since they are already providing advising services for a major and minor, there is no extra work for the advisors other than learning about the new program.

The associate dean's office at the School of Social Welfare will be responsible for assigning instructors and securing space for the two additional courses each semester. We prefer to teach on main campus or on-line, and there are space restrictions on the main campus so this may create some challenges.



Program Expenses

List all resources that will be engaged specifically as a result of the proposed program (e.g., a new faculty position or additional library resources). If they represent a continuing cost, new resources for a given year should be included in the subsequent year(s), with adjustments for inflation or negotiated compensation.

Program Expense Categories	Expenses (in dollars)					
	Prior to implementation	Academic Year 1:	Academic Year 2:	Academic Year 3:	Academic Year 4:	Academic Year 5:
<i>(a) Personnel (including faculty and all others)</i>	0	8,000	8,000	8,000	8,000	8,000
<i>(b) Library</i>		0	0	0	0	0
<i>(c) Equipment</i>		0	0	0	0	0
<i>(d) Laboratories</i>		0	0	0	0	0
<i>(e) Supplies</i>		0	0	0	0	0
<i>(f) Capital Expenses</i>		0	0	0	0	0
<i>(g) Student stipends or scholarships</i>		0	0	0	0	0
<i>(h) Other (specify):</i>		0	0	0	0	0
Sum of Rows Above	\$ 0	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000

Explanatory Notes (add additional pages as needed):



APPROVALS

Department Chair Mary Mcleary 10/15/18
Department Chair Date

Dean [Signature] 10/15/18
Dean Date

UPPC Chair _____
UPPC Chair Date

- It is the sponsoring department's responsibility to request and attach all required documentation and to obtain all required signatures (with the exception of the chair of UPPC's) **before** presenting the documentation.
- Completed forms should be sent to the **Office of Undergraduate Education**, the **Office of Graduate Education**, or **both** as appropriate.
- When the Chair of UPPC has received the proposal from the appropriate office(s), s/he will notify you that it has been placed on the UPPC agenda and invite you to attend the meeting.

**School of Social Welfare
Undergraduate Program Committee
Proposal
Social Welfare Studies Minor
October 12, 2018**

Background

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Course distribution for 18 credits

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<p>Students majoring in Human Development who complete EPSY224 in the major may substitute RSSW 390 for the human development course in the social welfare studies minor.</p> <p>Students majoring in Sociology who complete ASOC 220 in the major may substitute RSSW 390 for the Research Methods course in the social welfare studies minor.</p>			

Course Content

The course content will be the same for the major and minor including on-line and blended course formats.

Impact

RSSW 210 would be uncapped or capped at 50 to ensure sufficient seats for students in the major and minor. We currently fund an instructor for both semesters and this would continue.

Courses highlighted in yellow will require an additional section, increasing the number of part time lecturers by two each semester (4 for the academic year). Our current plan is to have a section of these courses on the downtown campus for

majors where the class is offered one day a week for 3 hours and one on the uptown campus for minors following a more traditional two or three day a week schedule.

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To: [McCarthy, Mary](#); [Andrade, Heidi L](#)
Subject: RE: Inquiry from School of Social Welfare
Date: Friday, October 12, 2018 11:04:36 AM

Hi Mary,

Yes you will have our support for this minor. The only concern was that it would add additional seats to our already packed EPSY 224 class but I do agree that the students selecting 224 will be our majors.

Please let me know if you need anything else.

Have a great weekend!

Dayna

Dayna KT Newton

Academic and Administrative Coordinator

Human Development Major

Department of Educational and Counseling Psychology

University at Albany

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Hello Mary,

Thanks for being in touch about the new social welfare minor -- it's a great idea, and I'm happy to support it in whatever way I can. Could you please send two things to Dayna and I: 1) a syllabus for RSSW 302, and 2) an estimate of the number of additional students who might enroll in 224 when the minor is available.

Best,

Heidi

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Human Development Major

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Mary McCarthy, Ph.D., LMSW
Undergraduate Program Director
University at Albany
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www.albany.edu/ssw

From: [Major, Aaron](#)
To: [McCarthy, Mary](#)
Subject: Re: Inquiry from School of Social Welfare
Date: Friday, September 14, 2018 4:13:11 PM

Hi Mary,

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Aaron

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Subject: Inquiry from School of Social Welfare

Dear Aaron,

By way of introduction, I am the director of the Undergraduate program for the School of Social Welfare. We are planning to submit a proposal to the Undergraduate Academic Council for a minor in social welfare studies. One of the requirements for the new minor is RSSW 322: Introduction to Research Methods in Social Welfare. The content provides an introduction to quantitative and qualitative methods in social work. We would like to accept credit for this requirement if students take ASOC 220, which is very similar to our course. If you have no objection to this plan, I will need a letter or email from you stating that you are aware of this alternative course to meet the requirements of the minor in social welfare studies and have no objection for the course action paperwork.

If you would like to discuss this proposal with me, I am happy to come by your office or schedule a call with you. Thank you in advance for your attention to this request and nice to meet you virtually.
Mary McCarthy

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