



UNIVERSITY  
AT ALBANY

State University of New York

Senior Vice President for Academic Affairs & Provost

March 8, 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 two proposals for program registration update. As indicated, we seek to have our existing Ph.D. and C.A.S programs in Reading changed, in title only, to become titled Literacy.

These proposals have been fully considered and approved through our school and campus governance bodies. 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@uamail.albany.edu](mailto:jbartow@uamail.albany.edu)) at our campus. As always, we thank you for your on-going support.

Sincerely,

James R. Stellar  
Senior Vice President for Academic Affairs and Provost

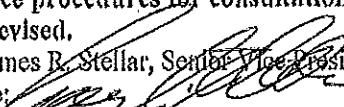
Enclosures (2)

- c. Dean Kevin Williams
- Dean Robert Bangert-Drowns
- Professor Virginia Goatley, Chair
- Vice Dean Jon Bartow



Program Revision Proposal: Changes to an Existing Program Form 3A

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, 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.

<b>Section I. General Information</b>	
<b>a) Institutional Information</b>	1. Institution Name: University at Albany, State University of New York 2. Institution's 6-digit SED Institution Code: 210500 3. Institution's Address: 1400 Washington Avenue, Albany, NY 12222 4. <i>Additional Information: Specify each campus and its 6-digit SED Institution Code where the program is registered and where the proposed changes would apply.</i>
<b>b) The Registered Program to be Changed</b>	1. Program title: Reading 2. Award (e.g., B.A., M.S.): Advanced Certificate (CAS) 3. Number of Required Credits: Minimum [ 60 ] If tracks or options, largest minimum [    ] 4. HEGIS Code: 0803.00 5. SED Inventory of Registered Programs (IRP) 5-digit Program Code: 15127 6. Anticipated effective date of the change in the program(s) (mm/dd/yyyy): 07/01/2016 or when approved. 7. 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):
<b>c) Contact Person for This Proposal</b>	Name and title: Virginia Goatley, Chair, Department of Literacy Teaching and Learning Telephone: 518-442-5104 E-mail: vgoatley@albany.edu
<b>d) CEO (or designee) Approval</b>	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 program as revised. Name and title: James R. Stellar, Senior Vice President for Academic Affairs and Provost Signature and date:  3/8/16
	If the revised program will be registered jointly <sup>2</sup> with one more other institutions, provide the following information for each partner institution. The signature confirms support of the changes.
	Partner institution's name: Name and title of partner institution's CEO: Signature of partner institution's CEO (or append a signed letter indicating approval of this proposal):

Version 2013-10-21

<sup>1</sup> To propose changes that would create a new program, the Program Revision Proposal form for Creating New Program(s) from Existing Program(s) is required.

<sup>2</sup> If the partner institution is non-degree-granting, see CEO Memo 94-04.

## Section 2. Requested Changes.

### Section 2.1. Changes in Program Content

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.

a) 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.*

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

### Section 2.2. Other Changes

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

Program title: Change from Reading to Literacy

Rationale: In the last few decades, the field has shifted from a focus on reading to a much broader view of literacy, with a more encompassing definition of what children and young adults need to know and do. These literacies include areas such as reading, writing, viewing, speaking, listening, and representing, all situated in new technologies and social contexts. While any one component of literacy is certainly important, as a whole, the term literacy better captures the broad view. The proposed name change will better represent our current practices, in addition to allowing us to be more competitive and current with our colleagues across the country.

- 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.

**Section 3. Sample Program Schedule**

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

**NOTE:** *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, with at least 3 credits each in Basic Communication and Mathematics, plus no fewer than three credits each 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 an appropriate number of SUNY Transfer Path (TPath) courses (from 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.*
- *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 – a different form – with compelling justification(s).*

**EXAMPLE FOR ONE TERM: Undergraduate Sample 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 Sample Program Schedule*. If the program has separate tracks or concentrations, complete a *Sample 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 Undergraduate Sample Program Schedule OPTION: You can paste an Excel version of this schedule AFTER this line, and delete the rest of this page.)**  
**Program/Track Title and Award:**

- a) Indicate academic calendar type: [ ] 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) Name of SUNY Transfer Path, if one exists: See Transfer Path Requirement Summary for details.  
 d) Use the table to show how a typical student may progress through the program; copy/expand the table as needed. Complete all columns that apply to a course.

Term 1:		See KEY.		See KEY.		See KEY.		See KEY.						
Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites
Term credit totals:														
Term 3:		See KEY.		See KEY.		See KEY.		See KEY.						
Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites
Term credit totals:														
Term 5:		See KEY.		See KEY.		See KEY.		See KEY.						
Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites
Term credit totals:														
Term 7:		See KEY.		See KEY.		See KEY.		See KEY.						
Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites
Term credit totals:														
Program Totals (in credits):							Total Credits:	SUNY GER:	LAS:	Major:	Upper Division:	Upper Division Major:	Number of SUNY GER Categories:	

**KEY:** Cr: credits GER: SUNY General Education Requirement (Enter Category Abbreviation) LAS: Liberal Arts & Sciences (Enter credits) Maj: Major requirement (Enter credits) TPath: SUNY Transfer Path Courses (Enter credits) New: new course (Enter X) Co/Prerequisite(s): list co/prerequisite(s) for the noted courses Upper Division: Courses intended primarily for juniors and seniors SUNY GER Category Abbreviations (the first five listed in order of their frequency of being required by SUNY campuses): Basic Communication (BC), Math (M), Natural Sciences (NS), Social Science (SS), Humanities (H), American History (AH), The Arts (AR), Other World Civilizations (OW), Western Civilization (WC), Foreign Language (FL).

**SUNY Graduate Sample 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:**

- a) Indicate academic calendar type:  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:				Term 2:			
Course Number & Title	Credits	New	Co/Prerequisites	Course Number & Title	Credits	New	Co/Prerequisites
Term credit total:				Term credit total:			
Term 3:				Term 4:			
Course Number & Title	Credits	New	Co/Prerequisites	Course Number & Title	Credits	New	Co/Prerequisites
Term credit total:				Term credit total:			
Term 5:				Term 6:			
Course Number & Title	Credits	New	Co/Prerequisites	Course Number & Title	Credits	New	Co/Prerequisites
Term credit total:				Term credit total:			
Term 7:				Term 8:			
Course Number & Title	Credits	New	Co/Prerequisites	Course Number & Title	Credits	New	Co/Prerequisites
Term credit total:				Term credit total:			
Program Total:		Total Credits:	Identify the required comprehensive, culminating element(s), such as a thesis or examination, including course number(s), if applicable:				

New: X if new course      Prerequisite(s): list prerequisite(s) for the listed courses

**Section 4. SUNY Faculty Table**

- a) If applicable, provide information on faculty members who will be teaching new or significantly revised courses in the program. Expand the table as needed.  
 b) Append at the end of this document position descriptions or announcements for each to-be-hired faculty member

(a) Faculty Member Name and Title and/or Rank at the Institution (Include and identify Program Director.)	(b) % of Time Dedicated to This Program	(c) Program Courses Which May Be Taught (Number and Title)	(d) Highest and Other Applicable Earned Degrees (include College or University)	(e) Discipline(s) of Highest and Other Applicable Earned Degrees	(f) Additional Qualifications: List related certifications and licenses and professional experience in field.
<b>PART 1. Full-Time Faculty</b>					
<b>Part 2. Part-Time Faculty</b>					
<b>Part 3. To-Be-Hired Faculty (List as TBH1, TBH2, etc., and provide expected hiring date instead of name.)</b>					