

# Graduate Certificate in Leadership for Teachers and Professionals

## 2 Graduate Program Change 2022-23

### I. General Information

The faculty member originating this proposal is to complete sections I and II.

Before starting this form, please review graduate curriculum website on policies and processes: <https://www.unlv.edu/graduatecollege/curriculum>

Click "**validate and launch proposal**" **button below.** Once the pop-up window comes up and displays an error message, click on the "show me" button (on the pop-up). This will highlight in red the required fields of this form. Fill in **ONLY** the red (required) fields.

With all red fields completed, click on the "**validate and launch proposal**" **button** again to launch the proposal. The pop-up this time should not display an error, and will display instead a "**launch proposal**" **button.** Click on the "**launch proposal**" **button** to launch.

**After launch, please fill in all remaining fields in the form to reflect your intended changes, including edits to the schema section of this form (further explained below).**

Department (s) (if Dual or Interdisciplinary please add all departments):\*

Teaching and Learning

Degree or Certificate Name:\*

Graduate Certificate in Leadership for Teachers and Professionals

Degree Type:\*

Graduate and Advanced Graduate Certificate

Program Type:\*

Certificate

### II. Program Changes

Proposed New CIP Code (if applicable):

Are you changing admission requirements?\*

Yes

No

Are you changing program learning objectives?  Yes  No

If yes, describe changes to learning objectives:

Are you changing course requirements?  Yes  No

Are you changing degree completion requirements?  Yes  No

Are you changing the culminating experience?  Yes (complete the culminating experience section below)  No

Are you adding a new subplan?  Yes  No

Other Changes (e.g. subplan titles,...):  Yes  No

If not a Dual itself, is this program also available as part of a Dual-Degree offering?  Yes  No

## Summary of Changes

**Provide a brief summary of proposed changes:** This proposal is to change three of the four courses required for the certificate.

**Provide a rationale for each proposed change:** The new coursework will align with a state endorsement.

## Office of Online Education

Entire programs OR specific subplans that are 100% online must contact the Office of Online Education (<https://www.unlv.edu/provost/online-education>).

Email: [elizabeth.barrie@unlv.edu](mailto:elizabeth.barrie@unlv.edu)

What is the current delivery/mode of instruction for this program?  100% face-to-face courses for the entire program  Hybrid for the entire program (some online courses; some face-to-face courses)  100% online courses for the entire program

- Are you changing the delivery/mode of instruction? (select new mode):\***
- 100% face-to-face courses
  - Hybrid (some online courses; some face-to-face courses)
  - 100% online courses for the entire program (contact office of online education)
  - 100% online courses for a subplan only (contact office of online education)
  - No Changes

## Required Additional Documents:

Please attach required documents by navigating to the “attach a file” icon at the right of this form.

Information and forms available at the [Office of the Vice Provost for Academic Programs](#) website.

**If changing to 100% online delivery for the entire program OR a specific subplan, please attach the following:**

Assessment Plan - A new assessment plan will be required when adding an exclusively online mode of delivery to a degree and it must be approved by the [Office of Academic Assessment](#),

[assessment@unlv.edu](mailto:assessment@unlv.edu),

Dean's memo of support

Teach Out Plan (available at the [Office of the Vice Provost for Academic Programs](#) website).

- If 100% Online for the entire program OR a specific subplan, attach the required documents and mark the checkboxes:**
- Assessment Plan
  - Dean's memo of support
  - Teach Out Plan

## Office of Educational Compliance

Programs that lead to professional licensure or certification must contact the Office of Educational Compliance (<https://www.unlv.edu/provost/ed-compliance>).

Email: [leeann.fields@unlv.edu](mailto:leeann.fields@unlv.edu)

- With this change, does this program lead to professional licensure or certification?\***
- Yes (contact office of educational compliance)
  - No

## SCHEMA SECTION

**Please edit the schema section after launching the proposal. To launch, please complete all other fields of this form and click "validate and launch" at the bottom. If an error message pops up, please click "show me" and fill in all red (missing) fields in the form and click "validate and launch" again until successfully launched.**

In this section, please use the instructions below to change the graduate catalog display of program requirements: descriptions, admissions, courses, degree completion, graduation, etc.

Please note that the new graduate catalog will display the exact information that you edit in this section.

### INSTRUCTIONS:

1. Click on the "View Curriculum Schema" icon at the bottom of the "Schema Section."
2. If you are only adjusting existing content, click on the respective Core you would like to edit, then make your edits and click on "Save" as you go. If you are deleting a subplan or courses, simply delete the respective Cores or courses and adjust the descriptive content accordingly.

If you are adding new subplans and/or adding or substituting courses, please see the steps below:

**Prior to following the steps below, please open in parallel a structurally similar program from the graduate catalog as a reference ([UNLV Graduate Catalog](#)). You will use this reference to review the sections of a program plan, and have direction on expected content.**

3. Click "Add Core" to create blank "Cores." Create as many Cores as you will need. If unsure, refer to other subplans already in this program or to a reference in the graduate catalog to understand how many Cores you need and their expected content.
4. Click on each Core and rename them following your needs or a catalog reference, clicking on "Save" as you go.
5. Add content to all of the cores by clicking within the field to be edited and clicking "Save" as you go. Please note that course sections require instructions of how the credits must be taken (e.g. "Complete x credits by completing all of the following courses," or "Complete x credits of advisor-approved courses," or "Complete 3 credits of course-x and 6 credits of course-z," etc.).
6. To add courses, click on the "View Curriculum Courses" tab at the top of the schema window below, then click on the "Import Course" button at the bottom of the "View Curriculum Courses" window. Click on the available import catalog (only one will be available), and on the import window, select "filter by prefix." (1) Search for your desired course prefix; (2) then click "search available curriculum; (3) then click on all courses that will be imported. Add courses to proposal by clicking, at the very bottom, on the "Add Courses to Proposal" button. Repeat this process as often as you need until all courses are added to the proposal.
7. For courses that do not exist yet at the time of this proposal: Add the courses into the description box of the respective course section in the following way: "PREFIX - NUMBER - Course name, (credits)."
8. Add the courses into their respective course section by clicking "add course" within each course section.

**QUESTIONS?** Step-by-step guides are available at the [Graduate Curriculum Website](#), and at any time please contact [gradcurriculum@unlv.edu](mailto:gradcurriculum@unlv.edu)

## Plan Description

The purpose of the Leadership for Teachers And Professionals Certificate is to develop building-level leaders who want to lead without leaving the classroom. Leaders will be prepared to assist their schools with data literacy, peer coaching, and working with urban student populations.

For more information about your program, including your graduate program handbook and learning outcomes, please visit the [Degree Directory](#).

## Plan Admission Requirements

### [Application deadlines](#)

Applications available on the [UNLV Graduate College website](#).

*Students are accepted into a certificate program as described in the Graduate Catalog. The faculty and corresponding sub-disciplines and sub-plans within the described programs are subject to change at any time.*

## Plan Requirements

Total Credits Required: 12

## Course Requirements

### Required Courses – Credits: 12

CIG 687 Coaching High-Leverage Field Practices	3
CIG 682 Reflective Practice in Teaching	3
CIG 686 Teachers and Professionals as Change Agents	3
CIG 706 Mentoring Strategies to Improve Teaching	3

## Certificate Requirements

Accepted students must earn a "B" or better in all courses.

## Plan Certificate Completion Requirements

Certificates will be awarded upon students' successful completion of all certificate requirements.

## Advising and Culminating Experience

With these changes, will students in this program need a Grad Advisory Committee (GAC) formed?

- Yes  
 No

If yes, please list the applicable subplans that will need a GAC:

With these changes, will students be assigned a faculty advisory prior to GAC formation?

- Yes  
 No

If yes, please list the applicable subplans that will need an advisor:

Comments:

For Master's program only: With these changes, does this program require a prospectus form?

- Yes  
 No

If yes, please list applicable subplans:

With these changes, will the culminating experience be a course?

- Yes  
 No

If yes, please provide

course prefix, number  
and name:

With these changes,  
describe the  
culminating  
experience  
(requirements, if  
applicable-which  
subplans will need  
GACs, forms, etc.):

The [Degrees Directory](#) provides current and consistent degree information. Submission of this form indicates acknowledgment and understanding that every department is responsible creating and maintaining accurate and updated program information on the UNLV Degrees Directory.

**If new courses are added as placeholders within this proposal, new courses must be created using a Course Create form simultaneously to the process of this proposal.**

**Degrees Directory Program Entry:**  Check this box to acknowledge the above statement.

**Changes will be applicable to:**  Current Students  
 New Students  
 Both Current and New Students

**If applicable to current students, changes are:**  Mandatory  Optional  n/a



**If mandatory:**  If mandatory, I confirm that all students will be notified in writing of these changes as approved by the graduate college  
 Not Mandatory


**Effective Date:**



## READY TO SUBMIT?

After making all your intended changes, please follow these steps:

1. Finish the launch of your proposal by clicking the decisions icon  located to the right of the form. This will display a new decision/approval field on the top right.
2. Click on "approve", add an optional comment if necessary, and then click on the "Make My Decision" button at the bottom to move the proposal forward to the next step. You will see a notification indicating that the proposal has moved forward. You will not be able to edit after moving the proposal forward.
3. Please note that it is your responsibility as the proposer to see that the proposal is reviewed and receives all necessary approvals. Please be encouraged to reach out to reviewers on each step, if necessary.
4. You can check the status of the proposal by clicking on the workflow status icon  to verify that the proposal has gone to the next step.

The workflow status icon  will also show you the current step of the proposal at any given time, and who are the reviewers at that step.


QUESTIONS? contact [gradcurriculum@unlv.edu](mailto:gradcurriculum@unlv.edu)

### III. Department Vote Information

Note: This section is to be filled out by the Department Chair on behalf of the department committee.

(The role has been assigned to the corresponding person on this step. If incorrect, please notify [gradcurriculum@unlv.edu](mailto:gradcurriculum@unlv.edu)).

1. Review the proposal. Discuss and make appropriate revisions.
2. Fill in vote information in the fields below, along with the approval. If Dual or Interdisciplinary: add votes from all departments/colleges involved

3. Then approve/reject by clicking the decisions icon  located to the right of the form. This will display a new decision/approval field on the top right. Click on "approve", add an optional comment if necessary, and then click on the "Make My Decision" button at the bottom to move the proposal forward to the next step. You will see a notification indicating that the proposal has moved forward. You will not be able to edit after moving the proposal forward.

The workflow status icon  will also show you the current step of the proposal at any given time, and who are the reviewers at that step.

If there were any modifications to the proposal, please enter them in the comments box below:

**Comments:**

**Date faculty voted on proposal:** 3/16/2022


**Result of vote:** 7-0

**Manner of vote:** online

#### IV. College Vote Information

**Note:** This section is to be filled out by the Academic Associate Dean on behalf of the college/school committee.

(The role has been assigned to the corresponding person on this step. If incorrect, please notify [gradcurriculum@unlv.edu](mailto:gradcurriculum@unlv.edu)).

1. Review the proposal. Discuss and make appropriate revisions.
2. Fill in vote information in the fields below, along with the approval. If Dual or Interdisciplinary: add votes from all departments/colleges involved
3. Then approve/reject by clicking the decisions icon  located to the right of the form. This will display a new decision/approval field on the top right. Click on "approve", add an optional comment if necessary, and then click on the "Make My Decision" button at the bottom to move the proposal forward to the next step. You will see a notification indicating that the proposal has moved forward. You will not be able to edit after moving the proposal forward.

The workflow status icon  will also show you the current step of the proposal at any given time, and who are the reviewers at that step.

**Date faculty voted on proposal:** 3/7/2022

**Result of vote:** 8-0

**Manner of vote:** Online

#### V. Graduate College Use Only - Code Request Items

**Note:** This section is for graduate college use only.

**Academic Organization:**

**Academic Program Code:**

**Academic Plan Code:**

**Plan Description (30  
chars):**

**Transcript  
Description:**

**Subplan Code:**

**Subplan Description:**

**Subplan Type:**  Track  
 Concentration  
 Option/Dual  
 Embedded/Track

**Subplan on  
Transcript?**  YES  NO

**Effective Date and  
First Term Valid:**

**Length / Avg. Time to  
Degree:**

**CIP code and title:**

**Other Codes Needed:**

**Description /  
implementation field  
(do not edit)**

# Comments for Graduate Certificate in Leadership for Teachers and Professionals

<b>Maria Roberts</b>	3/14/2022 8:28 am <a href="#">Reply</a>
Approved by Maria B. Roberts, Associate Dean for Academic and Professional Programs.	
<b>Curriculog</b>	3/14/2022 8:28 am <a href="#">Reply</a>
Maria Roberts has approved this proposal on School/College Associate Dean/ Dean.	
<b>Lisa Bendixen</b>	3/7/2022 4:19 pm <a href="#">Reply</a>
Unanimous vote to approve (8/8) via zoom meeting.	
<b>Curriculog</b>	3/7/2022 4:19 pm <a href="#">Reply</a>
Lisa Bendixen has approved this proposal on School/College Committee.	
<b>Curriculog</b>	2/24/2022 1:40 pm <a href="#">Reply</a>
TL Chair has approved this proposal on Department Chair.	
<b>Curriculog</b>	2/23/2022 11:07 am <a href="#">Reply</a>
T&L Elementary Programs has approved this proposal on Graduate Coordinator.	
<b>Curriculog</b>	2/23/2022 10:49 am <a href="#">Reply</a>
T&L Masters Programs has approved this proposal on Graduate Coordinator.	
<b>Curriculog</b>	2/23/2022 10:48 am <a href="#">Reply</a>
T&L Masters Programs has approved this proposal on Graduate Coordinator.	
<b>Curriculog</b>	2/23/2022 10:17 am <a href="#">Reply</a>
TL Graduate Coordinator has approved this proposal on Graduate Coordinator.	
<b>Curriculog</b>	2/23/2022 10:01 am <a href="#">Reply</a>
T&L Secondary Programs has approved this proposal on Graduate Coordinator.	
<b>Curriculog</b>	2/22/2022 10:16 am <a href="#">Reply</a>
TL Doctors Graduate Coordinator has approved this proposal on Graduate Coordinator.	

**Curriculog**

2/16/2022 9:13 pm [Reply](#)

TL Doctors Graduate Coordinator has approved this proposal on Graduate Coordinator.

**Curriculog**

2/15/2022 2:53 pm [Reply](#)

Graduate Curriculum has approved this proposal on Technical Review.

**Curriculog**

2/8/2022 12:01 pm [Reply](#)

Jacob D Skousen has approved this proposal on Originator.

**Curriculog**

2/8/2022 12:00 pm [Reply](#)

Jacob D Skousen has launched this proposal.

**Curriculog**

2/8/2022 11:49 am [Reply](#)

Jacob D Skousen imported from the map 2022-2023 - Working Graduate Catalog into the following proposal fields: I. General Information: Department (s) (if Dual or Interdisciplinary please add all departments);, I. General Information: Degree or Certificate Name;,, I. General Information: Degree Type;,, I. General Information: Program Type;,, II. Program Changes: Proposed Curriculum;,, V. Graduate College Use Only - Code Request Items: Description / implementation field (do not edit).